## D.C. Board of Ethics and Government Accountability FY2017

Agency D.C. Board of Ethics and Government Accountability

Agency Code AG0

Fiscal Year 2017

**Mission** The Board of Ethics and Government Accountability (BEGA) is responsible to administer and enforce the District of Columbia Code of Conduct and enforce government-wide compliance with the D.C. Freedom of Information Act and the Open Meetings Act.

### 2017 Strategic Objectives

Objective Number	Strategic Objective
1	Issue Ethics advice in an expeditious and consistent fashion.
2	Conduct timely and appropriate investigations and enforcement actions.
3	Conduct mandatory training on the Code of Conduct and produce ethics training materials.
4	Create and maintain a highly efficient, transparent and responsive District government.**

## 2017 Key Performance Indicators

Measure	New Measure/ Benchmark Year	Frequency of Reporting	Add Data Fields (if applicable)	FY 2014 Actual	FY 2015 Target	FY 2015 Actual	FY 2016 Target	FY 2016 Actual	FY 2017 Target
1 - Issue Ethics advic	e in an exp	editious an	d consisten	t fashion. (3	Measures)				
Percent of advice queries received that were handled as informal rather than formal advice.	•	Quarterly		Not available	Not available	Not available	Not available	New Measure	80%
Percent of formal written Advisory Opinions appealed to the Ethics Board.	•	Quarterly		Not available	Not available	Not available	Not available	New Measure	10%
Percent of formal written Advisory Opinions issued within 30 days of receipt of complete information from requester.	¥	Quarterly		100%	75%	100%	80%	New Measure	85%
2 - Conduct timely an	d appropria	te investig	ations and	enforcement	actions. (3 M	leasures)			
Percent of investigations resolved by dismissal, negotiated disposition, or issuance of Notice of Violation within 120 days of initiation.	•	Quarterly		Not available	Not available	Not available	65%	New Measure	80%
Percent of enforcement actions that result in a sanction.	~	Quarterly		Not available	Not available	Not available	Not available	New Measure	85%
Percent of final Ethics Board Orders issued within 45 days of close of hearing record.	•	Quarterly		Not available	Not available	Not available	80%	New Measure	85%
3 - Conduct mandato	ry training o	on the Code	of Conduc	t and produce	ethics traini	ng materials.	(3 Measures	)	
Percent of evaluations completed by attendees with an overall positive rating of "3" or higher on the BEGA training evaluation form.	~	Quarterly		Not available	Not available	Not available	Not available	New Measure	80%
Percent of off site agency training requests granted	~	Quarterly		Not available	Not available	Not available	Not available	New Measure	90%
Percent of agency trainings held within 90 days of agency making the request.	•	Quarterly		Not available	Not available	Not available	Not available	New Measure	90%
4 - Create and mainta	ain a highly	efficient, t	ransparent	and responsi	ve District go	vernment.**	(9 Measures	)	
Contracts/Procurement- Expendable Budget spent on Certified Business Enterprises	~			Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcomin October 2017

Contracts/Procurement- Contracts lapsed into retroactive status	•	Forthcor October 2017	ning Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Budget- Local funds unspent	•	Forthcor October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Budget- Federal Funds returned	•	Forthcor October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Customer Service- Meeting Service Level Agreements	•	Forthcor October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Human Resources- Vacancy Rate	•	Forthcor October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Human Resources- Employee District residency	•	Forthcor October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Human Resources- Employee Onboard Time	•	Forthcor October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Performance Management- Employee Performance Plan Completion	•	Forthcor October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017

# 2017 Operations

Operations Header	Operations Title	Operations Description	Type of Operations
1 - Issue	Ethics advice in an expeditious and consister	nt fashion. (1 Activity)	
BOARD OF ETHICS	Render Timely Advice. Respond to requests for informal ethics advice in a substantive and useful manner.	Work with staff to ensure that ethics guidance is provided to government employees who seek ethics guidance.	Daily Service
2 - Condu	uct timely and appropriate investigations and	enforcement actions. (1 Activity)	
BOARD OF ETHICS	Monitor and support ongoing investigations to ensure timely completion.	Track progress throughout the year and work with staff to ensure movement.	Daily Service
3 - Cond	uct mandatory training on the Code of Conduc	t and produce ethics training materials. (1 Activity)	
BOARD OF ETHICS	Increase Training Sessions. Increase number of trainings available to District government employees.	Allocate staff time to ensure availability when requests are made from client agencies.	Daily Service
4 - Creat	e and maintain a highly efficient, transparent	and responsive District government.** (1 Activity)	
BOARD OF ETHICS	Ensure that every request for advice or information is acknowledged within 24 hours of receipt.	Work with staff to ensure that either a substantive response is provided or, where that is not possible, an acknowledgment that the request is under review.	Daily Service

## 2017 Workload Measures

Measure	New Measure/ Benchmark Year	Add Historical and Target Data (FY17)	Numerator Title	Units	Frequency of Reporting	FY 2014	FY 2015	FY 2016 Actua
1 - Render Timely Advice. R	espond to re	equests for	informal ethics advice in a s	ubstantive and i	useful manı	ner. (3 M	easures)	
Requests for informal ethics advice			Requests for informal ethics advice	Number of requests for informal ethics advice	Quarterly	511	681	690
Number of formal written advisory opinions issued pursuant to a request			Number of formal written advisory opinions issued pursuant to a request	advisory opinions	Quarterly	13	5	4
Number of formal written advisory opinions issued on the agency's own initiative			Number of formal written advisory opinions issued on the agency's own initiative	advisory opinions	Quarterly	5	1	2

Complaints received		Complaints answered	Number of complaints received	Quarterly	150	137	138
Number of preliminary investigations opened based on tips to the hotline		Number of preliminary investigations opened based on tips to hotline	investigations	Quarterly	1	1	2
Number of preliminary investigations dismissed		Number of preliminary investigations dismissed	investigations	Quarterly	19	12	34
Number of preliminary investigations opened based on information provided by means other than the hotline		Number of preliminary investigations opened based on information provided by means other than the hotline	investigations	Quarterly	32	46	85
Number of preliminary investigations converted to formal investigations		Number of preliminary investigations converted to formal investigations	investigations	Quarterly	2	1	3
Number of preliminary investigations resolved with a negotiated disposition		Number of preliminary investigations resolved with a negotiated disposition	investigations	Quarterly	6	13	12
Number of preliminary investigations resolved after an evidentiary hearing		Number of preliminary investigations resolved after an evidentiary hearing	investigations	Quarterly	1	0	0
Number of formal investigations initiated on intake		Number of formal investigations initiated on intake	investigations	Quarterly	8	12	24
Number of formal investigations dismissed		Number of formal investigations dismissed	investigations	Quarterly	10	7	17
Number of formal investigations resolved with a negotiated disposition		Number of formal investigations resolved with a negotiated disposition	investigations	Quarterly	5	2	1
Number of formal investigations resolved after an evidentiary hearing		Number of formal investigations resolved after an evidentiary hearing	investigations	Quarterly	2	0	0
3 - Increase Training Session	ıs. Increase numbe	er of trainings available to Distri	ct government	employees	. (1 Mea	sure)	
Number of trainings conducted		Number of trainings conducted	trainings	Quarterly	Not available	Not available	121
4 - Ensure that every request	t for advice or inforr	mation is acknowledged within 2	24 hours of rec	eipt. (1 M	easure)		
Formal advisory opinions issued		Formal advisory opinions issued	Number of formal advisory opinions issued	Quarterly	13	5	8

## 2017 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
BOARD OF ET	HICS (4 Strategic initiative-operation links)	
Investigations Spreadsheet	The spreadsheet will be used to track and measure progress on each investigation. It will serve to help complete investigations within the 120 day KPI for conclusion of investigations.	09-30-2017
Meet with investigators	The meetings will be an opportunity for the investigative staff to seek guidance from senior management on case progression and for senior management to obtain information concerning obstacles to timely resolution of investigations. It will serve to help complete investigations within the 120 day KPI for conclusion of investigations.	09-30-2017
Conduct Two Hour Ethics Training Every Month	This will increase the number of ethics trainings available to employees whether or not a client agency makes a formal request. It will help achieve the KPI for increasing training opportunities by 10%.	09-30-2017
Meet with attorneys about advice requests	This will increase the quality and consistency of the ethics guidance provided to client agencies/employees.	09-30-2017