



Ethics Office Monthly Report

MWD
METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA



0

September 2019

ADVICE

Handled 12 advice matters involving topics including financial disclosure, conflicts of interest, offers of travel from a vendor, and contracts.

Advised the professional contracting services team on pending contracts involving former Metropolitan employees.

Collaborated with General Counsel on an advice matter involving state ethics laws and various Metropolitan policies.

EDUCATION AND TRAINING

Held individual new filer training sessions with three new employees. Employees received personalized training on how to file Form 700, conflicts of interest, gifts, and related ethics rules.

Presented an Ethics Office overview and primer on ethics rules at Metropolitan's Management University and new employee orientation.

OUTREACH

Ethics Office staff visited the Jensen Water Treatment Plant and the Eagle Rock Operation Control Center to learn about facility operations.

Ethics Officer Salinas attended an Employee/Management staff meeting at the Jensen Water Treatment Plant and provided an overview of the Ethics Office services.

Ethics Officer Salinas also gave the

keynote address at the Hispanic Employees Association's 2019 Hispanic Heritage Month opening ceremony.

COMPLIANCE

Assisted Board members and employees with Assuming Office and Leaving Office Form 700 filings.

Monitored the status of past due Form 700 filings from current employees and secured compliance from two late Assuming Office filers and two late Leaving Office filers. Also sent letters to five recently separated employees notifying them of non-compliance with Leaving Office filings.

STAFF DEVELOPMENT

Participated in an Ethics Office team-building session led by Human Resources staff focused on identifying communication styles.

SEPTEMBER ADVICE AND INVESTIGATION DATA

| | |
|------------------------|----|
| Advice Provided | 13 |
| Complaints Received | 3 |
| Investigations Opened | 0 |
| Pending Investigations | 1 |