



# Ethics Office Monthly Report

**April 2020**

## **STAFF DEVELOPMENT**

Staff members participated in the following webinars:

- *Reviewing and Amending a Conflicts of Interest Code* (Best Best & Krieger)
- *How to Amend a Conflict of Interest Code for Local Agencies* (Fair Political Practices Commission)
- *Effective Teleworking* (Coordinated by Metropolitan Department of Human Resources)
- *An Action Plan for Better Performance Audits in the Public Sector* (Governing Institute)

Staff also participated in “*Board Support Overview – Processes and Procedures*” an interactive online session led by Metropolitan’s Board Support Team.

## **ADVICE**

Responded to 12 requests for advice on matters involving misleading associations, political activities, potential conflicts of interest involving former employers, financial disclosure requirements, and other ethics-related topics.

## **COMPLIANCE**

Collaborated with Human Resources on the final analysis phase of the office’s biennial amendment of the Conflicts of Interest (COI) Code. The proposed amendments to

the COI Code will be presented to the Fair Political Practices Commission (FPPC) and the Board for approval later this year.

Continued management of the Form 700 annual filing season, which began January 1, 2020. As of April 30, 75% of Metropolitan employees required to file a 2019 Annual report by June 1 have done so.

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 six late Assuming Office or Leaving Office filers.

Sent letters to six recently separated employees notifying them of non-compliance with Leaving Office filings.

## **INVESTIGATIONS**

**Investigation** – Initiated an investigation into whether a manager violated conflict-of-interest rules by participating in a matter in which they had a personal financial interest.

## **APRIL ADVICE AND INVESTIGATION DATA**

Advice Provided	12
Complaints Received	3
Investigations Opened	1
Pending Investigations	2