Ethics Training Plan Overview

Fiscal Year 2023

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A Look Back



ICMA Code of Ethics Review Focusing on Diversity, Equity, and Inclusion

At the very core of ICMA is the mission to promote an ethical culture in local government.

INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION

RICHMOND CITY COUNCIL



RECOMMENDATIONS

FINAL REPORT



What's on the horizon and components of training

ICMA CODE OF ETHICS

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

- We believe professional management is essential to efficient and democratic local government by elected officials.
- Affirm the dignity and worth of local government services and maintain a deep sense of social responsibility as a trusted public servant.
- Demonstrate by word and action the highest standards of ethical conduct and integrity in all public, professional, and personal relationships in order that the member may merit the trust and respect of the elected and appointed officials, employees, and the public.
- 4. Serve the best interests of the people.
- Submit policy proposals to elected officials; provide them with facts, and technical and professional advice about policy options; and collaborate with them in setting goals for the community and organization.
- Recognize that elected representatives are accountable to their community for the decisions
 they make; members are responsible for implementing those decisions.
- Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.
- Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.
- Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.
- 10. Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.
- 11. Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions pertaining to appointments, pay adjustments, promotions, and discipline.
- 12. Public office is a public trust. A member shall not leverage his or her position for personal

Adopted by the ICMA Executive Board in 1924, and most recently revised by the membership in June 2020.

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Components of an Ethics Training Program

- ☐ Targeted content with material developed to meet the employees at every level and stage of their career;
- ☐ Use of a hybrid delivery model to enhance learning and efficacy with a combination of in-person and on-line courses;
- Incorporated within annual training and will include assessments with minimum scoring and certificate of completion;
- ☐ Sustained training as part of the organization's DNA.



Drilling down into the organization

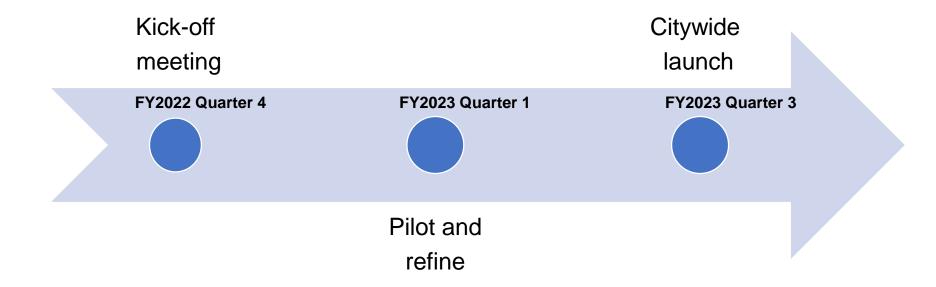
A focus on Finance, the fiscal year 2023 training plan:

- □ Launch a training program for the entire department focused on ethics, leadership, teambuilding, finance and accounting topics.
- Partner with Internal Audit to develop an ethics training curriculum for Finance -- using the ICMA model and the recommendations from the Ethics Task Force;
- Partner with the City Attorney's office to assess and consult on the specific processes to increase compliance with state and local code and reduce risk to the city;
- □ Partner with CliftonLarsonAllen to deliver relevant training related to current accounting practices, new pronouncements and emerging guidance;
- □ Partner with Human Resources to deliver relevant training topics to increase knowledge and compliance with the administrative regulations and policies;
- Engage with an accounting firm to consult on the internal control review to assess the control environment and make recommendations for improvements.





Next Steps





Questions?

