



Ethics Office Monthly Report

MWD

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA



May 2018

ETHICS COMPLIANCE

Provided a second notification to eight employees who missed the filing deadline and notified their supervisors. As of the date of this report, all employees have now filed their 2017 Annual Form 700, bringing Metropolitan to 100 % compliance.

Consulted with the FPPC on how to address filers who are out on long term medical leave, an area not covered by statute. FPPC advised that filers have 30 days to file upon returning to work.

Handled requests for substantive reporting advice and provided technical assistance to the remaining filers.

Continued one-on-one Form 700 consultations with employees when they become new filers. Feedback from the sessions has been positive and Assuming Office statements appear to be filed timelier than before.

Consulted with HR in an ongoing effort to efficiently reconcile newly revised job descriptions with Metropolitan's Conflict of Interest Code.

Improved Form 700 email notification process for directors to help ensure that every director receives confirmation of their filing, whether they file with the FPPC or Ethics Office.

ADVISORY SERVICES

Provided advice in the areas of conflicts of interest, recusals, nepotism, and financial disclosure.

Prepared a request for FPPC advice regarding the application of a state law applicable to Metropolitan officials.

Created monthly conflicts bulletin in collaboration with the General Counsel.

EDUCATION

Presented Ethics Office overview to new employees during the Orientation process.

POLICY

Opened various policy matters stemming from a recent investigation, including a review of Metropolitan's outside employment policy.

Presented Olson Hagel with our ongoing list of observations and feedback related to the application of our investigation procedures and policies. The list reflects comments, concerns, and suggestions shared by directors, Ethics Office staff, respondents, representatives and others who have participated in the investigation process.

Monitored FPPC monthly meeting for changes in conflict of interest regulations, Filing Officer duties, and other

governmental ethics policies at the state level.

OPERATIONS

Completed final tasks in coordination with IT related to the Digital Optimization project to clean up the shared drive by deleting obsolete or redundant files and reorganizing existing files.

INVESTIGATIONS

Received two complaints. The first, received via the hotline, is related to workplace policy violations, and was referred to Human Resources. The second alleges conflict of interest by a manager, and is under review.