

## ● Ethics Officer's January 2008 Monthly Report

### Summary

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This report provides a general update on the progress and activities for the Ethics Office for January 2008.

### Attachments

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None

### Detailed Report

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#### Activities

1. The Ethics Office has scheduled the first 2008 AB 1234 training for Directors and Officers on March 25, 2008. The focus of that training will be Form 700, the Political Reform Act, 1090 Conflicts of Interest and campaign contributions. Steve Churchwell from DLA Piper US LLP will facilitate the training.
2. The Ethics Office and Legal Department Member Agency Dinner was held on January 7, 2008 that included a one-hour program examining bias, human nature and our inclinations to favor those most like ourselves.
3. The Ethics Officer and Ethics Educator are continuing construction of the first on-line training module regarding gifts and discounts.
4. The Ethics Officer researched policies on relationships in the workplace and created a draft policy regarding romantic and sexual relationships between supervisors and subordinates. It has been reviewed by the Legal Department and was discussed at the operating policy group meeting. The policy has been forwarded for the General Manager's review.
5. The Ethics Educator made a visit to Sacramento.
6. The Ethics Office staff conducted Day 1 employee orientations for 19 new hires and Day 2 orientation for 13 employees.
7. The Ethics Office Web site logged 902 visitors from January 1-31, 2008.

#### Logged Questions and Matters of Concern

1. **December 13, 2007 – Issue: Favoritism**  
An employee expressed concern that work at a facility is not being “evenly distributed.” Clarification was requested from the facility supervisor. The supervisor said that the concern was part of a larger current conflict at the facility and described mediation attempts currently being made by Human Resources. (271)  
Disposition: Closed
2. **December 17, 2007 – Issue: Outside Employment**  
An employee would like to accept a consulting position from a very large company that has a contract with Metropolitan. The employee would be consulting on a project out of the country and not involved in any way with the section of the company that contracts with Metropolitan. This matter was reviewed by the General Manager and Ethics Officer and an exception to Metropolitan's H-03 Ethics Policy was granted to the employee. (272)  
Disposition: Closed

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3. **December 11, 2007 and January 8, 2008 – Issue: Policy Issues**

Two separate concerns were received regarding guidelines for the invocations that open monthly Board of Director meetings. Our guidelines were reviewed by the Ethics Office and Legal Department and found to be consistent with practices of other governing bodies at the state and federal level. The Chief Administrative Officer will ensure that those invited to give invocations prepare messages consistent with Metropolitan guidelines. (270) (274)

Disposition: Closed

4. **January 22, 2008 – Issue: Director Staff Concerns**

A concern was received regarding the level of director involvement with business outreach. The Intake Committee for Director Concerns will convene February 26, 2008 to review the matter. (275)

Disposition: Pending

5. **January 29, 2008 – Issue: Policy Issues**

An employee inquired whether he/she could accept an invitation to a golf tournament from a former Metropolitan employee who now works for a consulting firm who does business with Metropolitan. Paying personal entry fees and participating in public tournaments on personal time is permitted. (276)

Disposition: Closed