

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

### FY2017 Performance Accountability Report

The Performance Accountability Report (PAR) measures each agency's performance for the fiscal year against the agency's performance plan and includes major accomplishments, updates on initiatives, and key performance indicators (KPIs).

### 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.

### Summary of Services

Specifically, BEGA is responsible for seven main areas. Investigating alleged violations of the Code of Conduct, holding adversarial hearings and, where appropriate, levying sanctions; Issuing Advisory Opinions, providing safe-harbor for good-faith reliance on these opinions; Issuing Advisory Opinions on its own initiative; Conducting mandatory ethics training for District government employees; Updating and maintaining the District Ethics Manual; Receiving and reviewing public financial disclosure statements from public officials, except Advisory Neighborhood Commissioners, and, as of January 1, 2015, candidates for nomination for election, or election, to public office; Receiving and reviewing public financial disclosure certifications from Advisory Neighborhood Commissioners, and as of January 1, 2015, from candidates for nomination for election, or election, to public office; Receiving and auditing lobbyist registration forms, termination forms, and lobbyist activity reports; Enforcing the Open Meetings Act; Monitoring the District's compliance with the Freedom of Information Act; and Assisting government agencies in the implementation of open government practices.

### FY17 Top Accomplishments

Accomplishment	Impact on Agency	Impact on Residents
We hosted the first Annual Ethics Day program in the District government -- a full day of ethics training programs.	We were able to receive prompt feedback on our training programs, coordinate the programs, and to tailor the programs to our desired audience of District employees.	This helped to ensure that District employees received training required under the Ethics 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	Freq	Target	Q1	Q2	Q3	Q4	FY 2017	KPI Status	Explanation
<b>1 - Issue Ethics advice in an expeditious and consistent fashion. (3 Measures)</b>									

Percent of advice queries received that were handled as informal rather than formal advice.	Quarterly	80%	95%	98%	99%	99%	97.8%	Met	
Percent of formal written Advisory Opinions appealed to the Ethics Board.	Quarterly	10%	0%	0%	0%	0%	0%	Met	None
Percent of formal written Advisory Opinions issued within 30 days of receipt of complete information from requester.	Quarterly	85%	100%	100%	100%	100%	100%	Met	
<b>2 - Conduct timely and appropriate investigations and enforcement actions. (3 Measures)</b>									
Percent of investigations resolved by dismissal, negotiated disposition, or issuance of Notice of Violation within 120 days of initiation.	Quarterly	80%	68.8%	100%	90.9%	90%	84.1%	Met	
Percent of enforcement actions that result in a sanction.	Quarterly	85%	100%	100%	100%	100%	100%	Met	
Percent of final Ethics Board Orders issued within 45 days of close of hearing record.	Quarterly	85%	100%	100%	100%	100%	100%	Met	
<b>3 - Conduct mandatory training on the Code of Conduct and produce ethics training materials. (3 Measures)</b>									
Percent of evaluations completed by attendees with an overall positive rating of "3" or higher on the BEGA training evaluation form.	Quarterly	80%	100%	94%	100%	94.8%	97.5%	Met	
Percent of off site agency training requests granted	Quarterly	90%	100%	100%	100%	100%	100%	Met	
Percent of agency trainings held within 90 days of agency making the request.	Quarterly	90%	100%	100%	100%	100%	100%	Met	

We've revisited a project to standardize District wide measures for the Objective "Create and maintain a highly efficient, transparent and responsive District government." New measures will be tracked in FY18 and FY19 and published starting in the FY19 Performance Plan.

## 2017 Workload Measures

Measure	Freq	Q1	Q2	Q3	Q4	FY 2017
<b>1 - Render Timely Advice. Respond to requests for informal ethics advice in a substantive and useful manner. (3 Measures)</b>						
Requests for informal ethics advice	Quarterly	132	173	205	190	700
Number of formal written advisory opinions issued pursuant to a request	Quarterly	6	2	1	3	12
Number of formal written advisory opinions issued on the agency's own initiative	Quarterly	1	1	0	0	2
<b>2 - Monitor and support ongoing investigations to ensure timely completion. (11 Measures)</b>						
Complaints received	Quarterly	14	22	40	107	183
Number of preliminary investigations opened based on tips to the hotline	Quarterly	0	0	0	0	0
Number of preliminary investigations dismissed	Quarterly	4	2	4	14	24
Number of preliminary investigations opened based on information provided by means other than the hotline	Quarterly	4	3	18	8	33
Number of preliminary investigations converted to formal investigations	Quarterly	0	0	0	1	1

Number of preliminary investigations resolved with a negotiated disposition	Quarterly	6	0	1	2	9
Number of preliminary investigations resolved after an evidentiary hearing	Quarterly	0	0	0	0	0
Number of formal investigations initiated on intake	Quarterly	2	4	6	2	14
Number of formal investigations dismissed	Quarterly	2	4	5	1	12
Number of formal investigations resolved with a negotiated disposition	Quarterly	3	0	0	0	3
Number of formal investigations resolved after an evidentiary hearing	Quarterly	1	0	0	0	1
<b>3 - Increase Training Sessions. Increase number of trainings available to District government employees. (1 Measure)</b>						
Number of trainings conducted	Quarterly	28	32	32	37	129
<b>4 - Ensure that every request for advice or information is acknowledged within 24 hours of receipt. (1 Measure)</b>						
Formal advisory opinions issued	Quarterly	2	3	1	3	9

## 2017 Strategic Initiatives

Title	Description	Complete to Date	Status Update	Explanation
<b>BOARD OF ETHICS (4 Strategic initiatives)</b>				
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.	Complete	We use the spreadsheet at our weekly staff meetings to ensure that we are on target to meet the 120 day completion date.	
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.	Complete	We meet with investigators weekly and otherwise as needed.	
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%.	Complete	We conduct multiple 2-hour ethics trainings every month, and employees can enroll in the program through PeopleSoft.	
Meet with attorneys about advice requests	This will increase the quality and consistency of the ethics guidance provided to client agencies/employees.	Complete	We meet with the attorneys to discuss advice requests at our weekly staff meetings and as necessary.	