

Memorandum



CITY OF DALLAS

DATE August 1, 2014

TO Members of the Budget, Finance & Audit Committee: Jerry R. Allen (Chair),
Jennifer S. Gates (Vice Chair), Tennell Atkins, Sheffie Kadane, Philip T. Kingston

SUBJECT Ethics and Diversity Officer Introduction and Status

The Monday, August 4th Budget, Finance and Audit Committee agenda will include an Ethics and Diversity Officer Introduction and Status. The briefing will be presented by Cheryl Orr, Ethics and Diversity Officer in the City Manager's Office.

Please let me know if you need additional information.

A handwritten signature in blue ink that reads "Jeanne Chipperfield".

Jeanne Chipperfield
Chief Financial Officer

Attachment

c: Honorable Mayor and Members of City Council
A.C. Gonzalez, City Manager
Warren M.S. Ernst, City Attorney
Craig D. Kinton, City Auditor
Rosa A. Rios, City Secretary
Daniel F. Solis, Administrative Judge
Ryan S. Evans, Interim First Assistant City Manager
Jill A. Jordan, P.E., Assistant City Manager
Forest E. Turner, Assistant City Manager
Joey Zapata, Assistant City Manager
Charles M. Cato, Interim Assistant City Manager
Theresa O'Donnell, Interim Assistant City Manager
Jeanne Chipperfield, Chief Financial Officer
Shawn Williams, Interim Public Information Officer
Elsa Cantu, Assistant to the City Manager

Ethics and Diversity Officer Introduction and Status Update

Budget, Finance and Audit Committee
August 4, 2014

Cheryl D. Orr, Ethics and Diversity Officer

Purpose

- To provide an update on the citywide employee Ethics and Diversity initiatives including:
 - Background information
 - Ethics cycle
 - Ethics and Diversity research and collaboration
 - Ethics action plan
 - Diversity action plan
 - Next steps and continued efforts

Background

- On October 17, 2011, the Budget, Finance and Audit Committee was briefed by the Greater Dallas Business Ethics Award Steering Committee
- On August 6, 2012 the Budget, Finance and Audit Committee was briefed on the vendor recommendation for ethics evaluation and training and on August 22, 2012 the Dallas City Council approved the resolution authorizing a three-year consultant contract with Navigant Consulting, Inc.
- On November 4, 2013, the Budget, Finance and Audit Committee was briefed on an Ethics update, including the hiring of an Ethics and Diversity Officer

Ethics Cycle



Research and Collaboration

- Met with staff from various City offices and department directors to discuss perspectives on ethics and diversity
- Thoroughly reviewed City's Code of Ethics, Personnel Regulations, Civil Service Rules and Administrative Directives
- Reviewed the Audit of City's Ethics Program (2012) from the City Auditor's Office to determine action plan
- Visited with Dr. Abraham Benavides at UNT and Ethics Officers in public and private jurisdictions (City of Austin, CPS Energy) to discuss ethics planning

Ethics to Date

- Assumed responsibility for the continuation of the training initiative started in 2013 by Human Resources
 - Over 30 Classes have been set up to accommodate over 2,000 employees between July and September
- Met Ethics Advisory Commission (EAC) Chair and will attend quarterly meeting in August
- Conducted first Ethics and Diversity presentation to Equipment and Building Services (EBS) leadership team - July 2014

Ethics Action Plan

- Establishing Ethics and Diversity Office webpages for the intranet and internet (in collaboration with CIS)
- Developing a work plan for the Ethics and Diversity Office
 - Address the City Auditor's recommendations (2012)
 - Develop metrics for the Office
 - Create email blasts and video clips for dissemination to employees on a regular basis
 - Develop brochure and cards for dissemination to employees
 - Use sections of the Code of Ethics for branding purposes
 - Move to a confidential location



CHOOSING THE ETHICAL PATH

Website Draft

CODE OF ETHICS 12.A	TRAINING	RESOURCES	STANDARDS OF CONDUCT	CITY PARTNERS	FAQ	CONTACT US
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Office of Ethics & Diversity

Mission

To promote a culture of ethics and sensitivity within the City of Dallas in order to ensure the public trust. At the City of Dallas, we believe it is not enough to do things right, but that we must also do the right thing.

Goal

It is our goal to provide employees the resources and support they need in order to work effectively in an ethical and diverse workplace. This is done by assuring that [our](#) employees have access to training, [ethical advice](#), consultation and hotlines.

Ethics & Diversity Officer's Welcome:

I would like to introduce the City of Dallas' "Ethics and Diversity Initiative." The City is committed to assuring that employees make good ethical choices and act ethically. The public's trust and confidence is very important in maintaining a positive reputation. The citizens of Dallas expect employees to perform their duties in a principled manner, thus the City will do all it can to assure that employees understand ethical expectations. This includes comprehensive training and identifying resources for employees to report unethical behavior.

The City's Code of Ethics, found in the City Code, is a roadmap for how employees uphold the City's commitment to the highest standards of professionalism, customer service and integrity. The standards guide employees in their work and shape their thinking when it comes to addressing ethical dilemmas.

The City also values a vibrant, progressive and diverse workforce. The workforce is reflective of the residents of the City of Dallas. Diverse employees have been hired to provide the best service to the citizens of Dallas.

We will work to maintain an ethical, diverse and [capable professional](#) workforce, in order to assure that the citizens of Dallas are receiving world class customer services.

Sincerely,

Cheryl D. Orr
Ethics and Diversity Officer
214-671-9812

Cheryl.Orr@DallasCityHall.com

Ethics Action Plan Continued

- Scheduling regular Ethics and Diversity presentations with City staff members
- Using the City's Employee Advisory Committees (EAC) to assess City culture and ethical climate through the use of surveys and focus groups for program planning
- Identifying Codes of Ethics, Code of Conduct from various occupations (HR, CPA, ICMA, etc.) for posting on Ethics and Diversity website
- Establishing an Ethics email box for employee input
- Analyzing results of investigations to determine need for additional training/corrective action

Diversity to Date

- Met with the LGBT Task Force members to hear issues
 - Article featured in the Dallas Voice
- Meet with Public Safety Chiefs and staff
 - Each have asked for a review of their EEO presentations at their Academies
 - Asked to develop Diversity and Ethics Training for Police leadership in collaboration with Caruth Institute staff

Diversity Action Plan

- Developing a citywide Diversity Plan
 - Work with Department Directors and EACs for input and feedback
 - Develop a Diversity training program for use throughout the City
 - Develop a citywide definition of diversity
- Collaborating with LGBT Task Force members to gather recommended revisions to City Code Ch. 34 (Personnel Rules) and Ch. 46 (Unlawful Discriminatory Practices Relating to Sexual Orientation)

Questions?

Cheryl D. Orr
Ethics and Diversity Officer
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