



## Ethics Officer’s 2008/09 Business Plan Summary of Activities July 2008 - December 2008 Semiannual Report

<b>Goal 1</b>	<b>State Mandates and Agency Expectations:</b> Address questions and expressions of concern in a timely fashion, initiate committee reviews as needed, note patterns of activity, provide mandated training, recommend policy adjustments, and file all required reports.
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1. The Ethics Office logged 40 matters during this period, including 15 inquiries and 25 expressions of concern. Thirty of the matters were reported by employees, three from members of the public, one from a contractor, one query from a member agency, five matters came from anonymous callers whose status could not be identified, and none came from Metropolitan Directors. Eight of the matters were policy issues, six related to conflicts of interest or commitment, five each related to outside employment or gifts. Four were claims of retaliation, and three related to employee relations. Two each came from wage/hour concerns, misuse of position, and falsification of company records. One each related to customer relations, misuse of Metropolitan resources, and theft of time. One matter, carried over from the 07-08 fiscal year was formally handled through Inquiry & Review and established enforcement policies.
2. Operating Policy H-03 Ethics Policy – Involvement in Community or Political Activities is in the process of being revised.
3. Began collaboration with Legal Department to include a section on harassment and to update the Ethics Office investigation and enforcement sections of the Administrative Code.
4. Collaborated with the General Manager, General Counsel, and General Auditor to meet reporting mandates with SB 520, SB 60, MWD Annual Report, and Organizational membership report.
5. The Ethics Office is within budget with 49% of the fiscal year’s budget spent.

<b>Goal 2</b>	<b>Workshops and Training Materials:</b> Provide ethics education in a variety of venues.
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1. Provided AB 1234 training to all Directors and designated staff, with 100% compliance by December 31, 2008.
2. The Ethics Educator made five facility visits with more than 95 managers, employees or contractors attending workshops.
3. Developed a template for on-line ethics training and launched employee module on gifts.
4. Created decision-tree model for director and employee on-line ethics analyses.
5. Produced Eye on Ethics columns for print and on-line publication of People Interactive.

6. Conducted Day 1 employee orientations for 57 new hires and Day 2 orientation for 64 employees.

<b>Goal 3</b>	<b>Ethics Office Visibility:</b> Promote ethics program visibility throughout Metropolitan.
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1. Distributed poster series, Ethics Policy for annual employee review, and other materials throughout Metropolitan.
2. Collaborated with HR and Legal Department to devise questions regarding employee awareness of Ethics Office in an upcoming survey.
3. The Ethics Office Web site had an average of 969 hits per month from July – December 2008.

<b>Goal 4</b>	<b>Member Agencies:</b> Utilize Ethics Interchange to meet member agency needs.
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1. Invited member agency representatives to AB 1234 training sessions.
2. Began phone meetings with Member Agency General Managers to assess their awareness of Metropolitan resources in ethics and to inquire about ethics programs or ethics concerns, 10 phone meetings held.
3. Responded to individual requests for assistance.

<b>Goal 5</b>	<b>Ethics Office Staff Development:</b> Encourage staff development with the goal of optimum service for Metropolitan.
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1. The Ethics Officer and Senior Administrative Analyst attended the Ethics and Compliance Officers Association Conference.
2. The Ethics Educator and Senior Administrative Analyst attend monthly meetings of the Southern California Business Ethics Roundtable.

<b>Goal 6</b>	<b>Strategic Planning and Program Review:</b> Assess program development and develop future plans.
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1. Benchmark and corporate ethics office study completed.