

SHARED ETHICS ADVISORY COMMISSION

Meeting Minutes

March 20, 2019

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, Sarah Oudman, Julie McElmurry, Merlin Foresman, Tim Huizenga, Dan Klein, Art Russell, Courtney Smith, Lynn Volkmann, John Bowker, Al Spajer, and Rev. Jamie Ward. Guests in attendance were Roxanne Williams from the City of Gary, Karen Marben from the City of Crown Point, and Tom DeGiulio from the Town of Dyer. Courtney Smith took the minutes.

Approval of Minutes:

Motion: John Bowker; **Second:** Cal Bellamy; and the Commission voted unanimously to accept the minutes of the January 2019 meeting as presented.

SEAC OLD BUSINESS

Financial Report:

President Klein went to the Joint Board of Delegates meeting. The 2019 budget was approved in January. **Motion:** Courtney Smith; **Second:** Julie McElmurry; and the Commission voted unanimously to adopt the February 2019 Financial Report.

Membership Update:

President Klein announced the resignation of Patricia Earnest as of February 1, 2019. **Motion:** Art Russell; **Second:** John Bowker; and the Commission voted unanimously to accept the resignation of Patricia Earnest. The Commission will send a thank you letter for her service and tenure. The City of Crown Point is actively searching for a new Commissioner. Mayor Snedecor of Hobart recommended Rich Weigel as the Hobart Commissioner and will join the Communications Committee. Lowell has appointed LeAnn Angerman. LaPorte County has appointed Samantha Everett of First Source Bank. Whiting has appointed Al Sajer.

Membership

Communities

Without

Appointments:

Gary: Roxanne Williams is working as a liaison with SEAC to get a commissioner.

Portage: Rich Weigel will reach out to the city.

St. John: Christian Jorgenson will reach out on our behalf.

Westville: Actions by Jamie Ward were unsuccessful. Cal Bellamy suggested reaching out to our contact, Regina, once more through Pat Carlisle.

East Chicago: Cal Bellamy reached out and Dick Morrisroe was recommended.

Summit Update: Some feedback regarding the flyer and registration was provided, as well as a request for the volunteers to get to the event early to help facilitate sign in and set up.

SEAC Training: Employee surveys open on April 2, 2019 and closes on April 30, 2019. Commissioners should follow the communication plan provided for the survey outreach in each community.

Training Subcommittee will meet following today's meeting to plan the fall department head training.

Julie McElmurry will send a copy of the survey to all commissioners. Every survey is online. There will be no print copies. Each employee will get a link to complete the survey, which will only take minutes to complete.

Train the Trainer is available. The training lasts thirty minutes and provides the trainer with the ability to train others.

SEAC NEW BUSINESS

World Civility Day: **Motion:** John Bowker; **Second:** Sarah Oudman; the commission voted to delegate authority to President Klein to appropriate up to \$650.00 to sponsor provided SEAC is able to present to the group and table at the event. Additionally, a table for the dinner should be obtained for commissioners to attend. Civility is part of the mission of the SEAC and publicizing our mission to the general public is for the good of the commission. Julie McElmurry and Tim Huizenga will table during the day and provide information to event attendees.

Updated Materials: Folders of all updated print materials were provided and included: newly formatted Code of Ethics, SEAC membership requirements, What does the SEAC do flyer, the SEAC goals, and trifold pamphlets. Commissioners also were provided SEAC community structure and annual timeline.

Committees

Responsibilities:

Summit: Need members to appear by 7:30 am to help set up.

Communications: Send out summit flyer, share new SEAC materials with communities, and send out the survey communications when received over email.

Training: Pay attention to emails regarding survey and ask questions if needed.

The next meeting will be held on May 15 at 8:30 at NIRPC.

Adjournment:

Motion: Cal Bellamy; **Second:** Tim Huizenga; and President Klein adjourned the meeting at 9:30 a.m.

Submitted by: _____
Courtney Smith, Vice President