

**Enrolled Memorandum of the Meeting  
The Joint Board of Delegates  
Interlocal Governmental Ethics Entity  
Standing Meeting  
Friday, April 16, 2021 (convened electronically)**

The Joint Board of Delegates of the Interlocal Governmental Ethics Entity met in a standing meeting on Friday, April 16, 2021 at 8:30 o'clock a.m. The meeting was convened electronically using the Zoom platform pursuant to Governor Holcomb's Executive Order 20-04 and 20-09, and extended by Executive Order 21-08, allowing such meetings, pursuant to IC 5-14-1.5-3.6 for the duration of the emergency. The President, Janice Malinowski presided. The Highland Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings as recording secretary pro tempore *ad hoc*.

**Silent Roll Call:** *Crown Point* City Councilor Andrew Kyres; *Schererville* representative, Janice Malinowski; *Munster* Clerk-Treasurer, Wendy Mis; *Burns Harbor* Clerk-Treasurer, Jane Jordan; *Whiting* Mayor Steve Spebar; *Highland* Town Clerk-Treasurer, Michael W. Griffin; *Hebron* Town representative Don Ensign; *Lowell* Town representative, Manny Fausto; *Hobart* Clerk-Treasurer Deborah Longer; *Ogden Dunes* representative, Steve Grandfield; *Merrillville* Town Councilor, Richard Hardaway; *Town of Westville* Clerk-Treasurer, Lori Mercer; and *Lake Station* Mayor, Bill Carroll; were present. The Highland Clerk-Treasurer Michael Griffin, as secretary *pro tempore ad hoc* was present to memorialize the proceedings. ***A quorum was attained.***

*Chesterton* representative; *Dyer* Town Councilor, Alan Brooks; *East Chicago* City Councilor Gilda Orange; *LaPorte* County Auditor, Joie Winski; *Valparaiso* representative, Peter Anderson; *Portage* Mayor, Sue Lynch; *Cedar Lake* Town Councilor Randy Niemeyer; and *Porter* County Councilor, Laura Shure Blaney were absent.

*City of Gary*, , *Town of St. John* and *Lake County* representatives' positions were vacant.

**Also present:** Julie McElmurry of the Shared Ethics Advisory Commission was also present.

**Memorandum of the Meeting:**

The memorandum of the meeting for **December 4, 2020** was presented to the members. The meeting memorandum was approved by general consent.

**Special Orders:**

**1 . Election of Officers for 2021:**

- 1. President**
- 2. Vice President**
- 3. Secretary**

Delegate Griffin seconded by Delegate Kyres moved to close nominations and re-elect **Janice Malinowski as President**, re-elect **Sue Lynch as Vice President** and re-elect **Deborah Longer as Secretary** of the Joint Board of Delegates. Upon a roll call vote, a two-thirds vote being necessary, there were 13 affirmatives and no negatives. The motion passed. Nominations were closed and the current officers were re-elected.

**Unfinished Business and General Orders:**

- 1. Shared Ethics Initiative Fund Financial Statement: March 2021.**

The Shared Ethics Fiscal Officer, Highland Clerk-Treasurer, submitted the report for the Shared Ethics Initiative Fund for March 30, 2021.

Delegate Hardaway moved to approve the report, seconded by Delegate Manny Fausto. Upon a roll call vote, there were 13 affirmatives and no negatives. The motion passed. The report was approved.

Shared Ethics Initiative Fund		(Carried over from 2020)	2021 Budget		March-21	2021 Unused Appropriations	Fund 59
Expenditures (Budget to Actual)		Original Appropriations	As Amended	Change from Original	DISBURSEMENTS to DATE	Balance	Encumbered
Account	Name						
059.0000.20001.00	Miscellaneous Supplies	\$ 232.06	\$ 232.06	\$ -	\$ -	\$ 232.06	\$ -
059.0000.310.01.00	Ethics Legal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	
059.0000.31002.00	Ethics Document Recording	\$ 215.15	\$ 215.15	\$ -	\$ -	\$ 215.15	
059.0000.32001.00	Ethics Instruction Postage	\$ 795.91	\$ 795.91	\$ -	\$ -	\$ 795.91	
059.0000.320.02.00	Travel Expense	\$ 7.99	\$ 7.99	\$ -	\$ -	\$ 7.99	
059.0000.330.01.00	Legal Notices	\$ 277.77	\$ 277.77	\$ -	\$ -	\$ 277.77	
059.0000.330.02.00	Ethics Printing	\$ 1,394.10	\$ 1,394.10	\$ -	\$ -	\$ 1,394.10	
059.0000.330.03.00	Ethics Website Services	\$ 2,136.49	\$ 2,136.49	\$ -	\$ -	\$ 2,136.49	
059.0000.330.04.00	Data Tabulation/ Analysis	\$ 772.22	\$ 772.22	\$ -	\$ -	\$ 772.22	
059.0000.33008.00	Miscellaneous Expense	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -
059.0000.380.07.00	Ethics Instruction Services	\$ 12,349.84	\$ 12,349.84	\$ -	\$ -	\$ 12,349.84	
059.0000.380.10.02	Ethics Instruction Services Elected Off.	\$ 700.52	\$ 700.52	\$ -	\$ -	\$ 700.52	
059.0000.38011.00	Ethics Instruction Services Boards & Comm.	\$ 3,500.00	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00	
059.0000.38012.00	Ethics Instruction Services SPC PLC	\$ 7.63	\$ 7.63	\$ -	\$ -	\$ 7.63	
059.0000.38013.00	Ethics Instruction Services Ethics Summit	\$ 9,407.64	\$ 9,407.64	\$ -	\$ -	\$ 9,407.64	\$ -
059.0000.38014.00	Ethics Instruction Services Dept. Heads	\$ 788.18	\$ 788.18	\$ -	\$ -	\$ 788.18	
059.0000.38016.00	Ethics Staff Support Agreement NIRPC	\$ -	\$ -	\$ -	\$ -	\$ -	
	<b>Total:</b>	<b>\$ 33,585.50</b>	<b>\$ 33,585.50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 33,585.50</b>	<b>\$ -</b>
<b>Cash Balance on 01 January 2021</b>							<b>\$ 89,404.38</b>
	<b>Revenue:</b>	<b>Budget</b>			<b>Actual</b>		
	Interest	\$ 150.00			\$ 2.10		
	Shared Ethics Membership	\$ 25,337.50			\$ 18,772.00		
	Shared Ethics Program Fees	\$ -			\$ -		
	Shared Ethics Enrollment Fee	\$ -			\$ 1,540.50		
	Porter County Foundation GRANT				\$ -		
	Donation/ Misc.				\$ -		
	Foundation Grant				\$ -		
	Accounts Payable				\$ -		
	<b>Total:</b>	<b>\$ 25,487.50</b>			<b>\$ 20,314.60</b>		
	Reconciliation:						
	Expenses to Date:					\$ -	
	Revenues to Date:					\$ 20,314.60	
	<b>Cash Balance as of Date of the Report</b>					<b>\$ 109,718.98</b>	
	<i>Adjust for Operating Balance:</i>		<i>(Two Months of Planned Spending as Oper Balance NEW POLICY)</i>			\$ 5,597.58	
						<b>Net Cash Balance:</b>	<b>\$ 104,121.40</b>
						<b>Unassigned Fund Balance:</b>	<b>\$ 70,535.90</b>
	<b>Report as of MARCH 31, 2021</b>					Invested balance:	\$ 12,216.93
						Liquid balance:	\$ 97,502.05
							<b>\$ 109,718.98</b>
	By: Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO Clerk-Treasurer/SEIF Fiscal Officer					Delta	\$ -

2. Ratify and allow accounts payable vouchers  
*Vouchers in advance of allowance December 4, 2020 through April 16, 2021 in the amount of \$ 98.17*

Delegate Manny Fausto moved to ratify and allow the accounts payable vouchers presented from December 4, 2020 through April 16, 2021. Delegate Hardaway seconded. Upon a roll call vote, there were 13 affirmatives and no negatives. The motion passed. The accounts payable vouchers were allowed and ratified.

**Meeting times for FY 2021.**

The Highland Clerk-Treasurer reminded the delegates that the standing meetings for 2021 had been fixed at its April 2020 meeting. He reviewed the dates asked delegates to retain the dates:

Friday, August 13, 2021 (2<sup>nd</sup> Friday)  
Friday, October 01, 2021 (1<sup>st</sup> Friday)  
*If needed* December 3, 2021 (1<sup>st</sup> Friday)

**Meetings are convened usually at 8:30 a.m. at the NIRPC Offices 6100 Southport Road, Portage, Indiana.** The exception has been due to the emergency associated with the COVID 19 pandemic.

• **Discussion and Comments from Shared Ethics Advisory Commission Representative.**

A brief overview was presented by the SEAC representative Julie Mc Elmurry. She noted that the usual programing curtailed owing to the pandemic was resuming for 2021.

Ms. McElmurry reported three new appointments were made to the Shared Ethics Advisory Commission:

Keith Burke, City of Whiting  
Paula Carey, At Large  
Michael Suggs, At Large

Ms. McElmurry reported that new trainings were being planned.

She reported that the 2021 Ethics Summit will be in September and feature Violet Sistovaris, Executive Vice President and Chief Experience Officer of NiSource.

Joint Board Chair Malinowski thanked the delegates for attending via the Zoom electronic platform.

**Adjournment.** There being no further business before the Joint Board of Delegates, President Malinowski declared the meeting of the Joint Board of Delegates of the Shared Ethics Entity be adjourned. The standing meeting *of Friday, April 16, 2021* was adjourned at 9:06 o'clock a.m.

Michael W. Griffin, IAMC/MMC/CPFA/ACPFIM/CMO  
Recording Secretary *Pro-Tempore Ad Hoc*  
Highland Clerk-Treasurer/Shared Ethics Fiscal Officer

Approved at the meeting of the Joint Board conducted on \_\_\_\_\_.

**Joint Board of Delegates  
Shared Ethics Entity**

\_\_\_\_\_  
Janice Malinowski, President

\_\_\_\_\_

Deborah Longer, Secretary