



Ethics Office Monthly Report

MWD
METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA



March 2020

STAFF DEVELOPMENTS

Transitioned Ethics Office into telework status in response to local and state “Stay at Home” Executive Orders.

Staff members participated in a webinar coordinated by the General Counsel entitled: *Electronic Records: Considerations for Public Agencies to Ensure State Law Compliance.*

ADVICE

Responded to 35 requests for advice on matters involving financial disclosure requirements, third party travel payments, potential conflicts of interest, gifts from vendors, and other ethics-related topics.

OUTREACH

Presented an Ethics Office overview at new employee orientation.

COMPLIANCE

Continued management of the Form 700 annual filing season, which began January 1, 2020. Contacted the FPPC regarding a possible extension of the filing deadline then notified all filers once the FPPC extended the deadline to June 1.

Assisted Board members and employees with Annual, Assuming Office, and Leaving Office Form 700 filings. Assistance included troubleshooting for the electronic filing system and helping filers determine what interests to report on Form 700.

Monitored the status of past due Form 700 filings from current employees and secured compliance from one late Assuming Office filer.

POLICY

Responded to requests for information from the bargaining units related to the proposed changes to the Administrative Code.

INVESTIGATIONS

Preliminary Review – Completed a preliminary review into whether an employee violated the Ethics Operating Policy’s outside employment rules by performing outside work using Metropolitan resources. The Ethics Officer found that there was insufficient evidence to proceed to a full investigation. The matter was closed.

MARCH ADVICE AND INVESTIGATION DATA

Advice Provided	35
Complaints Received	1
Investigations Opened	0
Pending Investigations	1