



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 8/9/2016
Agenda Placement: 10B

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Leanne Link for Nancy Watt - County Executive Officer
County Executive Office

REPORT BY: Leanne Link, Assistant County Exec Officer - 707-253-4406

SUBJECT: Amend Napa County Code of Ethics

RECOMMENDATION

County Executive Officer requests the Board of Supervisors do the following:

1. Receive a presentation on proposed revision to Napa County's Core Ethical Principles and roll-out to County staff; and
2. Adopt a resolution amending Napa County Policy Manual Part 1, Section A, Napa County Code of Ethics.

EXECUTIVE SUMMARY

Napa County's Code of Ethics has been a part of the Napa County Policy Manual since its adoption in November 2005. In 2014, County leaders began the process to review and revise the core ethical principles contained in the Code of Ethics to more accurately reflect the organizational culture. The original principles included Integrity, Accountability and Service. These principles, now characterized as core values, have been expanded and refined to include Respect, Accountability, Dedication, Integrity, and Innovation. Earlier this year, a work group completed the task of defining the values and providing examples that employees could relate to in everyday work. Adoption of the resolution will formally incorporate these values, along with their definitions, into the County's Policy Manual. To fully integrate the values into the organizational culture throughout the County, a series of "town hall" meetings are planned to familiarize employees with the values and provide opportunities to discuss the values in relationship to their daily work.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

In 2005, the Board of Supervisors adopted the Napa County Code of Ethics as part of the County Administrative Policy Manual. The Code of Ethics contained three core ethical principles: Integrity, Accountability, and Service. In 2014, through the Senior Leadership Academy, department heads and other senior management staff began the process of identifying and articulating certain values that exist throughout Napa County as an organization, with the goal of updating the 2005 Code of Ethics. Reflecting on the County's culture, the Senior Leadership Academy participants developed an overarching organizational statement: "We work together in pursuit of excellence." In furtherance of this statement, participants recommended modifying and expanding upon the ethical principles, now articulated as five core values: Respect, Accountability, Dedication, Integrity, and Innovation - and, a working group further refined the core values by providing examples that best demonstrate the values.

While it is evident that staff demonstrate these core values in their work, they have not been prominently expressed in the County's Code of Ethics. Therefore, to more completely solidify the values into the organizational culture, staff recommends that the Code of Ethics be updated accordingly. Staff further recommends that the Code of Ethics be promoted throughout the organization to ensure alignment with Napa County's core values and the important public service performed by its dedicated employees.

A second component of the Code of Ethics is the Manager's Credo. This has been removed from the Code of Ethics since all employees, regardless of their position within the organization, are expected to act in alignment with the core values.

SUPPORTING DOCUMENTS

- A . Code of Ethics Resolution
- B . Code of Ethics (clean)
- C . Code of Ethics (redline version)

CEO Recommendation: Approve

Reviewed By: Molly Rattigan