



# The Florida Legislature

## OFFICE OF PROGRAM POLICY ANALYSIS AND GOVERNMENT ACCOUNTABILITY



R. Philip Twogood, Coordinator

### **OPPAGA Review of the Palm Beach County Commission on Ethics Preliminary Information Request**

To assist OPPAGA in conducting its review of the Palm Beach County Commission on Ethics, we are submitting this preliminary information request. Please provide the information and documents requested below by April 23, 2013. Your response should be sent to Kara Collins-Gomez at [collins-gomez.kara@oppaga.fl.gov](mailto:collins-gomez.kara@oppaga.fl.gov). Please call Ms. Collins-Gomez at (850) 717-0503 if you have questions regarding this request.

Please note that we obtained the following information from the commission's website.

- Palm Beach County Code Article XIII Code of Ethics
- Palm Beach County Code Chapter 2, Article V, Division 8 Commission on Ethics
- 2012 Palm Beach County Commission on Ethics Rules of Procedure
- COE Complaint Process flow chart
- Palm Beach County Commission on Ethics By-Laws
- COE annual reports

In addition, there is no need to supply the actual text of Florida Statutes and administrative rules. A statutory or Florida Administrative Code reference where applicable is sufficient when responding to the information requested below.

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### ***General Background Information***

1. Description of major activities undertaken to create the Commission on Ethics subsequent to the November 2010 countywide ethics referendum, including a description of the
  - Implementation Advisory Committee, its mission, members, and duration of its work; and
  - Ethics/Inspector General Ordinances Drafting Committee, its mission, members, and duration of its work.
2. Complete list of individuals appointed to the commission, the specific entity appointing each commission member, and the terms of each member's service

### ***Budget, Policies and Procedures, and Other Documents and Information***

1. Commission operating budgets for the last three county fiscal years with sufficient detail to allow examination of the purposes of the expenditures
  - Policies and procedures governing the commission's expenditures
  - Excluding county general revenue funds, a description of any other revenue sources for the commission, including fines and fees

2. Copies of external and internal reports relevant to the commission's operation and activities
  - Copies of any independent financial audits of the commission conducted by the county (e.g., Palm Beach County Clerk & Comptroller, etc.) or any outside entity
  - Copies of any internal audit reviews of the commission or its activities
3. Does the commission have a system for tracking complaints, processing timelines (e.g., requirements to inform respondents within 20 days, etc.), and disposition? If so, please describe the information recorded in the tracking system and provide the policy and procedures that establish the timeframes and the methods used to ensure that complaints are processed in accordance with these guidelines
4. Copies of the commission's policies and procedures pertaining to
  - investigating ethics complaints (e.g., taking witness statements, preserving evidence, etc.);
  - conducting training compliance audits (e.g., interviews conducted, materials reviewed);
  - governing the ethics hotline, including hours of operation, who may receive hotline calls; and how information provided via the hotline is processed;
  - handling confidential information; and
  - governing the conduct of the commission in executive session.
5. Description of information the commission collects regarding in-person training sessions for county employees and officials (e.g., the time, place, and number of attendees, etc.)
6. Description of the commission's responsibilities related to the Palm Beach County Lobbyist Registration Ordinance
7. Description of the commission's responsibilities related to the Palm Beach County Post-Employment Ethics Ordinance
8. Description of the commission's responsibilities related to the Annual Gift Disclosure Report

### ***Monitoring and Performance Information***

1. Description of the mechanisms the commission uses to ensure that its policies and procedures are followed by its staff and by commissioners
2. Description of the commission's performance measures as identified in the county's adopted budget and related performance data for the last three county fiscal years
3. Does the commission have any internal performance measures that it uses to evaluate its performance? If yes, please describe the measures and provide related performance data for the last three county fiscal years.
4. Does the commission have a strategic plan or other document specifying its goals and measurable objectives? If yes, please provide a copy.