

**Joint Board of Delegates
Interlocal Ethics Entity Standing Meeting
Minutes of March 12, 2025 Meeting**

Call to Order and Pledge of Allegiance:

President Janice Malinowski called the meeting to order at 8:30AM 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, Jennifer McHargue, Jennifer Sandberg, Mary Tanis, Tom Black, Randy Novak, John Yelkich, Steve Grandfield, Sue Neff, Beth Hernandez, Steve Spebar.

Absent: Darren Washington, Don Ensign, Bill Carroll, Keesha Hardaway, Wendy Mis, Jerry Tippy, 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: Jennifer McHargue, Town of Burns Harbor; and Sue Neff, Porter County and noted that East Chicago has not yet named a representative.

Approval of Minutes: Motion by Ms. Tanis, seconded by Mr. Spebar, to approve the Meeting Minutes of the November 13, 2024 meeting as presented. All aye, motion carried. (14-0)

Discussion re: Financials: November – December 2024 and January-February, 2025:

Treasurer Courtney Udvaré presented the Financial report for the end of 2024 and January/February 2025:

	BEG. BALANCE	ACTIVITY			
DESCRIPTION	01/01/2024	11/1/24 TO 12/31/24	END BALANCE 12/31/24	AVAILABLE BALANCE	2024 AMENDED BUDGET
Revenues					
SHARED ETHICS INTEREST		107.39	696.42	(589.03)	0.00
SHARED ETHICS MEMBERSHIP FEES		0.00	26,150.00	(26,150.00)	0.00
		107.39	26,846.42	(26,739.03)	0.00
Expenditures					
ETHICS MISC SUPPLIES		0.00	50.00	1,950.00	2,000.00
ETHICS PRINTING		1,000.00	7,646.50	(1,000.00)	6,646.50
ETHICS WEBSITE SERVICES		900.00	11,142.04	(900.00)	10,242.04
ETHICS INSTR SRVCS ETHICS SUMMIT		0.00	16,678.24	124.26	16,802.50
ETHICS STAFF SUPPORT NIRPC		0.00	150.00	889.00	1,039.00
ETHICS SOFTWARE/TRAINING		191.76	1,191.76	2,878.20	4,069.96
		2,091.76	36,858.54	3,941.46	40,800.00
	100,856.19	(1,984.37)			
BEG FUND BALANCE	100,856.19		100,856.19		
		(1,984.37)	(10,012.12)		
	100,856.19	(1,984.37)	90,844.07		

DESCRIPTION	BEG. BALANCE	ACTIVITY	END BALANCE	AVAILABLE	2025
	1/1/2025	1/1/25 2/28/25	2/28/25	BALANCE	BUDGET
Revenues					
SHARED ETHICS INTEREST		51.34	51.34	(51.34)	0.00
SHARED ETHICS MEMBERSHIP FEES		7,875.00	7,875.00	(7,875.00)	0.00
		7,926.34	7,926.34	(7,926.34)	0.00
Expenditures					
ETHICS MISC SUPPLIES/PRINTING		312.83	312.83	1,687.17	2,000.00
ETHICS PLEDGE		0.00	0.00	4,800.00	4,800.00
ETHICS WEBSITE SERVICES		0.00	0.00	2,400.00	2,400.00
ETHICS INSTR SRVCS ETHICS SUMMIT		0.00	0.00	22,000.00	22,000.00
ETHICS STAFF SUPPORT NIRPC		0.00	0.00	2,400.00	2,400.00
ETHICS SOFTWARE/TRAINING		0.00	0.00	2,400.00	2,400.00
		312.83	312.83	35,687.17	36,000.00
	90,844.07	7,613.51			
BEG FUND BALANCE	90,844.07		90,844.07		
		7,613.51	7,613.51		
	90,844.07	7,613.51	98,457.58		

Approval of Accounts Payable Vouchers: November 1 – December 31, 2024:\$ 2,091.76, and January 1 – February 28, 2025: \$312.83:

Treasurer Courtney Udvaré presented the accounts payable vouchers for Nov/Dec 2024 and Jan/Feb 2025:

03/05/2025 02:53 PM		INVOICE GL DISTRIBUTION REPORT FOR TOWN OF HIGHLAND			Page: 1/1	
User: CRK		EXP CHECK RUN DATES 11/01/2024 - 12/31/2024				
DB: Highland		BOTH JOURNALIZED AND UNJOURNALIZED				
		BOTH OPEN AND PAID				
GL Number	Invoice Line Desc	Ref #	Vendor	Invoice Description	Amount	Check #
Fund 2507 SHARED ETHICS						
Dept 0000						
2507-0000-33002	SEAC AD-128367	111689	LEE ENTERPRISES, INC	SEAC AD-128367	1,000.00	51173
2507-0000-33003	SEAC WEBSITE MAINTENANCE	111981	MARY FREDIA-FLORES	SEAC WEBSITE MAINTENANCE	900.00	51235
2507-0000-38111	ETHICS SOFTWARE/TRAINING	112245	JULIA M MCLEMMURY (R)	365 MICROSOFT RENEWAL	191.76	51287
Total For Dept 0000					2,091.76	
Total For Fund 2507 SHARED ETHICS					2,091.76	
--- TOTALS BY GL DISTRIBUTION ---					2,091.76	
--- FUND TOTALS BY VENDOR ---						
Fund 2507 SHARED ETHICS						
5582 - JULIA M MCLEMMURY (R)					191.76	
6066 - LEE ENTERPRISES, INC					1,000.00	
6218 - MARY FREDIA-FLORES					900.00	
TOTAL FUND 2507 SHARED ETHI					2,091.76	
Vendor Name	Payable Number	Post Date	Description (Item)	Check #	Post Date	Amount
Fund: 8852 - SHARED ETHICS FUND						
Vendor: 3491 - JULIA MCLEMMURY						
Paid						
JULIA MCLEMMURY	INV0116226	02/13/2025	REIMBURSEMENT OFFICE SUPPLIES FOR SHARED ETHICS	33862	02/13/2025	312.83
					Paid Total:	312.83
					Fund 8852 - SHARED ETHICS FUND Total:	312.83
					Grand Total:	312.83

Motion by Mr. Kyres, seconded by Mr. Grandfield, to approve the Financial Reports and approve the payment of the Accounts Payable Vouchers as presented. Roll Call Vote taken. All aye, motion carried. (14-0)

Update and renewal of Shared Ethics 180 Day Certificate of Deposit: President Malinowski stated the current CD is due to expire April 1st and is looking for direction from the Board regarding rolling it over into another 180-day CD. It was noted the CD is for \$70,000 and has some interest attached to it. Motion by Mr. Novak, seconded by Ms. Neff, to roll the current CD, principal plus interest, into a new 180-day CD when it comes due on April 1st. Roll Call Vote taken. All aye, motion carried. (14-0)

Additional Claims: There were no additional claims to consider at this time.

Update of 202 Shared Ethics Dues: Treasurer Courtney Udvardi noted that 14 of the 24 communities have paid their membership dues for 2025. President Malinowski asked the representatives to reach out to their communities as she would like to have all membership dues paid by the end of the 1st quarter.

Update/Comments from Julie McElmurry, Communications Director: Julie McElmurry noted this is the 20th Anniversary of the SEAC, formed in 2005. There will be some recognition of this at the Summit in the fall. The Board requested that a map of member communities be added to the website to graphically show who has joined the SEAC. Ms. McElmurry also stated that if any community wanted a brief presentation regarding the SEAC to encourage membership and participation, reach out to her and she will coordinate this.

Update/Comments from Cecile Petro, Training Update: Ms. Petro stated there is a “Train the Trainers” scheduled for Burns Harbor/Ogden Dunes on April 22nd. This is a free training available to any member communities and takes the better part of 1 day. Any other communities may participate if they wish. She also stated the Board/Commission Training has been scheduled for May 29th at Avalon Manor, doors open at 5:30, dinner at 6:00. Flyers will be sent out to the Board members to encourage their Board/Commission members to attend. RSVP is through the Shared Ethics website.

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

Deborah A. Longer

Deborah A. Longer
Secretary