

**Joint Board of Delegates
Interlocal Ethics Entity Standing Meeting
Minutes of November 1, 2023 Meeting**

Pledge and Call to Order:

President Janice Malinowski called the meeting or order at 8:45AM followed by the Pledge of Allegiance.

Roll Call: *Note: Due to inclement weather, some members joined via zoom.*

Present in person: Janice Malinowski, Sue Lynch, Steve Granfield, Mary Tanis, Jennifer Sandberg, Don Ensign, Deb Longer. Present via zoom: Richard Hardaway, Laura Blaney, Wendy Mis, and Andrew Kyres (who joined the meeting in person midway through the agenda). Also present: Julie McElmurry, SEAC Communications and, via zoom, Courtney Smith, SEAC President.

Approval of Minutes:

Motion by Andrew Kyres, seconded by Sue Lynch, to approve the Meeting Minutes of the June 28, 2023 regular meeting as presented. Roll Call Vote taken. All aye, motion carried unanimously.

Contact Information:

Janice asked that each member review the contact list distributed and provide her with any updated information as needed.

Budget for 2024:

Distributed in the meeting packet was a proposed 2024 budget as follows:

SEAC - 2024 Budget

Ethics Pledge	\$ 1,000
Summit	\$ 10,000
Manager or Board & Commission Training Session	\$ 6,000
Brand and Website Refresh Project*	\$ 17,000
Website Support**	\$ 2,400
Printing/Supplies	\$ 2,000
Administrative Support***	\$ 2,400
Total 2024 Budget	\$ 40,800

* Brand & Website Refresh Project includes \$12,000 for refresh and \$5,000 for media rollout

** Website Support includes \$175/month for support and \$25/month for actual website

*** Administrative Support includes 10 meeting minutes/year plus added printing support

This budget is more than the 2023 budget of \$25,000 due to the planned website brand and refresh to take place in 2024. Motion by Steve Grandfield, seconded by Sue Lynch, to approve the 2024 SEAC Budget as presented. Roll Call Vote taken. All aye, motion carried unanimously.

Membership Dues for 2024:

Janice noted that the 2023 dues were billed at 65% of the total dues structure as directed by the Board last year. The 65% rate has been in place since 2021. Discussion followed as to rate of inflation and the increased costs for the summit and supplies and that the 65% had been in place for 3 years. Motion by Don

Ensign, seconded by Mary Tanis, to increase the dues for 2024 from the 65% rate to the 75% rate of the total dues structure as shown:

	<i>Full Rate</i> Dues 100%	<i>2023 Rate</i> Dues 65%	<i>Proposed 2024</i> Dues 75%
Group I: <i>Workforce exceed 150</i>	\$ 3,000.00	\$ 1,950.00	\$ 2,250.00
Group II: <i>Workforce from 101 to 150</i>	1,500.00	975.00	1,125.00
Group III: <i>Workforce from 50 to 100</i>	500.00	325.00	375.00
Group IV: <i>Workforce less than 50</i>	250.00	162.50	187.50

Roll Call Vote taken. All aye, motion carried unanimously.

Review of Financial Statement, Accounts Payable Vouchers, Additional Claims and Investment:

Janice reviewed the Financial Statement through October 31, 2023, noting that all dues have been paid by the members for 2023. Revenues YTD include annual dues of \$25,025.00 collected and \$512.72 in interest accrued for total YTD revenue of \$25,537.72. YTD Expenses total \$3,546.97 for a Net of \$21,990.75. Beginning fund balance as of January 1, 2023 was \$87,993.43. Total Fund Balance is: \$109,984.18.

Motion by Mary Tanis, seconded by Sue Lynch, to ratify and allow the Accounts Payable Vouchers through October 31, 2023 in the amount of \$3,546.97 as presented. Roll Call Vote taken. All aye, motion carried unanimously.

Two (2) outstanding invoices were presented for consideration: Avalon Manor for the October 24, 2023 Summit: \$6,737.60 and Doherty Images, LLC for Photography Services at the Summit: \$150.00. Motion by Mary Tanis, seconded by Sue Lynch, to approve payment of the two additional claims as presented. Roll Call Vote taken. All aye, motion carried unanimously.

Janice requested the Board consider authorizing an investment with the purchase of a \$70,000 Certificate of Deposit. Motion by Steve Granfield, seconded by Andrew Kyles, to authorize Janice to move forward with the purchase of a \$70,000 Certificate of Deposit. Roll Call Vote taken. All aye, motion carried unanimously.

Meeting Dates for 2024:

Janice asked for a consensus as to what mornings would work best for meeting dates, specifically in January or February for meetings. She noted that meetings will be held via zoom to allow for more participation by the membership representatives. General consensus was to schedule a February meeting for Wednesday, February 21st. Discussion also followed regarding whether a proxy would be permitted and this will be followed up by questioning Cal Belamy as to the requirements.

Update/Comments from SEAC: Julie noted there will be an additional invoice from The Times for publication of the full-page ads listing candidates who signed the pledge. She noted that many candidates did not sign and requested each community to encourage their candidates in the future to consider and sign the pledge. The SEAC committee members currently have 9 communities without a representative and 3 communities whose representatives are not active. Due to upcoming elections, the Board was asked to consider representatives moving forward to serve the individual communities to facilitate better communication from the SEAC. The summit had 140 attendees and excellent feedback from those attending. Additional training sessions for Trainers will be scheduled in the near future with the goal of having all municipal employees trained by mid-2024. Good reviews all around on the training video.

Adjournment: There being no further business, a motion was made by Mary Kunis, seconded by Andrew Kyles, to adjourn the meeting. All aye, motion carried. The meeting adjourned at 9:40AM.