

**SHARED ETHICS ADVISORY  
COMMISSION**  
Meeting Minutes  
September 15, 2021

Pledge and Call to Order

Dan Klein called the Zoom meeting to order at 9:01 a.m.

Introductions

In attendance were Commission members Dan Klein, Calvin Bellamy, Julie McElmurry, Jamie Ward, Dr. Rich Weigel, Merlin Foresman, Karen Marben, Paula Carey, Brian Lowry, Art Russell, Lynn Volkmann, Tim Huizenga, Courtney Smith, Raleisa Parker, and Todd Elliott. Flor Baum took the minutes.

Approval of Minutes

Motion: Tim Huizenga; Second: Art Russell; and The Commission voted unanimously to accept the minutes of the July 21, 2021 meeting as presented.

Financials

President Klein provided the June 2021 Financial Report. There have been no disbursements. The 2021 unused appropriations are \$33,585.50. The cash balance is \$110,660.74 of which \$77,075.24 is unappropriated.

**SEAC OLD BUSINESS**

Membership Updates

President Klein presented on Membership Updates. Dan had presented at the St. John council meeting and is waiting for them to assign a commission member. There will be follow-up communication with Westville. Dan has had communication with Mayor Bill Carrol to fill the commissioner position. Karen Marben will reach out to Mayor Uran regarding the SEAC commissioner position.

Todd Elliott (Chesterton) and Brian Lowry (Whiting) were introduced to the committee. Todd, Brian, and Raleisa will be a part of the Training subcommittee.

Summit Update

Rich spoke on The Summit update. The Summit is scheduled for Friday, October 29<sup>th</sup>, from 8:00 am to 11:30 am, at the Avalon Manor in Merrillville. The committee will wait until a week before to roll out the virtual option of attending (Zoom). A copy of the flyer was emailed to all commission members. Those who did not receive it should contact Rich or obtain a copy at [www.sharedethics.com](http://www.sharedethics.com). Commission members are encouraged to register. Please note, The Summit is a free event that is open to the public. Courtney Smith will be the M.C. for the event. Julie McElmurry and Art Russel will be additional table volunteers. Julie is working on slides with talking points and questions. Two case studies will be presented in person and polling will be conducted via text message, with an allotted time of one hour. A third case study will be presented if time permits. Attendees will only be able to vote once.

Training Committee Update

Jamie Ward updated the committee on the Board and Commission Training event. There were 62 registrations and 44 attendees at the event. Because there were some municipal employees in attendance, the training was broadened. Approximately \$5K was used to fund the training event.

The Ethics Guide will be provided to all community member employees. 7K copies of the 8.5 x 11, two-sided, Ethics Guide is in production. Quantity of 250, 11 x 14, cardstock, full-code version, to be used in general work areas, will be printed, and provided to communities. Commission members will assist in distribution to their respective community. Materials will be available for pickup by next meeting.

Paula Carey presented on the Curriculum Project Updates. Tralient, an online ethics training platform, was reviewed by multiple community members. The hybrid presentation will consist of video vignettes and in-person classroom interaction. There are subjects in need of customization for public sector. The committee reviewed Tralient's proposal and statement of work for the Code of Conduct Enterprise and agreed on a 3-year license; \$16.46 per employee for a total fee of \$1,646 per year. This includes the following:

- 100 online employee training licenses
- 3 years of access to Tralient's Learning Management System (LMS) to assign, track and report on training data
- Support and updates
- Dedicated implementation contact and a Customer Success Manager for long-term account support

There is also a one-time, implementation fee of \$12,995. Access licenses are transferrable in the event a trainer gets replaced.

Tom DeGiulio, Julie McElmurry, and Rich Weigel will assist with curriculum customization, once approved.

#### Curriculum Project Proposal

Motion: Paula Carey; Second: Julie McElmurry; and The Commission voted unanimously to recommend the Tralient proposal to the Board of Delegates for approval, not to exceed \$15K for implementation and \$2K per year for licensing fees.

#### Communications Committee Update

Julie McElmurry presented on Communications Committee Update. Photos from The Board and Commission Training, along with a descriptive paragraph from Jamie, will be sent to the Times. The Summit will also receive media coverage. Julie will be emailing community talking points to new members. New members are encouraged to email local leaders and contacts with the talking-points information and attend a public meeting to represent SEAC.

#### SEAC NEW BUSINESS

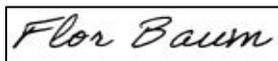
No new business to report.

**The next meeting is slated for November 17<sup>th</sup> at 8:30 a.m.**

#### Adjournment

Motion: Lynn Volkmann; Second: Rich Weigel; and Julie McElmurry adjourned the meeting at 10:21 a.m.

Submitted by:



Flor Maria Baum, Administrative Assistant, NIRPC