

SOA Project Recommendation Determination

	CONSULTANT RECOMMENDATION	ADMINISTRATIVE DETERMINATION
1	Fill the vacant Ethics Officer role	Human Resource Deputy Administrative Officer classification was identified to service as Ethics Officer for the District.
2	Developing the Ethics Office as a standalone department by separating other programs that do not immediately relate to Ethics (Office of CEO Support, Communications, Diversity and Inclusion, and Equal Opportunity Programs).	Interim CEO moved Ethics and Equal Opportunity (EO) Program functions to Human Resources under the Deputy Administrative Officer.
3	Establishing a direct report function between the District Counsel and the Ethics Officer.	<p>Based upon the volume of activity requiring District Counsel involvement, Interim CEO determined not to have Ethics function report to District Counsel.</p> <p>However, all reported ethics issues involving the Human Resources Deputy Administrative Officer, Chief Operations Officer - Administration, and/or the CEO will be immediately referred to District Counsel's office for resolution. Additionally, in accordance with current practice, District Counsel's office will continue to provide legal advice on an as-needed basis to Ethics program staff.</p>
4	Establishing an Ethics Committee responsible for programmatic direction of the Ethic Office.	Interim CEO has determined that there is sufficient expertise in the Ethics & EO functions in Human Resources that negate the need for an Ethics Committee.
5	Establish process where Ethics Committee regularly meets with Board and provides updates, and addresses any urgent issues.	Staff has determined that continuing the current process whereby issues that rise to the level of requiring Board notification (i.e. litigation) are provided in closed session is sufficient.
6	Creation and implementation of a Whistle Blower and standalone Anti-Retaliation Policy.	A standalone Retaliation policy is being developed in collaboration with District Counsel's office and will incorporate all areas (Ethics, Equal Opportunity, Health & Safety, Labor Relations) that by law have retaliation prohibitions. The need for a standalone Whistle Blower policy is currently under District Counsel review.
7	Augmenting the hotline mechanism for anonymous ethics reporting by engaging third party to receive and monitor ethics complaints.	Since March 2010, the District has utilized an online, anonymous Ethics/EO complaint form, which replaced the Ethics third-party hotline discontinued in October 2010 for lack of utilization once the form was implemented. Ethics program staff will periodically post reminders of the form's availability as part of its Ethics program communication efforts going forward.
8	Effective communication of ethics policies through physical posting in communal areas.	Upon completion of Ethics policy revision process, policy will be posted on webpage and all bulletin boards. Additionally notice of the revised policy will be announced in News You Can Use. Ethics based posters that are currently hung throughout the campus to be replaced with updated verbiage reflective of the revised policy.
9	Strengthening of partnerships between HR, Legal, Internal Audit and Ethics Office through quarterly meetings.	Currently Ethics staff, Human Resources and District Counsel meet regularly to collaborate on policy development, consultations, investigations, and dispute resolution. Ethics and EO staff will continue to work with Internal Audit staff to monitor progress of action items resulting from District audits.
10	Establish Annual Compliance confirmation process.	Ethics currently monitors compliance for AB-1234 training and Form 700 filing and will provide at minimum, an annual report to the Human Resource Deputy Administrative Officer.
11	Review Ethics policy of an annual basis and augment policies as needed.	Ethics will continue to review Ethics policies in collaboration with District Counsel.