

## SHARED ETHICS ADVISORY COMMISSION

### Meeting Minutes

November 14, 2018

Pledge and  
Call to Order:

President Klein called the meeting to order at 8:32 a.m. with the Pledge of Allegiance.

Introductions:

In attendance were Commission members Calvin Bellamy, John Bowker, Patricia Carlisle, Merlin Foresman, Dr. Steve Grandfield, Tim Huizenga, Dan Klein, Bill Kuhn, Karen Marben, Julie McElmurry, Sarah Oudman, Art Russell, Courtney Smith, Lynn Volkmann and Rev. Jamie Ward. Tom DeGiulio attended from Dyer. Mary Thorne took the minutes.

New Appointees:

President Klein announced the appointment of John Bowker from the City of Valparaiso and Tim Huizenga from the Town of Highland.

Approval of Minutes:

**Motion:** On a motion by Commissioner Carlisle and a second by Commissioner Volkmann, the Commission voted to accept the minutes of the September 19, 2018 meeting as presented.

Financial Report:

President Klein said the financials were through August. The balance of accounts is \$85,572.09. 2018 unused appropriations total \$27,068.91. Bills from NIRPC for \$9,181.73 (through June 30) and \$909.70 (July through September). The NIRPC bills will be decreasing, as we are now using electronic registrations for training. Lake County government and Lake Station have not paid their enrollment fees, but it will be addressed. Michael Griffin is working with the City of Gary and St. John. President Klein will email a report of the status of all communities.

### President's Report

Existing  
Relationships  
For Vacancies:

East Chicago has named Richard Morrisroe, an attorney who does occasional consulting contract work for the city. Commissioner Ward will reach out again to the Mayor of Hobart. President Klein is working on Lowell; Portage is in limbo. President Klein will reach out to Christian Jorgensen of St. John again. Commissioner Bellamy said Regina Ruddell of Westville is working on finding someone to represent her community. We should propose that if the smaller communities joined, they could send one representative.

Budget Approval:

The budget needs to be submitted to the Board of Delegates. They are scheduled to meet on December 5, if needed. Their next regularly scheduled meeting is January 18. SEAC meets on January 16. We did not submit a budget last year due to unknown NIRPC expenses. The previous budget would just be used until a new one was approved. President Klein will consult with Michael Griffin. In 2019, there is the

Summit, an employee survey, department head training and the Candidates Action Pledge.

Tax Exempt Purchases:

Commissioner Ward reminded everyone to use the Town of Highland's sales tax-exempt number because we can't be reimbursed for the sales tax portion of any expense made by a commission member on behalf of SEAC. Commissioner Bellamy said whenever possible, he asks a vendor to bill the Town of Highland and Michael Griffin would pay it directly. President Klein said he requested the tax-exempt form from Mr. Griffin. Commissioner Ward said a lot of retailers want you on their approved list. Another option is to see if a vendor will accept a deposit, and then settle the account within two weeks through Michael Griffin.

Identify Process for Communication:

President Klein said we are looking for Commissioners to interface with the mayors, town managers and town council members to feed information back to them.

Identify Milestones To Communicate:

President Klein said we report to the member communities on the annual report in January, the Ethics Summit in February, the Ethics Pledge in May and November and the Training in August and November.

This concludes the President's Report

Marketing Committee Report:

Commissioner Bellamy provided a report on his committee's activities since the last meeting. He, President Klein and Commissioner McElmurry presented a training session for NIRPC staff. We received 138 Candidate pledges out of 200. Commissioner McElmurry and Mr. DeGiulio put together a draft request for proposal describing what is needed from Purdue in order to partner with us on the 2019 Employee Ethics Survey. Commissioner Bellamy recommended using some of the SEAC reserves to cover the cost if necessary. Since the survey is only done every three years, the impact on the reserves should be manageable. Commissioner Smith suggested looking at how to fit this cost into our budget.

**Motion:** Commissioner Bellamy motioned to communicate to the Board of Delegates the desire to use reserve funds if necessary, to partner with Purdue Northwest to conduct the survey, seconded by Commissioner Carlisle. Commissioner Ward qualified the motion be limited to \$10,000 in reserve expenses. Motion carried unanimously.

Employee Survey:

The survey makeup was discussed. Some changes would be made and demographic information would be added.

Training Committee Report:

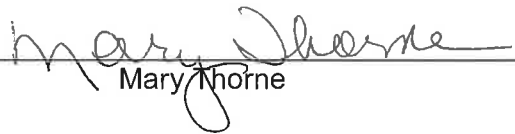
Commissioner Ward provided a written report on the 2018 Board and Commission Ethics Training.

Additional Business: President Klein received a thank you letter from the Crown Point Library for the children's books written by Jim Dworkin that were purchased in lieu of a fee for his conducting our most recent Board and Commission training.

2019 Meetings: President Klein said public notices of the 2019 SEAC and Board of Delegates meetings were posted.

The next meeting will be held on January 16, 2019 at 8:30 at NIRPC.

Adjournment: **Motion:** On a motion by Commissioner Oudman and a second by Commissioner Bowker, President Klein adjourned the meeting at 9:55 a.m.

Submitted by:   
Mary Thorne