

SHARED ETHICS ADVISORY COMMISSION

Meeting Minutes
September 19, 2018

Pledge and
Call to Order:

President Klein called the meeting to order at 8:35 a.m. with the Pledge of Allegiance.

Introductions:

In attendance were Commission members Calvin Bellamy, Patricia Carlisle, Patricia Earnest, Merlin Foresman, Dr. Steve Grandfield, Dan Klein, Karen Marben, Sarah Oudman, Art Russell, Courtney Smith, Lynn Volkmann and Rev. Jamie Ward. Guests in attendance from Purdue Northwest were Samuel Zinaich, Associate Professor of Philosophy and Kathy Tobin, Associate Professor of History. Mary Thorne took the minutes.

Approval of Minutes:

Motion: On a motion by Commissioner Earnest and a second by Commissioner Volkmann, the Commission voted to accept the minutes of the July 18, 2018 meeting as presented.

Financial Report:

President Klein said he will meet with Michael Griffin to discuss the financial report.

New Appointees:

President Klein announced the appointment of John Bowker from the City of Valparaiso.

President's Report

Membership

List Update:

President Klein said he will send the updated list to the Commissioners.

Existing

Relationships

For Vacancies:

Commissioner Bellamy said he contacted East Chicago, but no appointment was made. President Klein said he contacted the Town Council President of Lowell with no appointment. He talked to Christian Jorgensen of St. John who will pursue an appointment, and he passed along the invitation to the Board and Commission training. President Klein said he will see him again today. Nothing has occurred with Portage or the City of La Porte. Commissioner Bellamy will contact the Mayor of Hobart for a replacement for Commissioner Ward. The Mayor of LaPorte will not run for office in the election next year. Chesterton and Valparaiso already have appointments and were deleted from the agenda.

Strategic Planning

Committee:

Commissioner Smith said the mission and vision statements were read into the record at their meeting. Commissioner Bellamy suggested holding a meeting after the training sessions.

Website Update: President Klein said Adam Graper focused mainly on electronic registration for the Board and Commission training event on September 27 at 6 p.m. Commissioner Ward said he is running dual tracks but will not do so in future trainings. Registering electronically provides an automatic confirmation email. He will get an update from NIRPC on phone and email registrations. Commissioner Ward and President Klein will follow up with Adam Graper.

Identification Process

For Communications: Each SEAC Commission member communicating with their Mayor, Town Manager or Council President should follow up with them several times.

Milestones to be

Communicated: Milestones to be communicated include the Annual Report in January, the Ethics Summit in February, the Ethics Pledge in May and November and the Training in August.

This concludes the President's Report

Marketing

Committee Report: President Klein said the brochure stickers are in and he will attach the stickers to the brochures. Commissioner Bellamy said he attended a meeting of the South County Community Coalition to describe SEAC's purpose and activities. He met Justin Kiel, who is the publisher of *The Regional News* and *Westville Indicator*. Kiel is also the LaCrosse Town Council President and he is interested in helping SEAC with publicizing our activities. Kiel asked Commissioner Bellamy to write a 500-word piece on the SEAC to publish. Commissioner Bellamy will send a copy of the piece to the SEAC when the article is published. A Unity Foundation Grant was received to pay the enrollment fees of \$500 for each small community. They would then only have to pay the balance of \$150.

Commissioner Bellamy suggested holding a stuffing party at his office in Merrillville on October 5 at 10:30 a.m. to affix labels and stamps and stuff the cover letter signed by president Klein and Commissioner Smith, the pledge and return envelopes. Commissioners Marben, Grandfield, Oudman, Earnest and Russell volunteered for the two-hour session.

Purdue Northwest expressed interest in helping with the Employee Survey scheduled for 2019. Retired IUN Professor Hugg will help as well. An ad hoc planning committee meeting with Commissioners McElmurry, Ward, Bellamy and Klein will be scheduled for some time this month or early October.

Training Committee

Report: Board and Commission Training: Commissioner Ward said the Board and Commission training is on September 27 at 6 pm at NiSource. Jim Dworkin is the keynote. In lieu of a stipend, he asked that SEAC donate his children's books to organizations. The Training Committee decided that 18 complete 3-book sets will be distributed to area library systems within Lake,

LaPorte and Porter Counties. It was suggested that a couple of bullet points about the speaker's topic should be communicated on the flyer. There are currently 54 registrations from 16 of 24 member communities. There is seating for 110. Register yourselves if you plan to attend. RSVP's are important as participants will have to pass through security upon arrival and show ID.

Commissioner Bellamy added that the employee surveys will be done next spring. They help measure the effectiveness of our training. Work will need to begin soon. Rick Hugg will be doing the tabulations and Kathleen Tobin and Samuel Zinaich offered their assistance. Previous case studies are on the SEAC website.

The ethics policy checklist is another project which will need the work of a committee. It is a list of topics that should be addressed and should include social media. The checklist is on the website.

Additional Business: Commissioner Oudman said she still has not received emails. President Klein will double check her address.

The next meeting will be held on November 14 at 8:30 at NIRPC.

Adjournment: **Motion:** On a motion by Commissioner Volkmann and a second by Commissioner Grandfield, President Klein adjourned the meeting at 9:30 a.m.

Submitted by: _____
Mary Thorne