

• Ethics Officer's July Monthly Report

Summary

This report provides a general update on the progress and activities for the Ethics Office for July 2005.

Attachments

None

Detailed Report

Activities

1. Changes are being made to the Administrative Code to reflect new language regarding relationships with contractors and grantees. Those changes will be brought to the Board for action in August at the Legal and Claims Committee meeting.
2. The HR Ethics Policy for Employees (H-03) has been revised for consistency with the Administrative Code and will be presented, for a second time, to the Group Managers for review at their August meeting.
3. The Ethics Officer is working with External Affairs to make conflict of interest disclosures for grantees and recipients of sponsored programs consistent with the disclosure required for contractors.
4. The Ethics Officer has continued discussions with relevant parties on the passage and implementation of AB 1234.
5. The Ethics Office Web site had 757 visitors from June 16 – July 15, 2005.
6. The Ethics Educator represented Metropolitan at the July meeting of the Southern California Business Ethics Roundtable.

Ethics Education

1. The Directors' ethics manual was delivered to all Directors prior to the July 2005 board meeting. Directors are asked to sign acknowledgement of receipt and return receipt cards to the Ethics Office.
2. A Workshop, Ethics and Leadership, was held July 25 from 9:00 a.m. -1:30 p.m. Members of the Board of Directors (18 attended), members of the Executive Management Staff (15 attended) and Member Agency General Managers or Ethics Liaisons (17 attended) were invited. In addition, 6 members of the public attended. *Leadership on the Line*, which the facilitator, Marty Linsky, co-authored, and a Harvard Business School article on the topic have been distributed to all Directors.
3. The next ethics manual in the series, *Partnering: Ethics and Contracts, Grants and Sponsored Programs at The Metropolitan Water District of Southern California* is in process.
4. Two ethics training modules for new employee orientation have been developed.
5. A second poster series has been developed and will be posted throughout the District beginning September 2005.
6. Reminder magnets have been created and will be distributed to the Board and throughout the District.

Ethics Questions and Concern

1. The Ethics Officer and Ethics Educator responded to questions regarding
 - How confidentiality is maintained in regard to separation agreements.
 - A member of the public's dissatisfaction with the color of his drinking water.

Date of Report: July 29, 2005

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Matters of Concern

1. **July 6, 2005 – Issue: Contracting**

A potential subcontractor raised concerns that a contractor with Metropolitan had gone forward without the inclusion of his subcontract. The matter was reviewed and the subcontractor was notified that the contractor and Metropolitan had followed procedures and that he was mistaken in his view of what should have and what did transpire. A letter was sent responding to his concerns and a meeting was held with an appropriate staff member. The subcontractor clearly wishes that Metropolitan would require the contractor to include him in the project, but it was explained that that is not Metropolitan's call.

Disposition: Closed (121)

2. **July 27, 2005 – Issue: Director Relations**

A Director raised concerns that some members of the Board are falsely claiming that his wife has an ownership interest that would place him in a conflict of interest situation. The Director has asked the Ethics Office and General Counsel to investigate the claim. An investigation has begun and an Intake Committee for Director Concerns has been scheduled for August 16.

Disposition: Pending (122)

3. **July 28, 2005 – Issue: Grants**

A concern regarding alleged inappropriate use of grant funds, previously thought to be closed, has been reopened. The member of the public expressing the concern has been notified that the use of funding is being audited.

Disposition: Pending (39)