

## SHARED ETHICS ADVISORY COMMISSION

### Meeting Minutes

January 17, 2018

Attendance: Commission members: Calvin Bellamy, Art Burkman, Patricia Carlisle, Dan Klein, Michael McIntyre, Anna Rominger, Art Russell, Courtney Smith, Lynn Volkmann and Tim Sutherland, filling in for Dorothy Bass.  
Guests: Karen Marben.

Meeting Opening: President Cal Bellamy called the meeting to order at 8:30 a.m. in the Dune Room at the NIRPC office in Portage. Mary Thorne of NIRPC took the minutes. In the absence of by-laws, President Bellamy noted that a quorum has been determined on a ruling of the previous Shared Ethics Officer, Joe Pellicciotti: (1) If the members are in the process of joining but have not completed their membership, they can not count for a quorum – that would be Portage and St. John. (2) If a member community has a vacancy (we currently have four), they don't count either. If there is agreement that both those rules still apply, President Bellamy determined a quorum be present. On a motion by Commissioner Carlisle and a second by Commissioner Smith, the consensus was to recognize a quorum and hold the meeting.

Minutes: The minutes of the November 15, 2017 meeting were approved upon a motion by Commissioner Burkman and a second by Commissioner McIntyre.

Resignations: President Bellamy noted the resignations of Al Martinez and Jim Dworkin. Mr. Dworkin will continue to facilitate our Strategic Planning process. On a motion by Commissioner Carlisle and a second by Commissioner McIntyre, the resignations were accepted.

### President's Report

#### Current Member

Engagement: President Bellamy said Dyer is in the process of appointing someone to the Commission. Hebron is trying to find someone. East Chicago has said on numerous occasions that they can't find anyone to volunteer and Hobart is working on it. President Bellamy asked that Commissioners encourage mayors or council presidents to name someone to the SEAC should they happen to see them.

Grant Applications: President Bellamy said there is a possibility that the Unity Foundation might consider paying the enrollment fee for the smaller communities in La Porte County. President Bellamy will be calling the Mayor of LaPorte later today to request a meeting.

Ethics Summit: The Summit will be at the Avalon Manor on March 29 and the keynote speaker will be David Link, former Dean of Notre Dame Law School. Registration and breakfast is at 8 a.m. with the program beginning at 8:30 a.m. and concluding around 11:30 a.m. While a more substantial breakfast will increase the cost, it would also

probably increase attendance. With regard to the development of case studies, Commissioner Rominger said she spoke with Professor Ellen Szarleta who said they are very busy but she would try to get a group together to help. President Bellamy said three or four studies would be good.

Strategic Plan:

President Bellamy said that due to his illnesses last year, proceedings of the Strategic Plan Committee have been delayed, but will resume on January 25. The committee consists of town managers, elected officials from the Board of Delegates and members of the SEAC.

Grants:

President Bellamy said part of the Discovery Alliance grant apparently must be allocated to the Ethics Summit. We have not yet seen the details from the Discovery Alliance. With respect to other sources of funding, President Bellamy expressed his personal concern about contributions from private companies because of the potential for legal or ethical issues arising from their operations. Foundation contributions are a better source. For the first summit, Andy Shaw required \$2000 to speak. Under the rules of his Better Government Association of Illinois, he could not accept government funds and we had to accept private contributions. This is the only time the Commission solicited private funding. However, NIPSCO has awarded a \$2500 grant to help fund the 2018 Ethics Summit.

Media Coverage:

Only one article referenced SEAC since the last meeting. A copy was enclosed on page 15 of the meeting packet.

Committee

Assignments:

President Bellamy referenced the list of Committees - Training/Monitoring, Marketing and Future Direction, and the members of each committee, on pages 17 and 18.

2018 Goals:

President Bellamy referenced the suggested goals for 2018 on page 20 and said the major thrust is to get communities to conduct training so that another Employee Ethics Survey can be done in 2019. In answer to a question posed by Commission Klein, President Bellamy stated that SEAC has about 60 trainers appointed by each community. We have had train-the-trainer sessions for all member communities except Valparaiso, which did its own training. We depend on those trainers and their supervisors to schedule the training in each member community. If we accept the goal of focusing on front-line employee ethics training, each SEAC Commissioner will need to vigorously encourage their community to have training in 2018. Smaller sessions are best to encourage dialogue. There are 15 case studies from which to choose. Each community's commission member would need to go to the representative from their community to schedule training and then follow up to see how the participants respond. Every trainer has a training notebook and we have a 12-minute video. The training manual has four different curricula and we rely on the training survey to give us feedback. The training committee needs to meet to map out a plan. On a motion by Commissioner Grandfield and a second by Commissioner Klein, the SEAC adopted the 2018 goals.

2017 Annual Report: President Bellamy referred to the 2017 Annual Report beginning on page 22. Commissioner Earnest assisted with the editing of the report. The blank spaces will be filled in with the number of visitors and the number of unique IPs. Activity is increasing. President Bellamy noted that interest in ethics training is also increasing beyond Northwest Indiana. When the Merrillville Town Council President Richard Hardaway was at a conference of municipal officials someone asked about ethics training and policies. Hardaway gave him President Bellamy's contact information and to those who contacted him, he has forwarded SEAC's information to several people around the state. The chart on page 45 shows that employees highly valued the ethics training. The scores are trending upwards from 61% in 2009 to 75% in 2015. The Annual Report goes to the leadership of our member communities. On a motion by Commissioner McIntyre and a second by Commissioner Grandfield, the SEAC adopted the annual report. Mary Thorne and John Smith will assemble the report once President Bellamy provides the signed cover letter.

Financial Report: President Bellamy said Michael Griffin has been out of the country but will provide the financial report at a later date.

Continuing Education: President Bellamy drew attention to two articles included in the meeting packet from the *New York Times* referencing the recent issue of sexual harassment. The suggested training techniques confirm the value of our approach to training. Some techniques on how to confront co-workers are in the first article. The other article goes to the question of what is valued. Grad students are studying ethical and social issues including sexual harassment. The message is that if ethics training is done frequently and correctly, it can help create the kind of culture we are looking for. Commissioner Rominger added that a viable mechanism to protect whistleblowers is needed to protect an employee from retaliation. Commissioner Rominger said Congress is creating new legislation for dealing with sexual harassment and suggested we create one or more case studies dealing with this subject.

SEAC Meeting Schedule: President Bellamy referred to page 53 outlining the 2017-2018 activities.

Updated Commission Roster: President Bellamy referred to the member roster shown on page 55 and 56. Commissioner Klein provided his new email address.

Nominating Committee Report: President Bellamy referred to the report of the Nominating Committee on page 58 recommending the election of Dan Klein, Commissioner from Lake County as President and Courtney Smith, Commissioner from Porter County, as Vice President. Retiring President Calvin Bellamy will remain on the Commission and continue to serve as Chair of the Marketing Committee and Jamie Ward would continue on as Chair of the Training Committee. Commissioner Smith gave a brief report of how the committee made its findings, by emailing every Commission

member for recommendations, and phoning each nomination for acceptance of the nomination and they all declined. Commissioner Klein and Commissioner Smith agreed to then nominate themselves. The nominations were closed on a motion by Commissioner Grandfield and a second by Commissioner Carlisle. Commissioner Burkman motioned that the SEAC cast a unanimous ballot to accept Commissioner Klein as President and Commissioner Smith as Vice President; seconded by Commissioner Klein. Motion carried. President Bellamy said there are no term limits and the nominations are held at the Annual Meeting. Commissioner Klein said Commissioner Bellamy's shoes will be hard to fill and he and Commissioner Smith will tag-team the leadership duties this year as a partnership. At this point, President Klein assumed chairmanship for the meeting.

Closing Discussion: Commissioner Bellamy said he will prepare a press release announcing the new officers. Tim Sutherland commented that he was amazed at how the Lake County Substance Abuse Council restored its credibility under President Klein's leadership. In answer to a question by President Klein, Commissioner Bellamy said right now it is a little difficult to relate to One Region. Their mission is unclear.

Hearing no further business, on a motion by Commissioner Bellamy and a second by Commissioner Smith, President Klein adjourned the meeting at 9:20 a.m.

Minutes Prepared

By Mary Thorne  
Mary Thorne