

**Joint Board of Delegates
Interlocal Ethics Entity Standing Meeting
Minutes of November 13, 2024 Meeting**

Pledge and Call to Order:

President Janice Malinowski called the meeting or order at 8:40AM followed by the Pledge of Allegiance. She stated the meeting was properly noticed in the media and to the public.

Roll Call: Present via zoom: Janice Malinowski, Andrew Kyres, Deb Longer, Courtney Udvare, Mary Tanis, Don Ensign, Tom Black, Keesha Hardaway, Wendy Mis, Steve Grandfield, Peter Anderson. Also present: Courtney Smith, SEAC President; Julie McElmurry, SEAC Communications; and Cecille Petro, SEAC Training.

President Malinowski welcomed the new members to the Board: Courtney Udvare, Town of Chesterton; Keesha Hardaway, Town of Merrillville; Nicole Migliorini (pending) Town of Burns Harbor; Randy Novac, County of LaPorte; and Beth Hernandez, Town of St. John.

Approval of Minutes: Motion by _____, seconded by Mr. Grandfield, to approve the Meeting Minutes of the February 21, 2024 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.

Discussion of Shared Ethics Initiative Fund Financials through October 31, 2024 / Ratify Accounts Payable Vouchers: President Malinowski noted the CD was rolled over in October including the interest and will mature in April, 2025. She reviewed the Financial Report through October 2024:

SEAC Financials as of October 31, 2024						
DESCRIPTION	BEG. BALANCE 01/01/2024	PREVIOUS MONTH BALANCE	ACTIVITY FOR MONTH 10/31/24	END BALANCE 12/31/24	AVAILABLE BALANCE	2024 AMENDED BUDGET
Revenues						
SHARED ETHICS INTEREST		532.21	56.82	589.03	(589.03)	0.00
SHARED ETHICS MEMBERSHIP FEES		26,150.00	0.00	26,150.00	(26,150.00)	0.00
		26,682.21	56.82	26,739.03	(26,739.03)	0.00
Expenditures						
ETHICS MISC SUPPLIES		50.00	0.00	50.00	1,950.00	2,000.00
ETHICS PRINTING		3,361.00	3,285.50	6,646.50	0.00	6,646.50
ETHICS WEBSITE SERVICES		10,000.00	242.04	10,242.04	0.00	10,242.04
ETHICS INSTR SRVCS ETHICS SUMMIT		8,510.24	8,168.00	16,678.24	124.26	16,802.50
ETHICS STAFF SUPPORT NIRPC		0.00	150.00	150.00	889.00	1,039.00
ETHICS SOFTWARE/TRAINING		0.00	1,000.00	1,000.00	3,069.96	4,069.96
		21,921.24	12,845.54	34,766.78	6,033.22	40,800.00
Total Fund 2507						
TOTAL ASSETS	100,856.19	105,617.16	(12,788.72)	92,828.44		
BEG. FUND BALANCE	100,856.19	87,993.43		100,856.19		
+ NET OF REVENUES & EXPENDITURES		4,760.97	(12,788.72)	(8,027.75)	(32,772.25)	(40,800.00)
= ENDING FUND BALANCE	100,856.19	105,617.16	(12,788.72)	92,828.44		
+ LIABILITIES	0.00	0.00	0.00	0.00		
= TOTAL LIABILITIES AND FUND BALANCE	100,856.19	105,617.16	(12,788.72)	92,828.44		

Motion by Ms. Tanis, seconded by Ms. Hardaway to approve the Financial Report through October 2024 as presented. Roll Call Vote taken. All aye, motion carried. (11-0)

Motion by Ms. Tanis, seconded by Mr. Black, to ratify the payment of the accounts payable vouchers through October 2024 as presented. Roll Call Vote taken. All aye, motion carried. (11-0)

President Malinowski stated that no additional claims were presented to be considered.

Approval of 2025 SEAC Budget: President Malinowski reviewed the proposed 2025 budget, stating it is lower than the 2024 budget due to the branding and website refresh project being completed.

SEAC - PROPOSED 2025 Budget	
Ethics Pledge	
- Incidental Costs (Postage, Office Supplies)	\$200
- Primary Election Ads (2)	\$2,300
- General Election Ads (2)	\$2,300
Summit	\$12,000
Manager or Board & Commission Training Session	\$10,000
Trailiant (Training Video) Licensing	\$2,400
Website Support*	\$2,400
Printing /Supplies	\$2,000
Administrative Support**	\$2,400
TOTAL PROPOSED 2025 Budget	\$36,000

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

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

Motion by Ms. Tanis, seconded by Mr. Grandfield, to adopt the proposed 2025 budget as presented. Roll Call Vote taken. All aye, motion carried. (11-0)

2025 Dues Statements: President Malinowski noted that dues in 2024 were at 75% of the regular amount and this was sufficient to cover the budgeted items with some reserve cash being used. She proposed the Board consider leaving the rate at the 75% rate as in the past year. She also noted that Portage had not yet paid their dues for 2024 and she will be reaching out to the Portage Mayor in the near future. Motion by Ms. Tanis, seconded by Ms. Hardaway, to set the dues rate for 2025 at 75% or the regular rates. Roll Call taken. All aye, motion carried. (11-0)

Officers for year 2025: President Malinowski nominated a proposed list of officers for 2025: Janice Malinowski, President; Andrew Kyles, Vice-President; Deb Longer, Secretary and Courtney Udvare, Treasurer. There being no other nominations offered, those nominated were selected by consensus to serve in their respective roles in 2025.

Meeting Dates for 2025: President Malinowski proposed 2025 meeting dates of March 12th, July 9th and November 12th. By general consensus, the Board agreed to set the meeting dates as presented.

Update/Comments from SEAC: Ms. McElmurry reviewed the activities of the SEAC in 2024 including the Management Ethics Training on May 31st, the SEAC brand and website updates, the Ethics Summit on October 24th and the Candidate Ethics Action Pledge during the election season.

Ms. Petro stated the training continues for trainers in the various communities and if any community needs additional training they should contact her to schedule this.

President Malinowski thanked Courtney, Julie and Cecile for the updates and their tireless dedication to coordinating the various activities of the SEAC.

John Yelkich joined the meeting. He stated his notice had the time of the meeting at 9:30AM.

Adjournment: There being no further business, a motion was made by Ms. Tanis, seconded by Mr. Yelkich, to adjourn the meeting. All aye, motion carried. The meeting adjourned at 9:30AM.