

01/16/19

SHARED ETHICS ADVISORY COMMISSION

Meeting Minutes

January 16, 2019

Pledge and Call to Order

The January 16th meeting of the SEAC was called to order at 8:30 AM by President Dan Klein with the Pledge of Allegiance.

Members Present

John Bowker, Calvin Bellamy, Patricia Carlisle, Patricia Earnest, Merlin Foresman, Dr. Steve Grandfield, Dan Klein, Julie McElmurry, Michael McIntyre, Sarah Oudman, and Lynn Volkman. Others present: Karen Marben and Tom DeGiulio.

Approval of Minutes

Motion: It was moved by Commissioner McIntyre and seconded by Commissioner McElmurry to accept the minutes of the November 14, 2018 as presented. The motion was approved by voice vote.

OLD BUSINESS

Financial Report President Klein presented the financial reports as of December 31, 2018 and the proposed 2019 operating budget. The actual expenses for FY2018 were \$23,094.31. 2018 Revenues were \$32,367.63 including \$22,587.50 in dues, \$100.00 interest earnings, \$2500 from corporate donations (NISOURCE) and a \$6,500 grant from the Discovery Alliance. The Commission had a cash balance as of 12/31/18 of **\$73,600.21**.

2019 Budget President Klein presented a recommended budget that included a reduced fee to NIRPC, the 2019 Ethic Summit, 2019 Employee Survey, improvements to the Commissions website and Department Head/Supervisor training. The total 2019 proposed budget is **\$35,613.00**. It was moved by Pat Carlisle seconded by John Bowker to recommend approval of the 2019 Budget to the Joint Board of Delegates. The motion was approved 11-0. President Klein will transmit the budget to the JBD.

Membership Update President Klein reported that the following communities needed to appoint representative: Hobart, LaPorte Co, Lowell, Portage, St. John and Westville. The only unpaid community that is in arrears for their 2018 dues is Lake Station. The payment is in process according to Mr. M. Griffin, SEAC Fiscal Officer.

Summit Update The 2019 Ethics Summit will be held at Avalon Manor on Thursday April 4, 2019. Courtney Smith is the Chair for the Summit. The session will begin with breakfast at 8 AM, the program at 8:30. Dr. Dan Lowery will be the MC and facilitator. The Key note speaker will be US Attorney for the Northern District of Indiana, Thomas Kirsch II. NIPSCO has agreed to provide a \$2500 sponsorship. IUN is preparing case studies. Commission members are needed to work the Summit.

Employee Survey Julie McElmurry reported that the Committee members have met with representatives of Purdue University NW, Institute for Social and Policy Research. The University is working thru the necessary approvals required by the Purdue system to conduct a survey for an outside group. We anticipate a having a final contract by February 1, 2019. The cost for the project is not to exceed \$2200. The survey will be released April 1st and closed on April 19th. The final analysis will be available in May. Commissioners are asked to contact their communities with the following dates:
Ethics training is completed before the April 1st survey
Ensure that all employees are aware of the upcoming survey and the organization makes it convenient for all to complete the online survey in their work place.
Stay in contact with your community to assist them in a successful survey effort.

2019 SEAC GOALS

It was moved by Michael McIntyre, seconded by Dr. Grandfield that the following are the 2019 goals of the SEAC. All members present voted affirmatively 11-0

1. Finish leadership transition, moving from the formation/growth stage to a broader management structure emphasizing efficient operation, effective delivery of services all done in a sustainable manner (Strategic Planning).
2. Host the Ethics Summit.
3. Solicit signatures on the Candidate Ethics Action Pledge from primary and general Election candidates and publicize the results.
4. Refine and electronically administer the Employee Ethics Survey and publish the results.
5. Host Train the Trainer training as needed.
6. Host Department Head training.

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7. Continued focus on filling Commission vacancies and increased engagement of all Commission members with the community leadership they represent
8. Continue to upgrade the SEAC website to effectively tell the SEAC story

SEAC Committee Structure

A motion made by Sarah Oudman seconded by Lynn Volkman to approve the following committee structure.

Executive Committee (Chairperson: President, Dan Klein)

- Members include:
- Vice President (Courtney Smith)
- Training Committee (Jamie Ward)
- Communications Committee (Julie McElmurry)
- President Emeritus (Cal Bellamy)
- Focus on overall Commission management
- Strategic Planning

Membership Committee (Chairperson: Dan Klein)

- Focus on retaining members, filling vacant commissioner roles and recruiting new members
- Provides orientation for new commissioners

Training Committee (Chairperson: Jamie Ward)

- Focused on Train the Trainer, Trainer Refresh, Board and Commissions and Department Head training
- Conducts Employee Survey at least once every 3 years
- Updates training as needed

Communications Committee (Chairperson: Julie McElmurry)

- Manages the Candidate Ethics Action Pledge processes
- Drafts and manages distribution of Annual Report
- Manages website contractor as well as maintains currency of all documents
- Provides commissioners with communication schedule and materials

Summit Committee (Chairperson: Courtney Smith)

- Responsible for Summit

Members were asked to sign up for individual committees.

A list of assignments as of 1/16/19 is attached.