

**Joint Board of Delegates
Interlocal Ethics Entity Standing Meeting
Minutes of July 9, 2025 Meeting**

Call to Order and Pledge of Allegiance:

President Janice Malinowski called the meeting or order at 8:36AM followed by the Pledge of Allegiance. She stated the meeting was properly noticed in the media and to the public. The meeting was held via zoom.us and available to the public.

Roll Call: Present via zoom:

Janice Malinowski, Andrew Kyres, Deb Longer, Jennifer McHargue, Jennifer Sandberg, Courtney Udvare, Jerry Tippy, Randy Novak, Keesha Hardaway (after Approval of the Minutes), Wendy Mis, Steve Grandfield, Sue Neff, Peter Anderson, Steve Spebar.

Absent: Mary Tanis, Darren Washington, Don Ensign, Tom Black, Bill Carroll, John Yelkich, Austin Bonta, Beth Hernandez.

Also present: Courtney Smith, SEAC President and Julie McElmurry, SEAC Communications.

President Malinowski welcomed the new member, Mayor Austin Bonta, City of Portage, to the Board.

Approval of Minutes: Motion by Mr. Kyres, seconded by Mr. Novak and Mr. Spebar, to approve the Meeting Minutes of the March 12, 2025 meeting as presented. All aye, motion carried. (13-0)

Keesha Hardaway joined the meeting.

Discussion re: Financials: March 1 – June 30, 2025:

Treasurer Courtney Udvare presented the Financial report for March 1 – June 30, 2025.

Description	Beg. Balance 1/1/2025	Previous Balance	Activity for 5/1/25-6/30/25	End Balance 12/31/25	Available Balance	2025 Budget
Revenues						
Shared Ethics Interest		67.54	98.60	166.14	(166.14)	-
Shared Ethics Membership Fees		23,437.50	-	23,437.50	(23,437.50)	-
		23,505.04	98.60	23,603.64	(23,603.64)	-
Expenditures						
Ethics Misc. Supplies		991.03	-	991.03	1,008.97	2,000.00
Ethics Printing		-	1,058.58	1,058.58	3,741.42	4,800.00
Ethics Website Services		-	-	-	2,400.00	2,400.00
Ethics Instr Svcs Ethics Summit/Board Training		-	9,484.50	9,484.50	12,515.50	22,000.00
Ethics Staff Support NIRPC		-	-	-	2,400.00	2,400.00
Ethics Software/Training		-	-	-	2,400.00	2,400.00
		991.03	10,543.08	11,534.11	24,465.89	36,000.00
Total Assets	90,844.07	113,358.08				
Beg Fund Balance	90,844.07	90,844.07		90,844.07		
Net of Revenues & Expenditures		22,514.01	(10,444.48)	12,069.53		
Ending Fund Balance	90,844.07	113,358.08		102,913.60		
Liabilities	-	-	-	-		
Total Liabilities and Fund Balance	90,844.07	113,358.08	(10,444.48)	102,913.60		

Approval of Accounts Payable Vouchers: March 1 – June 30, 2025: \$ 22,016.39:

Treasurer Courtney Udvare presented the accounts payable vouchers for March 1 – June 30, 2025:

Fund 8852 Shared Ethics Fund

Spark Marketing	4/16/2025	400 Enamel Pins	8852-00-2110	\$	678.20
Town of Chesterton	4/16/2025	Transfer of funds	8852-00-411		13,795.11
Crown Point Comm.	5/28/2025	Handouts for Boards	8852-00-3130		260.00
Julia McElmurry	6/5/2025	Reimb. Office Supplies	8852-00-2110		123.58
Avalon Manor	6/5/2025	Event & Catering	8852-00-3130		6,484.50
Julia McElmurry	6/9/2025	Reimb. Supplies	8852-00-2110		<u>675.00</u>
				Total: \$	22,016.39

Motion by Mr. Novak, seconded by Ms. Neff, 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)

Revised 2025 Budget: Julie McElmurry provided information regarding the 2025 Budget, requesting a revision to the specific line items but the grand total remains the same as adopted:

SEAC - APPROVED 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
Traliant (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

SEAC - UPDATED 2025 Budget	
Board & Commission Training Session	\$9,745
"Training the Trainer" Session	\$9,500
Summit	\$12,005
Traliant (Training Video) Licensing	\$1,500
Website	
- Support*	\$1,800
- Hosting**	\$450
Printing /Supplies	\$1,000
Administrative Support***	\$0
TOTAL PROPOSED 2025 Budget	\$36,000

* Website Support includes ~\$150/month for support (billed twice a year in June and Dec)

** Website Hosting (GoDaddy & Microsoft) = \$450

*** Administrative Support - NOT NEEDED, MINUTES DONE INTERALLY

Motion by Ms. Longer, seconded by Ms. Hardaway, to approve the Updated 2025 Budget as presented. Roll Call Vote taken. All aye, motion carried. (14-0)

Update and Renewal of 180 Day CD coming due 10/3/2025: President Malinowski stated the current \$70,000 CD is due to expire October 3rd and is looking for direction from the Board regarding rolling it over into another 180-day CD. Discussion followed as to considering interest rates in late September and rolling it over at that time.

Additional Claims: There were no additional claims to consider.

Update of 202 Shared Ethics Dues: Treasurer Courtney Udvare noted only 3 of prior year member communities have not paid their membership dues for 2025. She noted that Gary's payment is being processed. Mr. Tippy requested that Lake County's invoice be sent to him to bring it to the attention of the Lake County Treasurer. It was noted that Tom Black of Highland was contacted and he has yet to get a commitment from the current council as to membership. President Malinowski asked the representatives to reach out to Highland to encourage membership and will distribute contact information for the Highland Council to the group.

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 and commemorative pins will be ordered. Julie provided the following updates:

1. First, SEAC hosted a Board and Commission training event for all our member communities at Avalon Manor in Merrillville on the evening of May 29th. Dinner was served, and we had a great program and ethics case studies discussion led by David Limardi of Limardi Consulting, LLC.

- 98 Attendees (35 registrants did not show)
- 63% of attendees provided an evaluation! That is 62 evaluations out of the 98 attendees!
- 100% of evaluators found the Training to be Satisfactory
(63% more than satisfactory)
- 100% of evaluators found the Training location / facility to be Satisfactory
(66% more than satisfactory)
- 98% of evaluators rated the registration / check-in process a 4 or 5
(5 being outstanding and 1 being poor)
- 90% of evaluators rated the dinner and refreshments a 4 or 5
(5 being outstanding and 1 being poor)
- 97% of evaluators rated the Presentation a 4 or 5
(5 being outstanding and 1 being poor)
- 97% of evaluators rated the Case Study Discussions a 4 or 5
(5 being outstanding and 1 being poor)
- Comments indicate that case studies and the presentation were equally valuable. Some mention of repeat material from last year's training.

2. Second, SEAC has created a document to assist our commissioners, member communities and the public in understanding SEAC's scope. This document, created to clarify the organization's role in ethics complaints, outlines the ethics cycle and explains that while the SEAC provides an ethics code and training, it does not handle reporting or investigation of ethics issues. *(See attached information on SEAC's scope.)*

3. Third, SEAC continues to provide "train the trainer" training with sessions held in the early Spring for trainers from Burns Harbor, Ogden Dunes, and Portage, and Lake County. These sessions provide member community trainers what they need to train our community employees. Please let Cecile Petro know if you have any trainers that need to be trained.

4. Fourth, SEAC is tentatively scheduling a “How to Be a Trainer” event to help those in-house trainers who would like some help in becoming an excellent trainer for their unit of government. This training will not cover ethics. It will be provided to assist our trainers with some additional training skills. We are shooting for a date in the last week of September. More information will follow.

5. Finally, SEAC continues to plan for our annual Summit which will include a keynote presentation and ethics case study discussions. We expect this event to be held in the Fall and this year we’re excited to be celebrating our 20th anniversary. I will share the details as they become available.

Discussion followed regarding the repeat of information. Wendy Mis suggested contacting Kelly Richmond Pope who has presented information before regarding fraud but also has ethics and leadership information. The committee will also look into other options for presenters.

Ms. Malinowski stated the next scheduled Joint Board of Delegates meeting will be via zoom at 8:30AM on November 12, 2025 and the 2026 budget will be discussed at that time.

Adjournment: There being no further business, a motion was made by Mr. Grandfield, seconded by Mr. Novak, to adjourn the meeting. All aye, motion carried. The meeting adjourned at 9.06 AM.

Deborah A. Longer

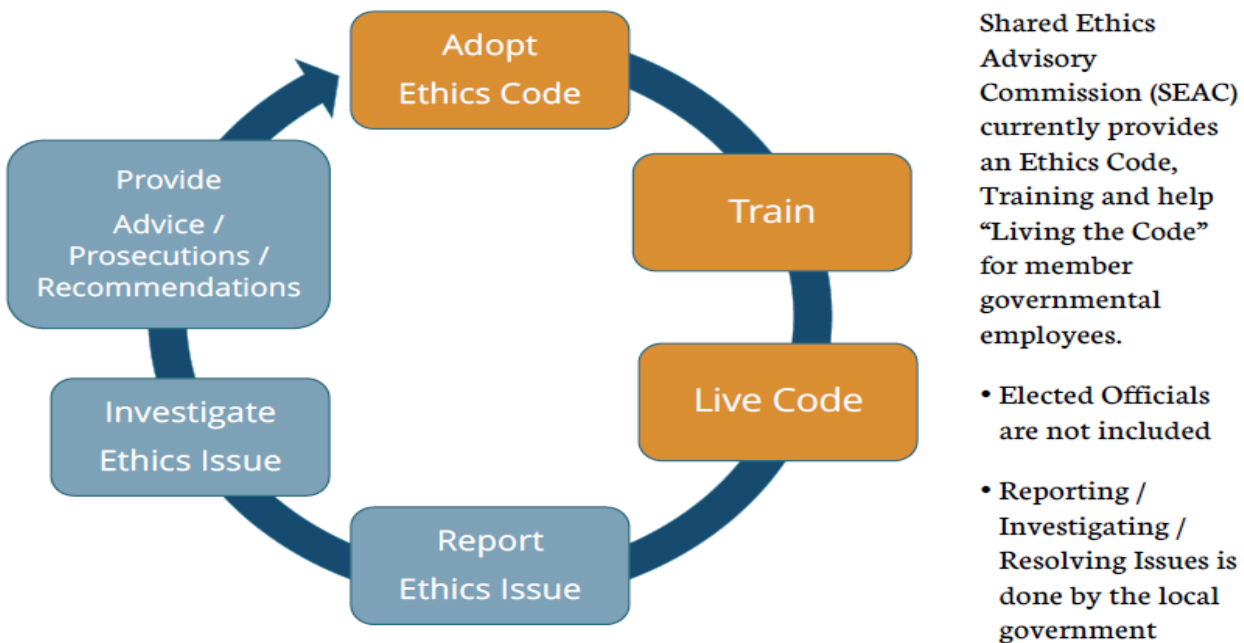
Deborah A. Longer
Secretary

SEAC Scope

SEAC has been granted authority by its member communities to create and provide ethics training for their employees, department managers, board and commission members, and the public via our annual Ethics Summit.

However, SEAC does not have the authority to gather, investigate or enforce consequences to ethics complaints for our member communities, and we have no relationship with communities that are not members of SEAC.

The Ethics Cycle



However, SEAC can give you suggestions for how to proceed if you have an ethics issue.

- If you are a community employee, first check your employee handbook or personnel policies for information on reporting issues. These usually include guidance on reporting issues to the Human Resources department or your supervisor. If that person(s) is a part of the problem, you can escalate to your town/city/county leaders, including elected officials.
- If you are a member of the public, we suggest you reach out to your town/city/county leaders, including elected officials to report your issue.
- In all cases If you believe your issue is a criminal matter, we encourage you to reach out to your county prosecutor.
- We also suggest that if you are not getting the response you need, you reach out to the local media who have reporters who investigate wrongdoing.