Management Committee

Meeting date: October 28, 2020

Subject: Policy Central and EthicsPoint Demo

District(s), Member(s): All

Policy/Legal Reference: None

Staff Prepared/Presented: Matt LaTour - Director, Program Evaluation and Audit (651-602-1174)

Julia Quehl – Auditor in Charge, (651-602-1462), Katie Driscoll – Policy Central Project Coordinator (612-964-6850)

Division/Department: Program Evaluation and Audit and Regional Administrator

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Background

EthicsPoint

EthicsPoint is another way for employees to report suspected fraud, waste, abuse, or unethical conduct or violations of Metropolitan Council policy and procedure by Met Council employees. Using the online form or by calling the EthicsPoint hotline, employees may make a report 24 hours a day, seven days a week, and can choose to do so anonymously. After a report is filed it will be promptly reviewed by Met Council staff whose job it is to investigate matters of wrongdoing, and if necessary, investigated or referred to the team with the appropriate subject matter expertise. With this additional method of reporting, employees have a clear, safe, trusted place they can go to report their issues that is easily accessible online and over the phone.

EthicsPoint will allow us as an organization to identify issues and stop them before they cause more harm, and it will enable the Met Council to follow up on issues more effectively and efficiently to support our employees.

Policy Central

The Metropolitan Council launched Policy Central, a new tool to help manage our library of Council-wide policies and procedures. Policy Central makes it easy for employees to search, browse, or favorite Met Council policies and procedures.

With the new tool, you will also notice a new template for all policy and procedure documents. Each document has a standard format, with a history of updates, and a contact identified if you have questions.

Policy Central gives us the ability to streamline and centralize a process to update, review, approve, and publish all policies and procedures. With this new tool, when a policy or procedure gets updated, we can send an email to staff – whether it's all employees or a certain department or type of position – alerting them to the new version. We can also require that employees go into the system to read and acknowledge the updated policy.