

**CITY OF LONG BEACH
ETHICS COMMISSION
Ad Hoc Committee Two**

**Susan Wise, Chair
Lani De Benedictis, Commissioner
J.P. Shotwell, Commissioner**



October 13, 2021

Ethics Commission
City of Long Beach
411 West Ocean Boulevard
Long Beach, CA 90802

RE: Ad Hoc Committee Two Activity Report

The focus of Ad Hoc Committee Two's work has been on its five near-term Action Plan deliverables:

- Anti-Retaliation Policy [Item 2.7; 12/31/21 completion deadline]
- Conflict of Interest Policy [Item 2.9; 12/31/21 completion deadline]
- Long Beach Ethics Media Site [Item 2.1, 3/31/22 completion deadline]
- Long Beach Ethics Guide [Item 2.4; 3/31/22 completion deadline]
- Code of Conduct [Item 2.5; 6/30/22 implementation deadline]

The Committee met twice since our last Commission meeting – once with Ethics Commission Staff on September 29; a second time on October 7. The meeting with Staff focused on the process for requesting information on the City's existing policies and resources, exchanging information, and reviewing draft revisions to the anti-retaliation and conflict of interest policies.

The Committee expressed a desire for Staff to identify the City's Subject Matter Experts (SMEs)/content owners with whom the Committee and the Ethics Commission Staff can partner to review and revise the City's existing policies/resources. However, staff prefers to be the liaison between the SMEs and the Committee for all the Committee's activities – the Committee will request Staff to gather existing policies/resources; Staff will provide the Committee's input to the City's SMEs for consideration; the City's SME's will share revised resources with the Committee for review and comment prior to the drafts being sent to the full commission for consideration. Staff encouraged the Committee to share any suggested policy provisions for the SMEs to consider in advance.

On September 15, in response to the Committee's prior requests, Staff provided three retaliation/harassment-related policies provisions that the City currently has in place. The Committee is reviewing that information. The Committee has also requested staff to pull the

Subject: Ad Hoc Committee Two Activity Report

Date: October 13, 2021

Page 2 of 2

policies/resources that the City has in place related to conflict-of-interest policies and related benchmarking. The Committee is independently researching desired elements for the conflicts of interest policies.

The Committee will be requesting that Staff provide an overview of the citywide and/or individual department processes for adopting and issuing policies, as well as how the City is educating employees/officials on policies and making those policies readily available for City employees/officials. This will include an overview of how the City's policies are organized, including those of City departments (e.g., Water, Harbor, and Police). The Committee will also be requesting that Staff provide a progress report and updated timeline for the City's formal adoption of the Code of Conduct, along with the plan for how it will be provided to other City Departments.

The Committee is working with Staff to establish target due dates for interim steps necessary to complete the five near-term deliverables.

Sincerely,

Susan Wise, Chair

Lani De Benedictis, Commissioner

J.P. Shotwell, Commissioner