

● Ethics Officer's December Monthly Report

Summary

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

Attachments

None

Detailed Report

Activities

1. The Ethics Officer has communicated with the FPPC and knowledgeable others regarding AB 1234; a series of CDs to meet the mandate is in the planning phase.
2. An Ethics Outreach Committee of nine employees, representing Metropolitan groups and departments, met with the Assistant to the Ethics Office and the Ethics Educator on December 15 to review Ethics Office initiatives to reach the workforce. The Ethics Outreach Committee serves as liaison between the Ethics Office and the workforce.
3. The second of three Ethics Manuals, *Partnering: Ethics and Contracts, Grants and Sponsored Programs at The Metropolitan Water District*, is being vetted.
4. A new CD, Vol. 3, No. 1, "Ethics and Leadership: A New View," is being distributed to Directors in the January board packet and to Executive Staff members. This CD is a 20 minute summary of the July 2005 ethics workshop. The inserted concept outline and self-test mirrors the approach to be used for the AB 1234 CDs.
5. The Ethics Office has conducted three new employee orientations to introduce them to the Ethics Office. A more in-depth "Day 2" orientation was provided for 40 new employees.
6. Based on employee feedback, the ethics Web site has been updated for ease of use and quicker retrieval of information.
7. The Ethics Office Web site logged 688 visitors from November 16 – December 15, 2005, with an average of 55 visits per day during this period.

Ethics Questions and Concerns

1. The Ethics Officer and Ethics Educator responded to questions regarding
 - conflicts of interest
 - personnel matters (2)

Matters of Concern

1. **September 12, 2005 – Issue: Contractor Relations (121)**
This is a concern, previously thought to be resolved, regarding a potential subcontractor who was dropped by the prime contractor. The concern was whether Metropolitan employees had influenced the contractor to change subcontractors. The Assistant Group Manager, after review of the matter with the contractor, is confident that the matter was handled appropriately and that there was no influence by Metropolitan employees.
Disposition: Closed

Board Report (Ethics Officer's December Monthly Report)

2. **December 1, 2005 – Issue: Falsification of Company Records (139)**

An employee, who had filed a discrimination complaint with EEO against his supervisor, alleged that filed incident reports were missing relevant information. The matter was referred to the Ethics Office by the EEO officer. Review by Group Manager Jill Wicke and review of the documents by Ethics Educator Jeff Cable found that the incident reports did not substantiate the employee's claim.

Disposition: Closed