

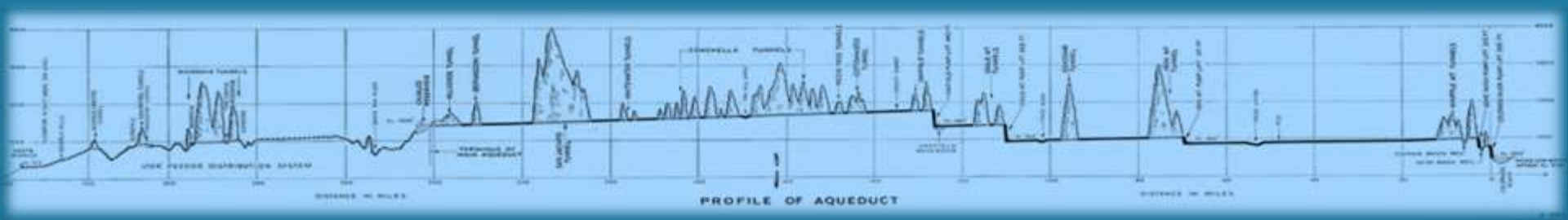


Annual Business Plan

Office of Ethics

Presented by Abel Salinas, Ethics Officer

July 28, 2020



Presentation **Roadmap**

1

Year-End Review: 2019/2020

● Strategic Priorities/Results

● Operational Priorities/Results

2

Proposed Business Plan: 2020/2021

● Strategic Priorities

● Operational Priorities

Year-End Review Strategic Priorities

Year-End Review: Strategic Priorities



Outreach and Education



Feedback



Employee Survey



Collaboration



Performance Metrics



Administrative Code
Revisions



Employee Development
Plans

Year-End Strategic Results

Outreach and Education



1

Site Visits

2

Inspection Trips

3

Events

Outreach and Education

1



4

Employee Resource Groups

5

Form 700 Training

Year-End Strategic Results

Outreach and Education

Webinar Series Launch “Meet Your Ethics Office”



THREE THINGS YOU NEED TO KNOW ABOUT MET THIS WEEK
A weekly newsletter by and for Metropolitan employees
June 15, 2020



Get to Know the Ethics Office

After nearly a year in his post, Ethics Officer **Abel Salinas** has a firm hold on how Metropolitan employees view the Ethics Office and is working to re-shape some misconceptions while fostering a more open approach.

Year-End Strategic Results

Feedback

Bargaining
Units

Employee
Resource Groups



Senior Management

Employees

Year-End Strategic Results

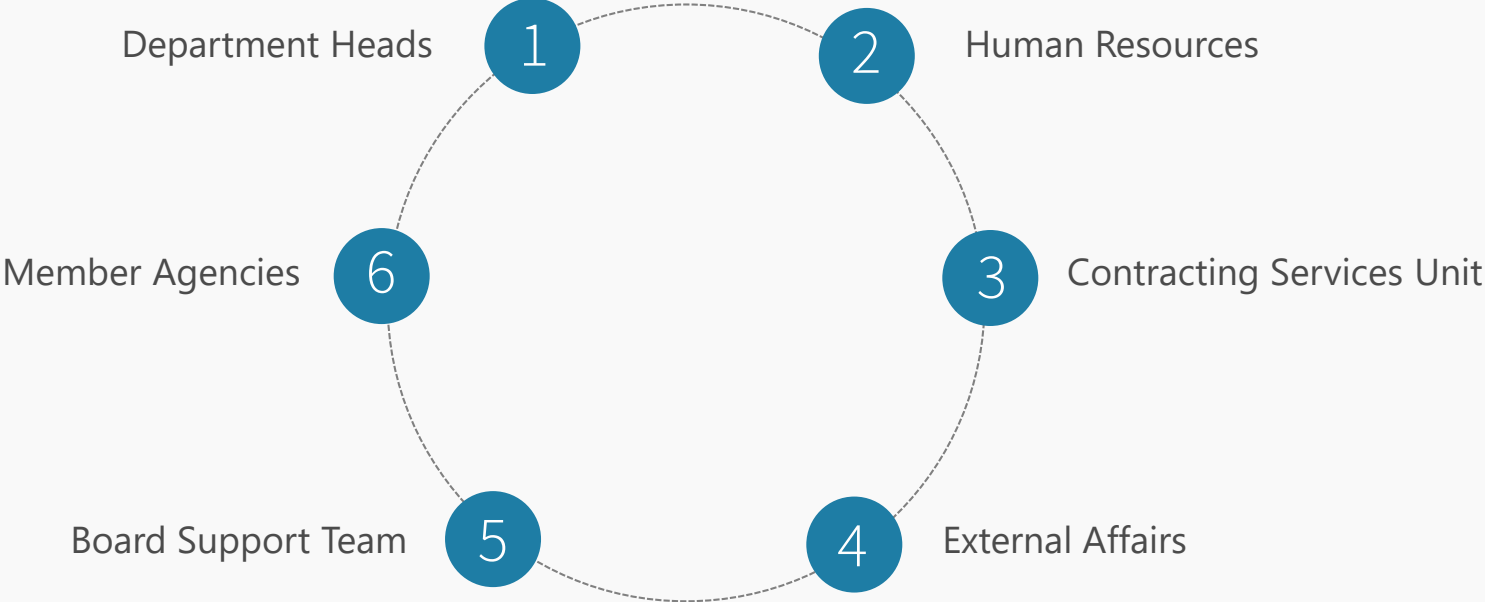
Employee Survey

- 65% participation rate
- Benefit to organizational culture/employee morale
- Identified potential institutional risks and growth areas
- Informed key priorities for 2020/2021



Year-End Strategic Results

Collaboration



Year-End Strategic Results

Collaboration



● General Manager

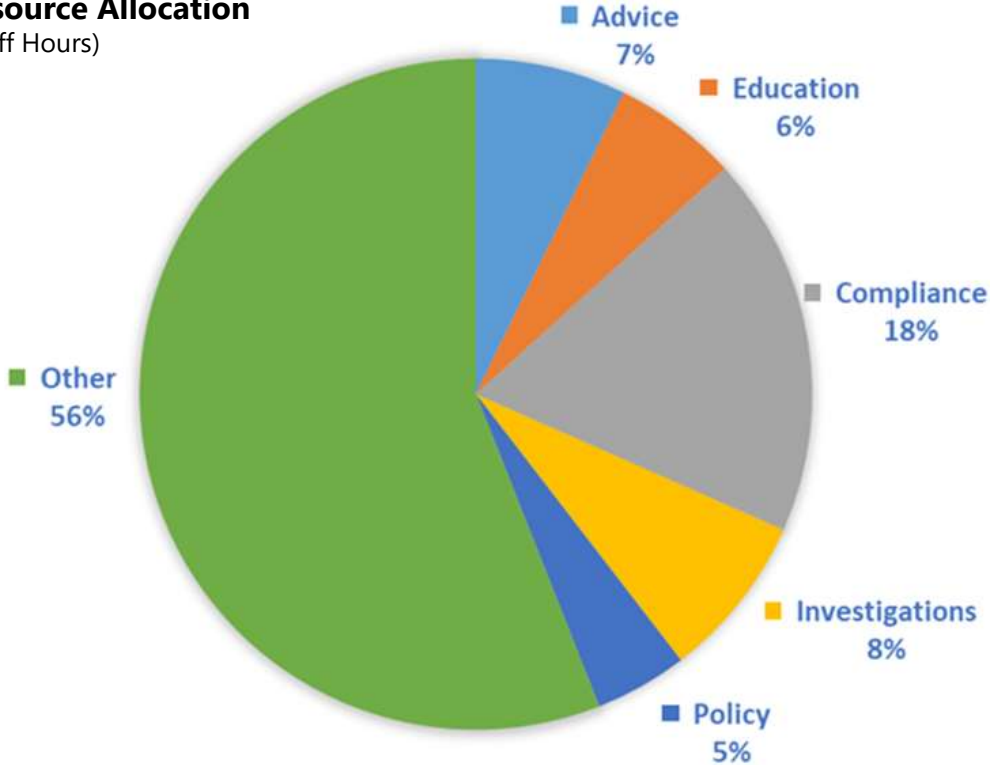
● General Counsel

● General Auditor

Year-End Strategic Results

Performance Metrics

Resource Allocation (Staff Hours)



Program Highlights

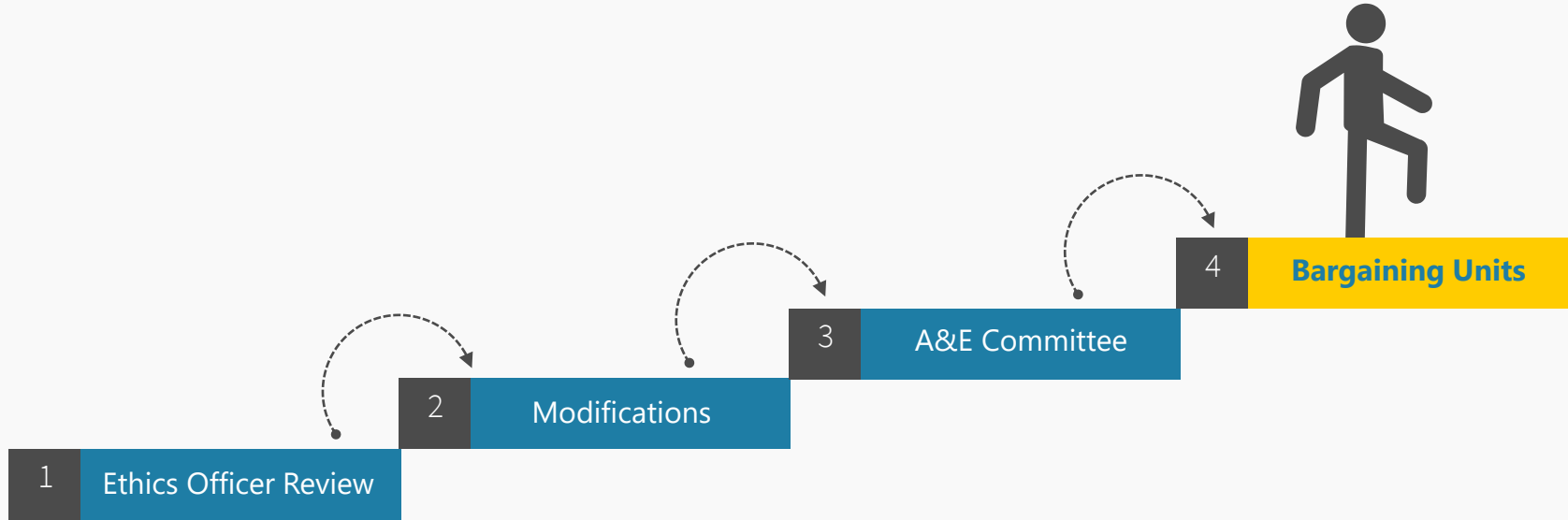
- Advice
185 matters

- Compliance
771 Statements of Economic Interests

- Investigations
29 complaints
7 completed investigations

Year-End Strategic Results

Administrative Code Changes



Year-End Strategic Results

Employee Development Plans



Eagle Rock Control Center



COGEL Conference

Year-End Review

Operational Priorities

Year-End Review: **Operational Priorities**



Advice



Education



Compliance



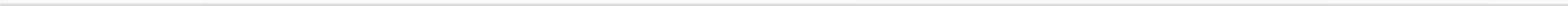
Policy



Investigations



Budget



Year-End Operational Results

Advice

1



1

Individual Advice

2

Monthly Conflicts Bulletins

Year-End Operational Results

Education

1 Individual training sessions for new Form 700 filers

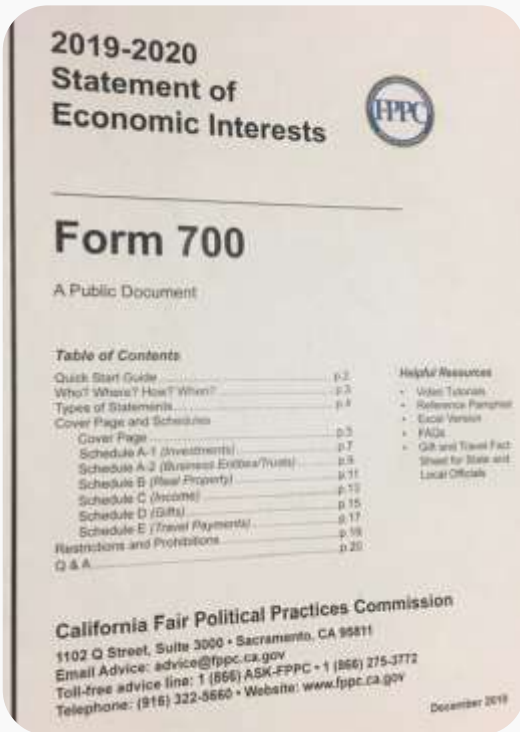
2 New employee orientations

3 Bulletins on new state ethics laws

4 Metropolitan Management University

Year-End Operational Results

Compliance



1

Filing officer duties

2

Managed electronic filing system

3

Conflict of Interest Code review

4

Duties in extended filing season due to pandemic

Year-End Operational Results

Policy



Administrative Code

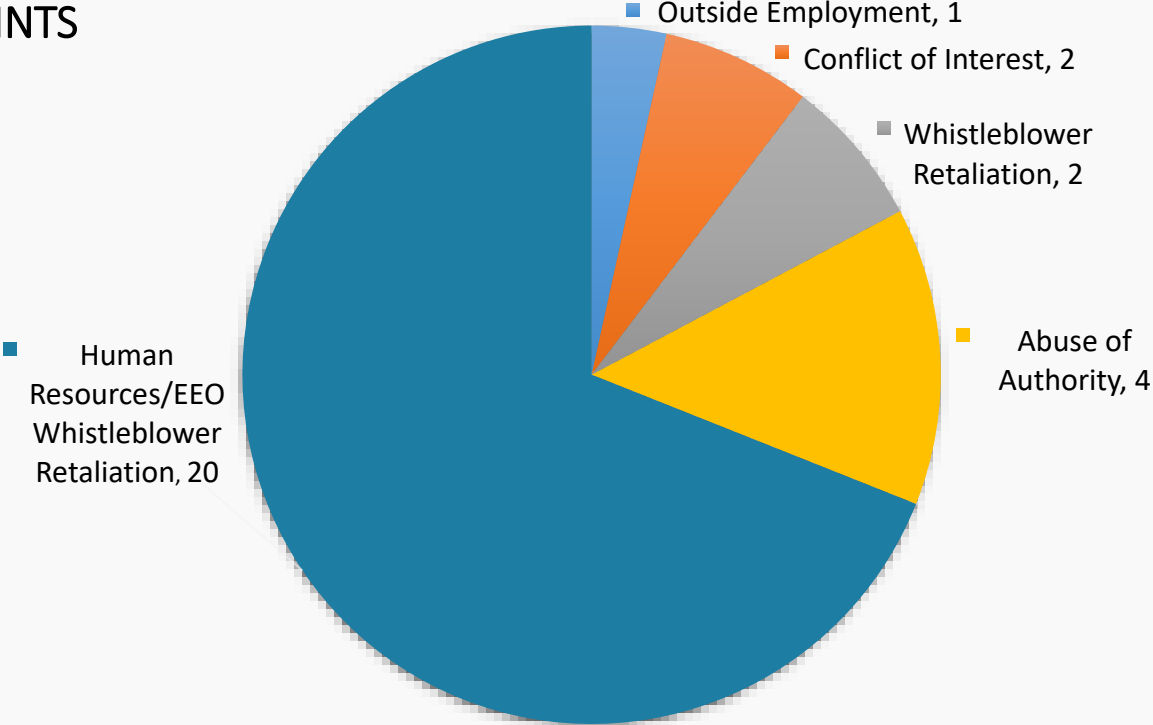
Monitoring Best Practices

Proposals: Public Notice of Contracts, Oversight

Year-End Operational Results

Investigations

29 COMPLAINTS



Year-End Operational Results

Budget

Prudent use of public funds – changes to promote efficiency

Memberships

Limited use of outside consultants

Telework transition with no impact to budget

Year-End Operational Results

Budget

The Ethics Office **Team**



Hilda Rodriguez



Dominic Berbeo



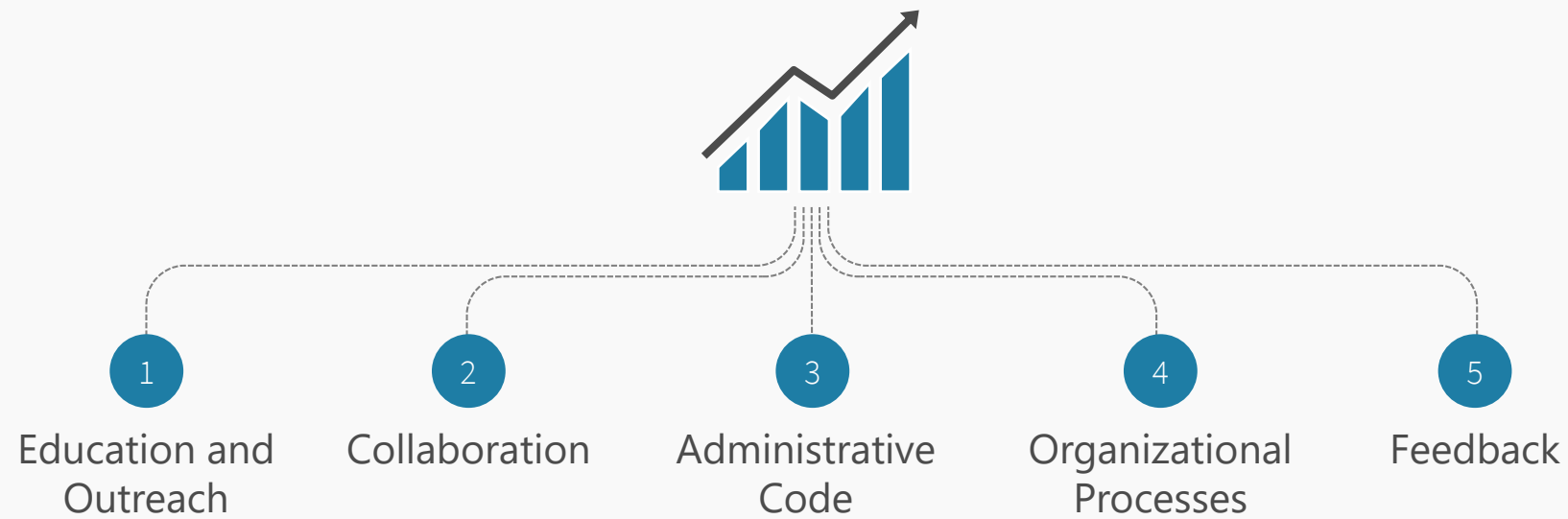
Kelli Shope



Peter von Haam

Business Plan
2020/2021
Strategic Priorities

2020/2021 Strategic Priorities



2020/2021 Strategic Priorities

Education and Outreach



1

Online Learning

Videos tailored by topic
(gifts, conflicts, outside
employment)

Director orientation

2

Focused Training

For managers, new
employees, groups

3

Engagement

Employee resource
groups

MWD activities

“Ask the Ethics
Officer” button on
internal website

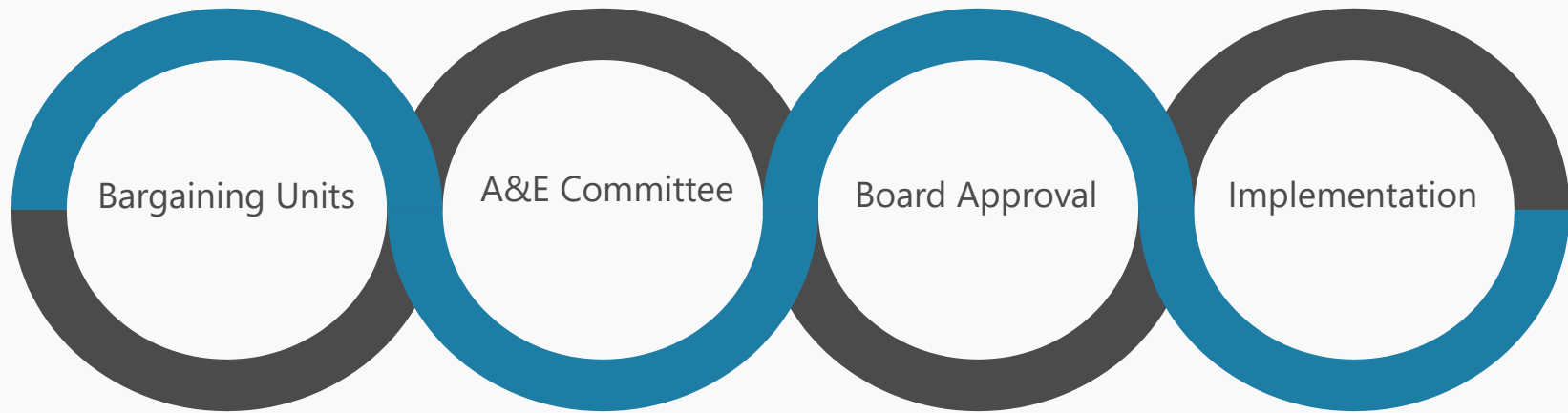
2020/2021 Strategic Priorities

Collaboration

- Confer with Board Chair, A&E Committee Chair and Vice Chair on policy and operational matters
- Inform leadership of opportunities for organizational growth and risks
- Collaborate with Department heads

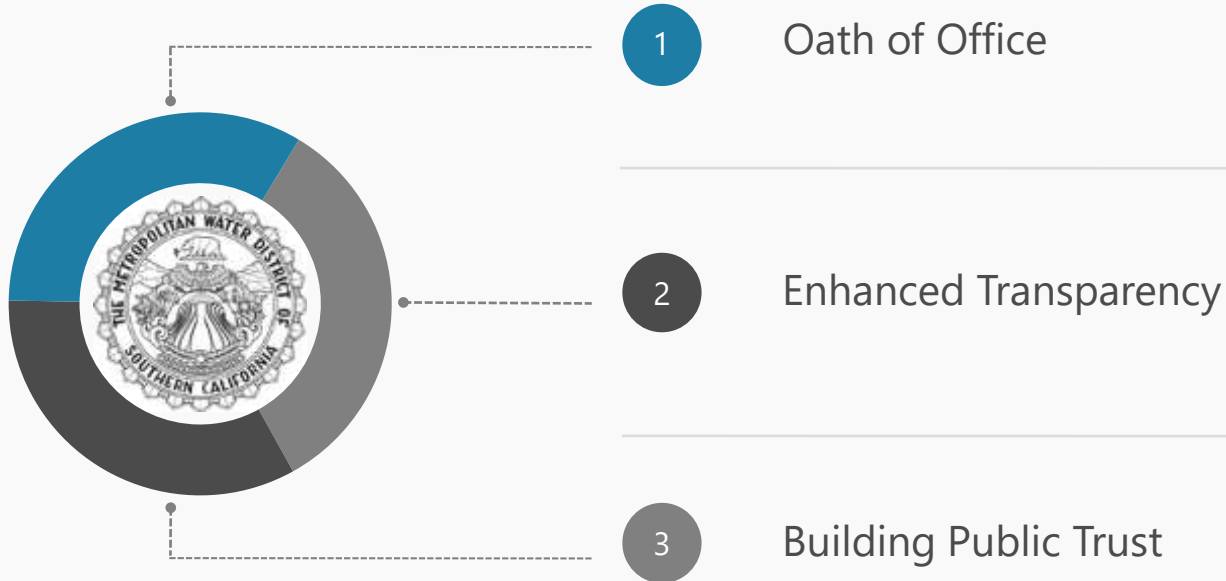


2020/2021 Strategic Priorities
Administrative Code



2020/2021 Strategic Priorities

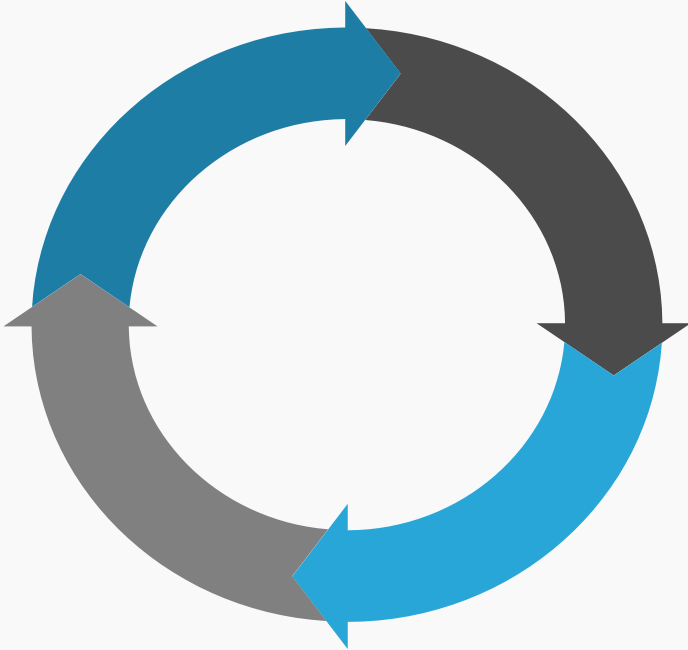
Organizational Processes



2020/2021 Strategic Priorities

Feedback

Listen to stakeholders




Solicit feedback


Business Plan


2020/2021

Operational Priorities


2020/2021 Operational Priorities

 Advice

 Education

 Compliance

 Policy

 Investigations

 Budget/Metrics

Annual Business Plan

Office of Ethics

