



Ethics Office Monthly Report

MWD

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA



January 2018

ADVISORY SERVICES

Provided recommendations to Professional Services Contracting Team to strengthen conflict of interest clearance forms in the RFP bidding process.

Responded to six requests for advice in the areas of financial disclosure, gifts from vendors, travel, and conflicts of interest.

EDUCATION

Provided live Ethics training to a dozen managers through the Management University program.

Presented a general overview of Ethics rules and regulations to new hires during orientation.

ETHICS COMPLIANCE

Worked with the General Manager to draft and distribute a memo notifying over 600 employees of their requirement to file the 2017 annual Form 700 by the April 2 deadline.

Provided technical assistance to employees in the filing of Form 700 for annual, assuming office, and leaving office reporting requirements.

Coordinated with the FPPC and eDisclosure vendor to update the format for sending Form 700s to the FPPC. Forms will now be

sent to the FPPC as data, not as PDF images.

Continued review of, and improvements to, the electronic filing process for Form 700 filers.

OUTREACH

Coordinated with IT to revise and update the Ethics Office IntraMet page on Statement of Economic Interests to clarify employee reporting requirements in anticipation of the annual filing of Form 700.

STAFF DEVELOPMENT

Received training from vendor on software used to track internal activity data for reporting purposes.

Reviewed FPPC's current AB 1234 training program in preparation for planning Metropolitan's Fall training.

INVESTIGATIONS

Received three complaints. Two involved allegations outside the Ethics Office scope of responsibility and were referred to HR. One, involving allegations of a manager's abuse of authority, is currently under preliminary review.

Closed one investigation that had been referred to HR following communication that subject employee had been disciplined based on referred findings.

