

## • Ethics Officer's February Monthly Report

### Summary

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This report provides a general update on the progress and activities for the Ethics Office for February 2006.

### Attachments

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None

### Detailed Report

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#### Activities

1. The first AB 1234 workshop was held at the February 28 Ethics Committee meeting. Two additional AB 1234 workshops will be scheduled to complete the mandate for content, including a workshop on contracting and conflicts of interest on April 25. Directors and officers who are not able to attend may complete the requirement by reviewing a videotape of the presentation and handouts, which will be available within a week of the presentation. CDs with accompanying materials will be available for self-study by the end of summer.
2. Changes to Operating Policy H-03, Ethics Policy Applicable to Employees, have been reviewed and the policy has been prepared for surnaming.
3. An assessment process for measuring ethics program effectiveness is in development.
4. The Ethics Office will write a monthly column for People Interactive beginning in March.
5. A list of books and journals relating to ethics has been compiled and will be donated to the MWD library. Employees, officers and directors will be alerted to new titles as they arrive.
6. The Ethics Educator gave an ethics office overview to approximately 25 employees at the Jensen facility.
7. The Ethics Educator and Assistant conducted two new employee orientations to 8 new hires.
8. The Ethics Office Web site logged 938 visitors from January 16, 2005 – February 15, 2006.

#### Logged Questions and Matters of Concern

1. **February 3, 2006 - Issue: Outside Employment**

This employee was referred to the Ethics Office by his supervisor to discuss his outside work activities regarding potential conflicts and intellectual property concerns. Within the restrictions of for whom he may work, as described in H-03, the employee may continue to conduct classes, give talks and otherwise use his expertise in other venues. He may include his affiliation with MWD in his outside activities as long as he makes clear that the views he expresses are his own and not of his employer. He may not use MWD property or materials (except as that which qualifies as public record) or work time in developing his outside courses or lectures. All of the above is dependent upon his outside work activities not affecting his MWD work performance or efficiency. (146)

Disposition: Closed

2. **February 9, 2006 – Issue: Customer Relations**

A letter was received from a member of the public who believes that he should be credited for the naming of Diamond Valley Lake and its description as a "jewel". The Ethics Office is collecting prior correspondence on this matter. (147)

Disposition: Pending