

## SHARED ETHICS ADVISORY COMMISSION

### Meeting Minutes

September 20, 2023

#### Pledge and Call to Order

Courtney Smith called the meeting to order at 8:30 a.m.

#### Introductions

In attendance were commission members Mike McIntyre, Mike Suggs, Dale Combs, Courtney Smith, Cecile Petro, Sandra Davis, Karen Marben, and Julie Wendorf. Julie McElmurry took the minutes.

#### Approval of Minutes

Motion: Mike McIntyre; Second: Mike Suggs; and the commission voted unanimously to accept the minutes of the July 2023 meeting minutes as presented.

### **SEAC OLD BUSINESS**

#### Membership Updates

Courtney presented on Membership Updates. Communities missing commissioners are as follows: Hebron, Lake Station, St. John, Schererville, LaPorte County, Portage, Merrillville, and Valparaiso. Burgess Peoples (Gary) has agreed to take on the role of vice president. A motion is slated for the November SEAC meeting. Courtney has reached out to non-active commissioners from Cedar Lake, Chesterton, E.C., and Lowell, and has not gotten a response. Tim Huizenga (Highland) has a meeting conflict. However, he is taking all SEAC information to town council meetings. Commissioners have signed up for subcommittees. Lowell and Schererville are pending. All commissioners are expected to partake at the Summit and the vice president will be driving the event.

#### Financials

Julie McElmurry presented the Financial Report. Gary dues of \$1950 have been paid. There have been no expenditures for the month of August 2023. Upcoming expenses (up to \$10K) will be for the Summit. Unappropriated money will be placed in a CD (no risk) to earn interest.

The 2024 budget proposal was presented and includes the following:

- \$1K for Ethics Pledge.
- \$10K for the Summit.
- \$6K for Manager/Board & Commission training session.
- Brand & website refresh project includes \$12k for refresh and \$5k for media rollout.
- \$2.4K for web support includes \$175/monthly for support and \$25/monthly for website.
- \$2K for printing and supplies.
- \$2.4K for admin support includes 10 meeting minutes/yr. and printing support.

Motion: Mike McIntyre; Second: Dale Combs; and the commission voted to accept the 2024 budget proposal as presented.

### Summit Update

Courtney spoke on The Summit update. The Summit is slated for Tuesday, October 24 at 8:00 a.m. Commissioners are requested to arrive at 7:00 a.m. Registration is available via the web. Please reach out to your communities to register and attend. Julie McElmurry will email talking points. Commissioners, if interested, should email Courtney for headshot photos. There will be no keypad demographics for the Summit. Courtney is moderating the panel discussion with current and former mayors from the Region. Cal presented the discussion questions and sent them to the Executive Committee for review. Courtney will introduce the panel members. Case studies will be reviewed, and responses/discussion will be announced by way of microphone. Courtney will reach out to Avalon to request at least three mics. Julie will reach out to the Times for media coverage. Courtney will print the handouts. Burgess is slated to give the closing speech.

### Training Committee Update

Cecile Petro and Julie Wendorf spoke on the Training Committee Update. The Train the Trainer session for Lake County will be tomorrow, September 21<sup>st</sup>. Currently, there are 12 people signed up, but the room can hold 50 people. Municipality employees are strongly encouraged to be trained by June 30, 2024. Commissioners need to pick up Ethics Guides, Code Handouts and Code Posters for distribution within their respective communities. Commissioners will also contact their community officials for names and email addresses for their assigned Ethics Trainers. Courtney will reach out to Burns Harbor and Chesterton regarding the Ethics Trainers assignments. Courtney and Julie will speak at the JBOD about missing commissioners and member trainers. Cal will reach out to the Cedar Lake town manager. A second training session in fall may be added, pending the availability. A survey may be conducted in a year or two for the member communities asking their employees questions covering ethics issues in the workplace and if they have been trained in the last 3-6 months, and quality of training. Findings are made publicly available via SEAC website. The next survey will be conducted either in 2024 or 2025.

### Communications Committee Update

Julie McElmurry presented on Communications Committee Update. Three potential vendors and cost options were presented for the SEAC Website & Brand Refresh Project. NWI Times (Amplified Digital) offers ADA compliant options for \$490/yr. Mary Freda-Flores has more flexibility with SEAC vision. JRS gave a \$1200/month quote for social media. However, that price could double. A final decision will be made at the November meeting. Julie received lists of the candidates for the Candidate Ethics Pledge project from Laporte and Lake County. Julie needs the list from Porter County. Julie also reminded the Commissioners that she will send out a draft email with talking points for use in communicating to their community leaders.

### **SEAC NEW BUSINESS**

The proposed 2024 meeting schedule was presented and will be voted on in November. Karen wanted to congratulate Courtney and Julie for their NWIIA finalist status.

**The next meeting is slated for November 15, 2023 at 8:30 a.m.**

### Adjournment

Courtney Smith adjourned the meeting at 9:30 a.m.