

**Joint Board of Delegates  
Interlocal Ethics Entity Standing Meeting  
Minutes of February 21, 2024 Meeting**

Pledge and Call to Order:

President Janice Malinowski called the meeting or order at 8:35AM followed by the Pledge of Allegiance. She stated the meeting was properly noticed on February 9, 2024 in the media and to the public.

Roll Call: Present via zoom: Janice Malinowski, Jennifer Sandberg, Don Ensign, Deb Longer, Laura Blaney, John Yelkich, Peter Anderson, Steve Spebar, Thomas Black, and Andrew Kyres. Also present: Julie McElmurry, SEAC Communications, Courtney Smith, SEAC President, Cecille Petro, SEAC Training and Mark Herak, SEAC Financials.

Approval of Minutes: Motion by Mr. Kyres, seconded by Mr. Black, to approve the Meeting Minutes of the November 1, 2023 meeting as presented. All aye, motion carried unanimously.

Contact Information: President Malinowski asked that each member review the contact list distributed and provide her with any updated information as needed.

Correction of Item #6 of November 1, 2023 Meeting Agenda: President Malinowski noted that all dues were collected for 2023, not 2024 as previously stated.

Discussion of Shared Ethics Initiative Fund Financials for November and December 2023/Ratify Accounts Payable Vouchers: President Malinowski reviewed the Financials for November and December 2023:

**SEAC Financial Report**  
Year to Date 2023 as of November 30, 2023

Revenues	
Dues Year to Date 11/30/23	\$ 25,025.00
Interest Year to Date	\$ 629.00
<b>Total Revenue</b>	<b>\$ 25,654.00</b>

Expenses Monthly	
Flor Maria Baum-Meeting Minutes	\$ 125.00
Avalon Manor, Inc.-SEAC Ethics Summit	\$ 6,737.60
Traliant Holdings LLC- Code of Conduct Year 3 of 3	\$ 2,195.00
Centier Bank- 180 CD	\$ 70,000.00
<b>Expenses TOTAL</b>	<b>\$ 79,057.60</b>

2023 Budget Total	<b>\$ 25,000.00</b>
Expenses YTD Disbursed 11/30/23	<b>\$ 82,604.57</b>
2023 Remaining Budget	<b>\$ (57,604.57)</b>

**SEAC Financial Report**  
Year to Date 2023 as of December 31, 2023

Revenues	
Dues Year to Date 12/31/23	\$ 25,025.00
Interest Year to Date	\$ 688.63
<b>Total Revenue</b>	<b>\$ 25,713.63</b>

Expenses Monthly	
Julie McElMurry- Website Services Gift Card	\$ 200.00
<b>Expenses TOTAL</b>	<b>\$ 200.00</b>

2023 Budget Total	<b>\$ 25,000.00</b>
Expenses YTD Disbursed 12/31/23	<b>\$ 82,804.57</b>
2023 Remaining Budget	<b>\$ (57,804.57)</b>

She noted that the CD will mature on May 29<sup>th</sup> so additional revenues will be forthcoming in addition to 2024 dues revenue. She noted the \$200 gift card was a thank you for web services provided and Mary Freda-Flores will be taking over the website services this year and will be charging \$150 per month, invoiced quarterly.

Motion by Mr. Ensign, seconded by Mr. Yelkich, to ratify the payment of the accounts payable vouchers for November and December 2023 as presented. Roll Call Vote taken. All aye, motion carried. (10-0)

President Malinowski stated that no additional claims were presented to be considered and there were no expenses in January 2024.

2024 Dues Statements: President Malinowski stated the 2024 Dues Statements have been sent out and thanked Mark Herak, Highland Clerk-Treasurer, for helping get this completed.

Officers for year 2024: President Malinowski presented a proposed list of officers: Janice Malinowski, President; Andrew Kyres, Vice-President; Deb Longer, Secretary. Motion by Mr. Ensign, seconded by Mr. Black to elect the proposed list of officers as presented. Roll Call Vote taken. All aye, motion carried. (10-0)

Meeting Dates for 2024: President Malinowski proposed 2024 meeting dates of May 29<sup>th</sup>, August 21<sup>st</sup> and November 13<sup>th</sup>. All are Wednesday mornings as this seems to be the most available time for a majority of the delegates. Discussion followed as to the proposed budget to be recommended by the SEAC and Ms. Smith will ask the SEAC to act on a proposed budget in September so it will be available for the Board of Delegates at their November 13<sup>th</sup> meeting. Motion by Mr. Ensign, seconded by Mr. Kyres, to approve the 2024 meeting dates as presented. All aye, motion carried. (10-0)

Update/Comments from SEAC: Ms. Smith reviewed the Commissioner positions that need to be named by the communities of Burns Harbor, Cedar Lake, Highland, Lake Station, LaPorte County, Portage, St. John, and Valparaiso.

Ms. McElmurry reviewed the 2023 Annual Report, stating it has been issued digitally, no printed copies were distributed. She noted the SEAC is working with Mary Freda-Flores to re-brand and refresh the SEAC's logo and website and are hoping to have it completed by the end of March 2024. She also stated the SEAC will be working on getting the Candidates ethics Pledge out to the 2024 Primary Election Candidates over the next few weeks. She urged the Delegates to contact the candidates that they know to increase the participation of the candidates in signing the pledge.

Ms. Petro stated the training for Managers and Department Heads will be May 31<sup>st</sup> at the Avalon Manor. This training is open also to elected officials. Registration will be taken until May 24<sup>th</sup>. The event begins at 9AM with the program from 10-noon and lunch to follow. David Limardi will be the speaker for this event. Information is now available on the Shared Ethics website. She also noted that "Train the Trainers" is available on the website or communities may request live training sessions. Hobart and Porter County recently held training sessions in person. She noted the goal is to have each community train their employees by the end of June 2024. Board and Commissions training will be held next year.

President Malinowski thanked Courtney, Julie and Cecile for the updates and stated one of her goals is to provide the delegates more information as to the activities of the SEAC.

Adjournment: There being no further business, a motion was made by Mr. Black, seconded by Mr. Spebar, to adjourn the meeting. All aye, motion carried. The meeting adjourned at 8:57AM.