



Ethical Practices Board

Annual Report 2010



R. T. Rybak, Mayor
Barbara Johnson, City Council President
Susan Humiston, Chair
Susan L. Trammell, Ethics Officer

TABLE OF CONTENTS

Introduction	3
Appointment and Membership	3
Mission	4
Accomplishments	4
Ethics Education	4
Ethics Inquiries	10
Ethics Complaints and Ethics Report Line	12
Code Interpretation Through Policy Development	15
Proposed Ordinance Change	16
2010 Expenses	18
2010 Revenue	18
2010 Volunteer Hours	18
2011 Ethical Practices Board Work Plan	19
Employee Ethics Education Status By Department	20

Introduction

The Ethical Practices Board (“EPB”) was created in 2003 with the passage of the City’s Ethics in Government Ethics Code (“Ethics Code”), codified at M.C.O. Ch. 15. Section 15.210 of the Ethics Code establishes the EPB and outlines the powers and duties of the EPB, which include issuing advisory opinions and investigating complaints from City employees and members of the public that the Ethics Code has been violated. The Ethics Code sets forth some specific standards below which no City official or employee should violate and, as importantly, sets forth aspirations for ethical conduct that go above and beyond the minimum requirements of the Ethics Code.

Further, Ethics Code §15.210(f) states:

The ethical practices board shall prepare and submit an annual report to the mayor and the city council detailing the ethics activities of the board and the city during the prior year. The format of the report must be designed to maximize public and private understanding of the board and city ethics activities. The report may recommend changes to the text or administration of this Code. The city clerk shall take reasonable steps to ensure wide dissemination and availability of the annual report of the ethical practices board and other ethics information reported by the board.

This annual report is respectfully submitted to the Mayor and to the City Council in response to the requirements of the Ethics Code.

Appointment and Membership

The 2010 chair of the EPB was Ms. Susan Humiston. Ms. Humiston was appointed to the EPB in November of 2008. Ms. Humiston is Senior Counsel for Alliant Techsystems, Inc., and is a former shareholder with the law firm of Leonard, Street and Deinard. Ms. Humiston is a member of the Hennepin County District Ethics Committee for which she investigates ethics complaints filed against attorneys for the Office of Lawyers Professional Responsibility as well as a member of the Society of Corporate Compliance and Ethics.

Ms. Patricia Kovel-Jarboe was first appointed to the EPB in September 2005 and has been reappointed to a term ending January 2, 2012. Ms. Kovel-Jarboe is a former professor at the University of Minnesota and was also an administrator at the University of Minnesota. Ms. Kovel-Jarboe is currently a self-employed consultant on organizational effectiveness.

Ms. Abigail Garner was appointed to the EPB in April 2009. In December 2009, Ms. Garner earned her master's degree in organizational leadership from St. Catherine University, as well as a certificate in dispute resolution from Hamline University's School of Law. She is also a graduate of Wellesley College and the Minneapolis Public Schools. A longtime resident of Minneapolis, she was one of the youngest recipients of the Twin Cities International Citizen Award which was given to her in 1992 by the Office of Mayor Fraser. Ms. Garner resigned in April of 2010 due to her moving out-of-state.

Mr. Walter Bauch was appointed to the EPB in August 2010 to complete Ms. Garner's term. Mr. Bauch's term ends January 2, 2012. Mr. Bauch is a partner with the law firm of Collins, Buckley, Sauntry & Haugh, P.L.L.P. in St. Paul. He practices in the areas of family law, probate litigation, real estate, insurance defense and personal injury, business and business litigation, professional responsibility and appellate practice. He is a family law mediator and serves, since 1994, as a Hennepin County Conciliation Court Judge.

Ethics Code §15.220 provides that the City Attorney shall designate an assistant city attorney as the City's Ethics Officer. Susan Trammell was designated Ethics Officer in February of 2006.

Mission

The Mission of the Board is to promote integrity in City government by providing the services set forth in Ethics Code §15.210(e). These services include providing interpretations of the Ethics Code, responding to allegations of Ethics Code violations, and providing policy advice to the Ethics Officer.

2010 Accomplishments

The primary activities and accomplishments achieved by the Ethical Practices Board and assigned staff in 2010 included:

I. Ethics Education

Requirements of the Ethics Code

The Ethics Code requires attendance at an ethics education seminar within six months of becoming a local official or employee and every four years thereafter for local officials and every three years thereafter for employees. The Ethics Code states the education seminars are to be designed and implemented by the Human Resources Department to educate local officials and employees of their duties and responsibilities under the Ethics Code. Department heads are responsible for ensuring that all of their employees attend the required ethics education seminars.

Historical Perspective and Current Statistics

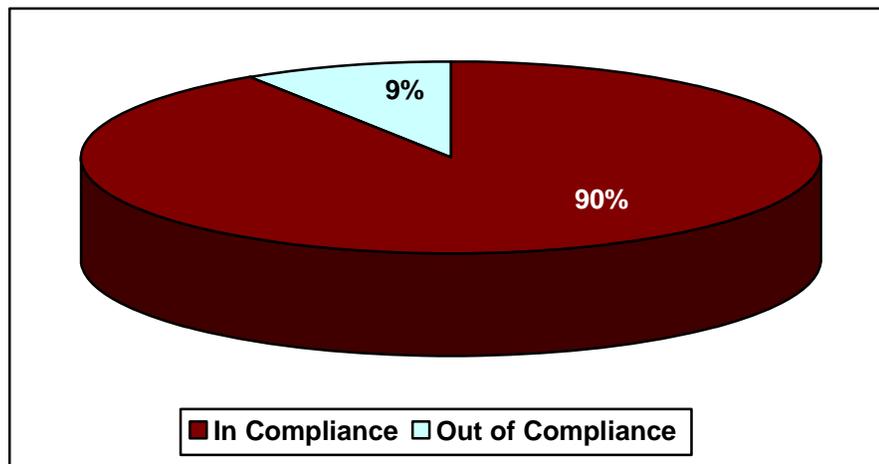
Upon passage of the Ethics Code in March of 2003, a concerted effort was made to provide Ethics Code education to the entire City workforce, the elected officials and the members of the City's boards and commissions. To this end, a videotaped training featuring "Dr. Bill" was produced and the vast majority of covered persons attended ethics education prior to March 31, 2004. The Dr. Bill videotape was replaced with a video featuring Ethics Officer Burt Osborne in 2005. Beginning in October 2006, Ethics Officer Susan Trammell began conducting "in person" ethics education seminars for city employees, elected officials and the members of the City's boards and commissions. In collaboration with the Human Resources Department Training and Development division ("Training and Development"), a city-wide employee Ethics Code refresher class is offered morning and afternoon each month in conjunction with required Respect in the Workplace education. Ethics Code education is also provided at each new employee orientation session. In addition, the Ethics Officer often has provided Ethics Code

education to individual departments or divisions as well as to the individual City boards and commissions.

In 2009, the Ethics Code was amended to require refresher ethics education every three years for employees instead of every four years. The ordinance change resulted in the falling out of compliance for a large number of regular employees. In late December of 2009, the Ethics Officer sent emails to department heads reminding them of the ethics education requirement; the responsibility of the department heads for their employees' compliance with the ethics education requirement and availability of the ethics education management reports on HRIS for all City managers and supervisors. The email also contained the names of the department's employees who need ethics education and provided information regarding enrollment via HRIS Learning Management. The City Matters newsletter was used throughout the year to publicize the upcoming training opportunities. These efforts resulted in the attendance of 1,814 employees, approximately 47% of the City's workforce, at various Ethics Code education sessions.*

According to HRIS records as of December 31, 2010, 90.9% of the City's regular employees and 46.3% of the City's seasonal and temporary employees have attended the required Ethics Code education. A chart depicting the Ethics Code education status of the employees of each department is included at the end of this report.

Regular Employees and Ethics Education as of December 31, 2010



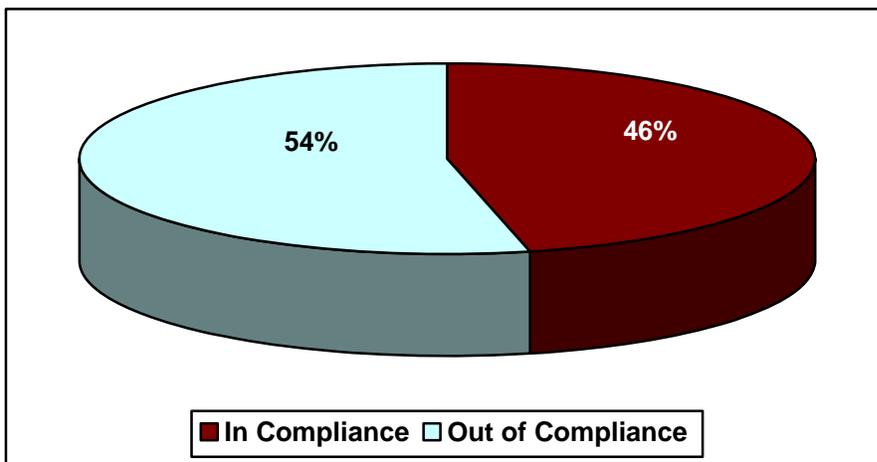
Closing the Ethics Education Gap

Reaching the temporary and seasonal employees (collectively “seasonal”) has proven to be difficult. In 2010, the Ethics Officer collaborated with Training and Development to create a Train the Trainer program for both Respect in the Workplace and Ethics Education classes. Training and Development has created a system that will preserve the quality and integrity of the training currently presented. Maintaining ethics education trainers in departments with large numbers of seasonal employees will allow these seasonal employees to more easily participate in required training without significant

* Numbers for the City workforce are based upon regular, seasonal and temporary employment classifications but exclude the 1,463 election judges.

additional payroll costs to the departments. Public Works, Minneapolis Police Department, 311/911 and Convention Center all participated in the pilot program and now have in-house trainers who have successfully completed the Train the Trainer program. These trainers have begun to address the training needs of the City’s temporary, intermittent and seasonal employees. With the implementation of the Train the Trainer Program within departments with high numbers of temporary and seasonal employees, we have managed to raise compliance with Ethics Education from slightly more than 16% in 2009 to 46.3% in 2010 for seasonal, temporary, part-time and intermittent employees. . In 2011, our intention is to maintain the Train the Trainer program in the four pilot program departments, to train more trainers and increase content understanding for the current trainers.

Seasonal/Temporary Employees and Ethics Education as of December 31, 2010



Employee Responses to Ethics Education

Slightly less than 10% of the ethics education attendees completed general survey questions about the training received.[†] 77% of the respondents strongly agreed or agreed that they were engaged in the session and 83% of the respondents rated the Ethics Officer as an excellent or very good instructor. The Respondents reported that at the end of the session they understood well or very well:

	Very Well	Well	Total
Who to contact for an Ethics Code Question:	67.2%	19.1%	86.3%
The purpose of the Ethics Code	60.8%	22.2%	83.0%

These responses favorably compare to the responses attendees provided for other City offered trainings.

Attendees are also asked to provide additional comments. Some of the comments offered after joint Ethics and Respect in the Workplace Education sessions are as follows:

“I think the class was excellent but I have seen so many violations within the City that I often wonder how seriously they really take this.”

[†] The percentage of attendees completing surveys fell from 31% in 2009. The Ethics Officer will collaborate with Training and Development to raise the percentage of those attendees completing the survey.

“Too much of it was just common sense.”

“Ethics, a little drier to listen to, but great examples for application practice. She really does her research.”

“Susan and Jolanta both showed they care greatly about the topics and have the City’s best interests in mind.”

“[What I liked most about the session was:] It was not boring and it covered the rules and regulations of the City.”

“[What I liked most about the session was:] Engaging instructors. Factual presentation.”

“[What I liked most about the session was:] The manner in which both instructors informed the attendees. They injected a sense of humor without being disrespectful; both lead by example of how ‘respect in the workplace’ can apply while still making it a very pleasant place to work.”

Wonderful!!!! So glad this type of training is required! The instructors, especially, are the best I’ve had – in any capacity.”

The survey responses and comments affirm the value of “in person” ethics education. The Ethics Officer believes that the ethics education classes help create a connection between employees and the Ethics Officer leading to a willingness on the part of employees to call the Ethics Officer with ethics questions. The Board views this as an affirmative change in the ethical culture of the City.

Since 2009, the ethics education surveys have included two new questions. Participants are asked: “Which of the ethics rule(s) [Gifts to city employees, Outside employment, Conflict of interest, City property and use of public office, Privileges or special treatment] do you think are most necessary based upon what you see at work?” and “Which of the ethics rule(s) [Gifts to city employees, Outside employment, Conflict of interest, City property and use of public office, Privileges or special treatment] do you think are most necessary based upon what you see at work?” In both 2009 and 2010, the answers and comments to these two questions show that many employees believe that the outside employment rule is the least necessary rule whereas the remaining rules are more necessary.

In the follow up “Why?” questions, employees explained:

“People get special treatment for being in a clique or group that hand around, and not being able to do a job but get the job because of seniority or being liked by upper management.”

“Gifts will affect your performance and your fairness to the people.”

“Public perception is most important. These areas [gifts to city employees and privileges or special treatment] seem to cause the most problems.”

“Equally important. All levels of employees.”

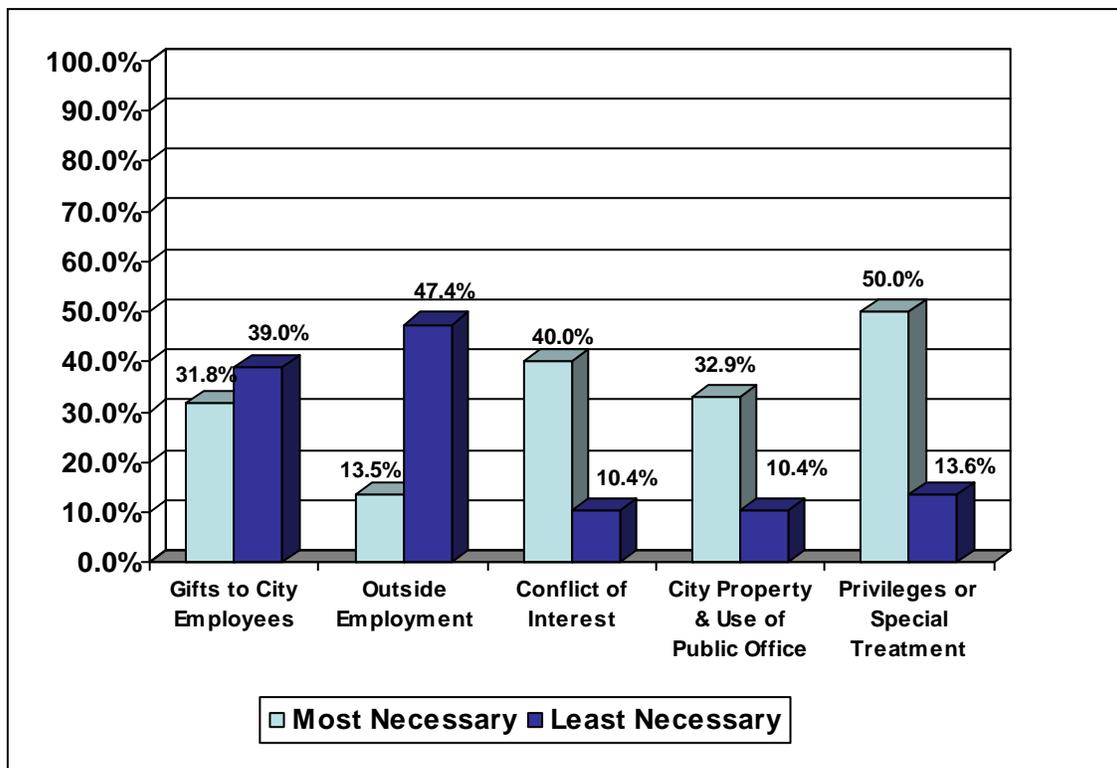
“Most outside employment would not affect a person [sic] work at the City but I also know there are circumstances that would make it necessary to have a rule on outside employment.”

“All, I think have great importance. Any one issue could pose a problem.”

“No one at work gets nothing but a paycheck where I work.”

“Personal opinion only, of course, but I feel how I spend my personal time is my own business.”

Ethics Rules in the Workplace



The ethics education survey serves as a valuable extension of the Ethics Report Line. The feedback provided by attendees of ethics education provides important information on the relevance and efficacy of in-person ethics education as well as the need for ethics rules in the workplace.

Board and Commission Ethics Code Education

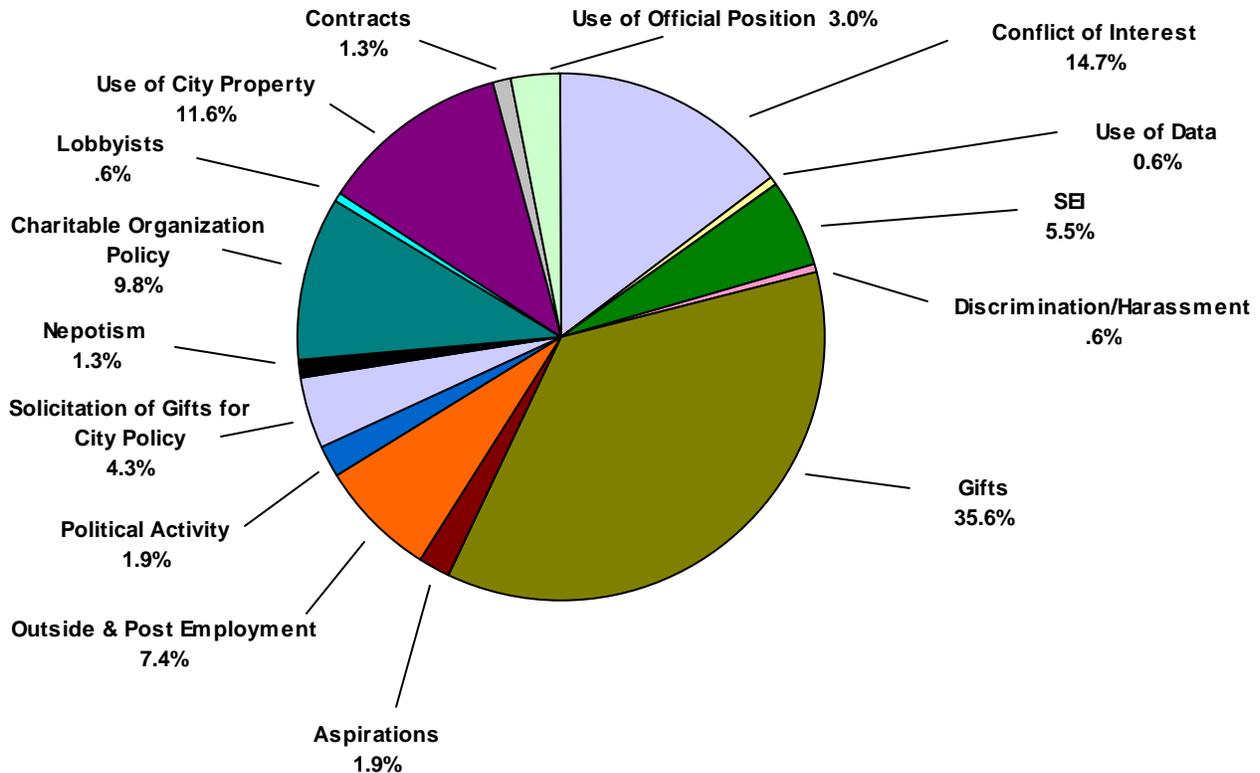
The Ethics Code requires the approximately 510 citizen volunteers serving on our more than 45 boards, commissions and advisory committees (collectively “boards”) to attend ethics education upon beginning their service and every four years thereafter. When the Ethics Code was adopted nearly all members of the City’s boards attended ethics education. Since the beginning of 2004, however, membership on the City’s boards has experienced substantial turnover but ethics education was not held when new members began serving their terms. In 2008 the Ethics Officer began presenting ethics education sessions focusing mainly upon conflicts of interest.

Providing in person ethics education to these boards proved to be challenging because the boards often meet in the evening and their agendas are tightly packed. In 2009 the Ethics Officer worked with a donor to create an interactive computerized ethics education course for these boards. The City Council accepted this gift by resolution dated June 12, 2009. The computerized training is web-based and permits the board members to participate in the training at their own convenience. The City Clerk's office is automatically notified of the board member's completion of the training when the member reaches the end of the training materials and supplies his/her name and board membership. Once fully implemented, the electronic training will be an efficient and effective method of reaching board members.

In late 2009 an email was sent to city employees who are liaisons to boards announcing the training and reminding employees to have board members take the training. The reminder to liaisons resulted in 12% of those board members requiring ethics education taking the course within the first month of the training's release. Since then, however, very few board members have taken the web-based ethics education. In 2011 the Ethics Officer will collaborate with the City Clerk's office to communicate more often with liaisons of boards about the obligations of their board members and to incorporate the required ethics education into the appointment process.

Ethics Inquiries

From January 1, 2010 through December 31, 2010, the Ethics Officer answered 192 telephone and email inquiries[‡]. The number of inquiries is up from 155 inquiries in 2009. Since 2006 the number of inquiries has steadily increased. The substantive topics of 2010 inquiries were as follows:



The top two categories of inquiries did not change from last year: Gifts and Conflict of Interest. The percentage of calls in these areas remained consistent with that of 2009. The calls related to gifts remained the most frequent category of inquiry for the fourth consecutive year. A substantial portion of the employee ethics education sessions are devoted to gifts and it is encouraging that employees will call the Ethics Officer when faced with uncertain situations. Questions related to gifts are highly fact dependent and not easily answered by FAQ or other informational brochures.

Not included as a substantive inquiry category are the miscellaneous inquiries which range from requests for a copy of the Ethics Code or a complaint form to how to file a complaint to information about serving on the Board. The number of miscellaneous inquiries has remained fairly constant since 2007.

[‡] Inquiries raised during education sessions and in-person immediately after ethics education sessions are not included in the numbers.

Aspirations, Charitable Organizations Policy and Solicitation of Gifts for the City Policy are new categories this year. The Charitable Organizations Policy and Solicitation of Gifts for the City Policy were adopted by City Council in October of 2009 and any 2009 questions related to the policies were included in the miscellaneous category. Changes in inquiry percentages are depicted in the following chart:

Category	Percent Change from 2009
Use of Property	+5.7%
Political Activity	-5.2%
Outside & Post Employment	-3.7%
Nepotism	-2.6%
Use of Data	-0.7%
Contracts	-0.7%
Use of Position	+1.0%
SEI	-1.7%
Conflict of Interest	-1.2%
Discrimination/Harassment	0.0%
Charitable Organizations Policy	N/A
Aspirations	N/A
Gifts	+4.2
Lobbyists	0.0%
Solicitation of Gifts for City Policy	N/A

Minneapolis is not the only city to track inquiries related to its Ethics Code. The following chart contains information from other cities and the City of Minneapolis:

	Number Persons Covered	2010 Inquiries	Top Three Substantive Inquiries
Chicago [§]	54,303	5,365	Gifts Campaign financing restrictions Political Activity
Atlanta	7,000 - 8,000	165	Use of Public Property, Conflict of Interest Food
Honolulu	10,500	237	Conflict of Interest Conduct benefiting/disadvantaging a third party Conduct benefiting oneself or one's family
Minneapolis	4,340	192	Gifts Conflict of Interest Use of Property

[§] Chicago's reporting year ran from July 1, 2009 – June 20, 2010.

Ethics Complaints and Ethics Report Line

Ethics Complaints

The Ethics Officer received twenty-four total complaints alleging violations of the Ethic Code during 2010. This is a substantial decrease from the forty-six complaints received in 2009 and more in accordance with the twenty-eight complaints received in 2008. The complaints were reported in the following ways:

Reporting Method	2008	2009	2010
Ethics Officer	9	14	4
Ethics Report Line - Internet	6	11	4
Ethics Report Line - Telephone	10	13	9
Required reporting by department	2	8	6
311 – Citizen reporting	1	0	1
Totals	28	46	24

The use of the Ethics Report Line, both internet and phone, as a reporting mechanism has remained fairly constant as a percentage of reports for the last three years:

Year	Ethics Report Line as a Percent of Total Reports
2008	57%
2009	57%
2010	54%

Ethics Code §15.230(c) requires a supervisor or department head to notify the Ethics Officer of a report of an alleged Ethics Code violation and the subsequent outcome. The Ethics Officer received six such reports in 2010. Given the breadth of the Ethics Code and the inclusion of the City’s Respect in the Workplace policy in the Ethics Code through §15.150, Discrimination or Harassment, it is fair to say that the complaint statistics reported above do not cover all of the ethics related issues handled by City Departments throughout 2010.**

The subject matter of the thirty-seven allegations^{††} covered the entire Ethics Code as well as other management concerns:

Subject Matter, Ethics Code Section	2008	2009	2010
Fiduciary Duty, 15.30	0	0	6
Conflict of Interest, 15.40	0	3	2
Gifts, 15.50	2	7	1
Outside Employment, 15.60	0	5	0

** Respect in the Workplace unit reported 37 allegations in 2009, including Ethics Report Line allegations. 26 Twenty-six of the complaints resulted in investigation.

†† Some complaints contained more than one allegation so these numbers will not equal the number of complaints received.

Subject Matter, Ethics Code Section	2008	2009	2010
Use of Official Position, 15.70	1	9	2
Statements of Economic Interest, 15.80	0	0	0
Post-employment, 15.90	0	3	0
Use of City property or time, 15.100	7	22	8
Political Activity, 15.110	0	1	1
Loans, 15.120	0	0	0
Required Reporting of Fraud, 15.140	0	0	0
Respect in the Workplace Policy, 15.150	2	3	3
Nepotism, 15.160	1		1
Use/Disclosure of Information, 15.170	4	1	0
Bias or Favoritism, 15.190	0	4	1
Inappropriate Influence, 15.200	1	0	0
Employee Relations	8	11	8
Other	5	6	2

2009 saw a substantial increase in the number of complaints related to the use of city property or time and, as a percentage of complaints, the 2010 complaints regarding the use of city property or time continued to be a substantial portion of total complaints. One interpretation is that employees are less willing to ignore what they believe to be improper use of city time, resources and property, while the employees are doing more work with less resources and are worried about their positions given the budget situation in Minnesota and Minneapolis.

The outcomes of the 2010 allegations are as follows:

- Pending – 0
- Discipline imposed – 3
- Dismissed – 22
- Coaching – 9
- Department changes made – 1
- Policy reviewed with staff - 1
- Dismissed, no jurisdiction – 1
- Dismissed, other - 1

In addition four complaints (four allegations) carried over from 2009 and the outcomes of the carry-over allegations are as follows:

- Dismissed – 1
- Dismissed, no jurisdiction – 1
- Department changes made - 1
- Coaching – 1

The Ethics Officer has taken the opportunity, while assisting departments with the handling of these complaints, to review and suggest changes to the departments' internal policies. Such reviews and revisions of policies assist departments in avoiding appearances of impropriety and promote a healthy ethical culture in the City.

Ethics Report Line

The Ethics Report Line has been operational since June 1, 2008. In the seven remaining months of 2008, the City received sixteen original incident reports of which ten were anonymous reports. In 2009, the City received twenty-four original incident reports of which twenty were anonymous. In 2010, the City received thirteen original incident reports of which ten were anonymous. On average the number of Ethics Report Line complaints has dropped from 2.3 per month to 1.1 per month and the percentage of anonymous calls has increased. The thirteen reports received in 2010 contained seventeen allegations.

When reports are made through the Ethics Report Line the report is forwarded to the City’s Ethics Officer, Susan L. Trammell, the City’s Respect in the Workplace Lead Investigator, Steven G. Kennedy, and/or the City’s Internal Auditor. Since the November 2009 retirement of the City’s Internal Auditor, Robert H. Bjorklund and prior to the hiring of the City’s new Internal Auditor Magdy Mossaad, all reports were being sent to both the Ethics Officer and the Respect in the Workplace Lead Investigator. Now that Mr. Mossaad’s Internal Audit department is operational, non-Respect in the Workplace reports will be forwarded to the Internal Auditor as well as the Ethics Officer. This process is to ensure no complaint is overlooked. Once received, the reports are forwarded as required by the Ethics Code to the appropriate official for investigation, usually the Ethics Liaison for the applicable department. The Ethics Officer contacts the departmental liaison periodically to check on status of the report.

The Network tracks statistics related to the reports made through its clients’ compliance lines:

Original Incident Reports	2008 % City	2009 % City	2009 % The Network Compliance Line	2010 % City	2010 % The Network Compliance Line
Anonymous Reports	62.5%	83.3%	48.2%	76.9%	49.7%
Non-Anonymous Reports	37.5%	16.7%	52.8%	23.1%	50.3%
Escalated Incident Reports	0%	4.2%	1.5%	0%	1.2%
Previously Reported to Management	31.3%	29.2%	31.3%	25%	30.5%
Caller Callbacks	21.9%	4.4%	9.4%	15.2%	9.4%

For all years of Ethics Report Line operation, the City’s anonymous reporting was significantly higher than that of the Network’s other clients. Anonymous callers are instructed to re-contact the Network after a designated period of time to answer any questions the assigned investigator may have for the caller. This year more of the City’s anonymous callers followed up as instructed as compared to The Network’s other clients and to last year’s anonymous callers. The importance of calling back is stressed when the Ethics Report Line process is discussed during Ethics Education classes.

The Network also tracks the allegations raised in a report made through the Ethics Report Line:

Subject of Original City of Minneapolis Incident Report	2008	2009	2010
Use of Property/Time	23.8%	28.6%	29.4%
Nepotism	4.8%	0.0%	5.9%
Safety Issues	4.8%	0.0%	0.0%
Use/Disclosure of Information	4.8%	0.0%	0.0%
Outside Employment	4.8%	7.1%	0.0%
Post Employment	0.0%	7.1%	0.0%
Harassment/Discrimination (Respect in the Workplace Policy)	9.5%	7.1%	5.9%
Bias/Favoritism	0.0%	9.5%	0.0%
Use of Position	0.0%	11.9%	0.0%
Employee Relations	23.8%	19%	47.0%
Gifts	9.5%	7.1%	5.9%
Conflict of Interest	0.0%	2.4%	5.9%
Other	14.3%	0.0%	5.9%

Code Interpretation through Policy Development

In 2009 the Ethics Officer collaborated with the City's Human Resources Department to establish protocol to include ethics compliance as an issue in all employee exit interviews. The following ethics question is now included in all on-line and paper versions of the employee exit survey for employees who voluntarily leave the employ of the City:

Policy Compliance - Management adherence to the Ethics in Government Code.

1 - Very Dissatisfied 2 - Somewhat Dissatisfied 3 - Somewhat Satisfied 4 - Very Satisfied

Check if this is a factor in your departure

During 2010 the City experienced a total of 133 voluntary employee separations: 88 retirements and 45 resignations. Twenty-one of the employees voluntarily separating from the City participated in the Employee Exit Survey and seventeen of those participants answered the question related to management adherence to the Ethics in Government Code.

Exiting Employee Perception of Management Adherence to the Ethics Code

	Very Dissatisfied	Somewhat Dissatisfied	Somewhat Satisfied	Very Satisfied	No Response	Factor in departure
# of Responses	1	0	2	14	4	1
%	4.8%	0.0%	9.5%	66.7%	19.0%	4.8%

Once exit surveys are received, copies are shared with the appropriate Human Resources Generalist. If the identity of the employee is known, the Human Resources Generalist may further investigate the answers of the exit survey. The Ethics Officer has requested that going forward, all exit surveys with negative responses to the Management Adherence to the Ethics Code question also be forwarded to her.

Proposed Ordinance Change

During 2010 a number of questions were presented about the applicability of the Ethics Code to various members of the City’s Boards, namely the Neighborhood and Community Engagement Commission. The Ethics Board has examined the definition of local official in the Ethics Code and found that by the language of the “local official” definition, none of the members of the Charter Commission and the Ethics Board only some of the members of the NCEC are required to comply with the Ethics Code. This anomaly is a result of how the members are appointed. The Ethics Board is proposing an amendment to the definition of local official to correct this deficiency. The proposed definition will cover all members of City Boards, regardless of how the member is appointed. The proposed definition will not change the applicability of the Ethics Code to mayoral or council appointed members of multi-jurisdictional boards.

15.280. Definitions.

* * *

- (m) Local official means a person holding the following elected or appointed positions:
- (1) The following elected officials: city council members; the mayor; and elected members of the board of estimate and taxation; and
 - (2) Persons employed by the city in appointed positions, or holding the title of an appointed position. A list of the city's appointed positions shall be maintained by the department of human resources.
 - (3) Individuals serving on a city board, commission or advisory committee.
 - (4) Individuals appointed or designated by the mayor or appointed by the city council to multi-jurisdictional agencies, authorities, or instrumentalities. ~~including, but not limited to, the following:~~
 - ~~Arts Commission, Minneapolis~~
 - ~~Bassett Creek Watershed Management Commission~~
 - ~~Central Avenue Special Service District Advisory Board~~
 - ~~Citizen Environmental Advisory Committee (CEAC)~~
 - ~~Civil Rights Commission, Minneapolis~~

~~Civil Service Commission, Minneapolis
Civilian Review Authority, Minneapolis
Community Development Agency, Minneapolis
Dinkytown Special Service District Advisory Board
Disabilities, Minneapolis Advisory Committee on People With
Downtown Skyway Advisory Committee
Family Housing Fund, Minneapolis/St. Paul
Forty Third Street West and Upton Avenue South Special Service District
Franklin Avenue East Special Service District Advisory Board
Hennepin Theatre District Special Services District
Heritage Preservation Commission, Minneapolis
Housing Board of Appeals
Latino Community Advisory Committee to the Mayor and City Council
Nicollet Avenue South Special Services District
Nicollet Mall Advisory Board
Planning Commission, Minneapolis
Public Health Advisory Committee
Public Housing Authority, Minneapolis
Real Estate Advisory Board
Rental Dwelling License Board of Appeals
Riverview Special Service District Advisory Board
Senior Citizen Advisory Committee to the Mayor and City Council
Shingle Creek Watershed Management Commission
South Hennepin Avenue Special Service District
Sports Facilities Commission, Metropolitan
Stadium Village Special Service District Advisory Board
Telecommunications Network, Minneapolis, (MTN)
Truth in Sale of Housing Board of Appeals
Uptown Special Service District Advisory Committee
Urban Environment, Committee on (CUE)
Workforce Investment Board (formerly Private Industry Council)
Zoning Board of Adjustment~~

~~The term local official shall not include individuals appointed to the following agencies, authorities, or instrumentalities:~~

~~Metropolitan Airports Commission
Capital Long Range Improvements Committee
Empowerment Zone Governance Board
Homelessness, County Advisory Board~~

2010 Expenses

COGEL membership	\$445.00
SCCE Membership	\$295.00
Ethics Report Line	\$4,250.00
Attorney III at 33% time (\$152,064.00 FTE per year)	<u>\$50,688.00</u>
	\$55,678.00

The Ethics Officer's time has significantly decreased from 2009 (47%). The reported 2010 expenses do not take into account the incidental expenses such as an office, computer, telephone, office supplies, copying, postage, parking, mileage for training and other expenses covered by the Office of the Minneapolis City Attorney.

2010 Revenue

During 2009 the Ethical Practices Board did not receive any income from grants, awards or donations.

2010 Volunteer Hours

The three members of the Board collectively spent approximately 31 hours on work related to the Board during the 2010 calendar year. The hours reported are about fifty percent of the hours reported for 2009. This year's business before the board only necessitated the Board holding bi-monthly meetings. On average, each member spent two plus hours per meeting on Board related activities which is consistent with prior years.

2011 Ethical Practices Board Work Plan

The 2011 work plan is predicated on the availability of city staff to complete the tasks requiring staff involvement.

Ethics Education

- Conduct ethics education refresher seminars for city employees.
- Conduct new employee ethics education seminars.
- Collaborate with the City's Human Resources Training and Development Division to implement electronic ethics education training for City employees.
- Continue collaboration with the City's Human Resources Training and Development Division to create trainer depth and content understanding within the current Train-the-Trainer Program.
- Work with Departments to determine ethic education needs of contract employees.
- Conduct ethics education seminars for departments as requested.
- Collaborate with the City Clerk's office to create a communication process regarding the ethics education obligations of board members and to incorporate the required ethics education into the appointment process.
- Continue collaboration with the City's Communication Department to create a communication strategy to promote awareness of both Ethics and the Ethics Report Line

Ethics Code Review

- Participate in CityEthics.org's Model Ethics Code Project
- Review City's Ethics Code and propose amendments to improve effectiveness of the Code.

Code Interpretation through Policy Recommendations

- Collaborate with the City Coordinator and Communications to present a proposed Endorsements and Advertising Policy for City Council consideration.
- Assist Departments with Policy drafting upon request.

Ethics Inquiries

- Answer ethics Code inquiries from employees, local officials and the public.
- Collaborate with the City's Communication Department to create a question and answer brochure for frequently asked questions.

Ethics Complaints and the Ethics Report Line

- Manage complaints received directly and from the ethics report line
- Provide semi-annual report to Ways & Means/Budget Committee in July.

Promote an Ethical Culture in the City of Minneapolis

- Collaborate with the City's Human Resources Department to establish ethics as a topic of annual performance reviews.

Employee Ethics Education Status By Department

as of December 31, 2010

Department	Attended Training in 2010	HRIS Reported Number of Employees	Out of Compliance 2010	Will Change to Out of Compliance in 2011
311	1	19	1	2
911	1	68	1	57
ASSESSOR	3	31	0	9
ATTORNEY	89	98	8	0
BUSINESS INFORMATION SERVICES	14	51	3	9
CITY CLERK	30	63	8	20
CITY COORDINATOR	5	9	1	0
CIVIL RIGHTS	6	16	1	2
COMMUNICATIONS	10	14	3	0
CONVENTION CENTER *	4	361	167	186
CPED	22	121	24	18
FINANCE	19	148	10	0
FIRE DEPARTMENT	172	427	44	10
HEALTH AND FAMILY SUPPORT	18	67	4	35
HUMAN RESOURCES	7	48	9	23
INTERGOVERNMENTAL RELATNS	1	8	2	0
INTERNAL AUDIT	2	4	2	0
MAYOR	2	11	3	6
NEIGHBORHOOD & COMMUNITY ENGAGEMENT	5	9	2	0
POLICE DEPARTMENT	793	968	129	3
PUBLIC WORKS	531	1024	82	325
REGULATORY SERVICES	70	268	23	27

* Most of these out-of-compliance employees are temporary, intermittent employees