

**Joint Board of Delegates
Interlocal Ethics Entity Standing Meeting
Minutes of November 12, 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, Deb Longer, Jennifer McHargue, Courtney Udvare, Mary Tanis, Don Ensign, Randy Novak, Keesha Hardaway, Wendy Mis, Sue Neff, and Steve Spebar.

Absent: Andrew Kyres, Jennifer Sandburg, Myles Tolliver, Jerry Tippy, Bill Carroll, Steve Grandfield, Austin Bonta, Beth Hernandez, Peter Anderson.

Also present: Courtney Smith, SEAC President, Julie McElmurry, SEAC Communications Director and Cecile Petro, SEAC Training Committee Chair

Old Business:

Approval of Minutes: Motion by Ms. Tanis, seconded by Ms. McHargue, to approve the Meeting Minutes of the July 9, 2025 meeting as presented. All aye, motion carried. (11-0)

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

Treasurer Courtney Udvare presented the Financial report for July 1 – October 31, 2025.

DESCRIPTION	BEG. BALANCE 1/1/2025	PREVIOUS BALANCE	ACTIVITY FOR 7/1/25 - 10/31/25	END BALANCE 12/31/25	AVAILABLE BALANCE	2025 BUDGET
Revenues						
SHARED ETHICS INTEREST		166.14	5,357.25	5,523.39	(5,523.39)	0.00
SHARED ETHICS MEMBERSHIP FEES		23,437.50	2,250.00	25,687.50	(25,687.50)	0.00
		23,603.64	7,607.25	31,210.89	(31,210.89)	0.00
Expenditures						
ETHICS MISC SUPPLIES		991.03	0.00	991.03	1,008.97	2,000.00
ETHICS PRINTING		1,058.58	0.00	1,058.58	3,741.42	4,800.00
ETHICS WEBSITE SERVICES		0.00	2,269.71	2,269.71	130.29	2,400.00
ETHICS INSTR SRVCS ETHICS SUMMIT/BOARD TRAINING		9,484.50	1,344.45	10,828.95	11,171.05	22,000.00
ETHICS STAFF SUPPORT NIRPC		0.00	0.00	0.00	2,400.00	2,400.00
ETHICS SOFTWARE/TRAINING		0.00	0.00	0.00	2,400.00	2,400.00
		11,534.11	3,614.16	15,148.27	20,851.73	36,000.00
TOTAL ASSETS	90,844.07	102,913.60				
BEG FUND BALANCE	90,844.07	90,844.07		90,844.07		
NET OF REVENUES & EXPENDITURES		12,069.53	3,993.09	16,062.62		
ENDING FUND BALANCE	90,844.07	102,913.60		106,906.69		
LIABILITIES	0.00	0.00	0.00	0.00		
TOTAL LIABILITIES AND FUND BALANCE	90,844.07	102,913.60	3,993.09	106,906.69		

Motion by Ms. Neff, seconded by Ms. Mis, to approve the Financial Report as presented. Roll Call Vote taken. All aye, motion carried. (11-0)

Approval of Accounts Payable Vouchers: July 1 – October 31, 2025: \$ 3,614.16:

Treasurer Courtney Udvard presented the accounts payable vouchers for July 1 – October 31, 2025:

Fund Summary

Fund	Expense Amount	Payment Amount
8852 - SHARED ETHICS FUND	3,614.16	3,614.16
Grand Total:	3,614.16	3,614.16

Account Summary

Account Number	Account Name	Expense Amount	Payment Amount
8852-00-2110	OFFICE SUPPLIES	689.16	689.16
8852-00-3130	PROF SERVICES	2,925.00	2,925.00
Grand Total:		3,614.16	3,614.16

Project Account Summary

Project Account Key	Expense Amount	Payment Amount
None	3,614.16	3,614.16
Grand Total:	3,614.16	3,614.16

Motion by Mr. Ensign, seconded by Ms. Hardaway, to approve the payment of the Accounts Payable Vouchers in the amount of \$3,614.16 as presented. Roll Call Vote taken. All aye, motion carried. (11-0)

A brief report was presented regarding expected upcoming expenses before the end of the year:

Expected Upcoming Expenses	
Avalon Manor - SEAC Summit Remaining Balance	\$ 8,899.70
Crown Point Community Library - Summit Printing	\$ 258.70
Cecile Petro - Ace Catering Reimb	\$ 92.23
Trailant - Training Software	\$ 1,000.00
Total Expected Expenses	\$ 10,250.63

Update on Renewal of 180-Day Certificate of Deposit: Courtney Smith stated the previous CD came due in October 2025 at a value of \$75,072.11 (including interest). After checking rates from various banking institutions, the best rate was offered from Trust Indiana and a majority of the Board members agreed that this would be the best course of action. Motion by Ms. Longer, seconded by Ms. McHargue to ratify the consensus of the Board to move the CD to Trust Indiana. All aye, motion carried. (11-0) Motion by Mr. Spebar, seconded by Ms. Longer, to leave the \$70,000 investment and the interest received of \$5,072.11 at Trust Indiana until further notice or action is needed. Roll Call Vote taken. All aye, motion carried. (11-0)

New Business:

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 - PROPOSED 2026 Budget	
Manager Training Session	\$10,000
Summit	\$12,500
Ethics Pledge Ads (2 per election at ~\$1,000 each)	\$4,000
Traliant (Training Video) Licensing	
- Base Training Video Licensing	\$1,000
- NEW Training Add-on Video Licensing	\$1,350
Website	
- Support*	\$1,800
- Hosting**	\$500
Printing /Supplies	\$1,850
Administrative Support***	\$0
TOTAL PROPOSED 2026 Budget	
	\$33,000

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

** Website Hosting (GoDaddy & Microsoft) = \$500

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

Motion by Ms. Mis, seconded by Mr. Ensign, to approve the 2026 Budget as presented. Roll Call Vote taken. All aye, motion carried. (11-0)

Update of 2026 Shared Ethics Dues: Discussion was held regarding the impacts of SEA1 on the member communities and whether dues should remain at the current 75% level or be adjusted for 2026. Mr. Ensign and Ms. Neff commented that there seems to be no need to build up a cash reserve and the 75% rates seem sufficient for the needs of the organization. Ms. Mis stated the cities and towns need to be made aware of the reduced rate of the dues. Motion by Mr. Novak, seconded by Ms. Hardaway, to keep the 2026 dues are the reduced 75% rate. Roll Call vote taken. All aye, motion carried. (11-0)

Steve Spebar left the meeting.

Update/Comments from Julie McElmurry, Communications Director and Cecile Petro, Training Committee Chair: Julie McElmurry stated the 2025 Ethics Summit was held on October 30th, moderated by Dr. Marlon Mitchell and included a panel of local Mayors including Pete Land from Crown Point, Angie Nelson Deutch from Michigan City and Jon Costas from Valparaiso. The Summit was attended by 210 people and the evaluations were positive. Costs for this Summit were a bit higher due to the 20th Anniversary Commemorative lapel pins, posters and pens. She provided the executive summary of the event including the evaluations as follows:

SEAC - 2025 Ethics Summit - Evaluation Analysis

EXECUTIVE SUMMARY

- 210 people attended the Summit (261 registered, 75% of registrants attended and 15 walk-ins)
- 62% of Summit attendees provided an evaluation. That is 130 evaluations out of the 210 attendees.
- 98% of evaluators found the Summit to be Satisfactory (63% more than satisfactory)
- 100% of evaluators found the Summit location and facility to be Satisfactory (73% more than satisfactory)
- 98% of evaluators rated the registration / check-in process a 4 or 5 (5 being outstanding and 1 being poor)
- 96% of evaluators rated the breakfast and refreshments a 4 or 5 (5 being outstanding and 1 being poor)
- 95% of evaluators rated the Keynote Presentation a 4 or 5 (5 being outstanding and 1 being poor)
- 85% of evaluators rated the Case Study Discussions a 4 or 5 (5 being outstanding and 1 being poor)
- Comments match ratings

Cecile Petro stated the How to be a Trainer event was held on Friday, November 7th with 40 people in attendance. There were 2 presenters from IUN and the training was well received by the participants. Ms. Petro noted she is still available to set up individual Train the Trainers events for Cities/Towns who would be interested. She noted there is a new training module being considered that is shorter and can be used as a refresher course for training employees but all municipal employees should be trained with the older version first which is longer and more in-depth and then the new version.

Election of Officers for 2026: All of the current officers have agreed to stay-on in their positions if the Board is so inclined to approve. Motion by Ms. McHargue, seconded by Mr. Ensign, to retain all current officers for another year: President: Janice Malinowski; Vice-President: Andrew Kyres; Secretary: Deb Longer; Treasurer: Courtney Udvard. All aye, motion carried. (10-0)

Ms. Malinowski asked if the following meeting dates for 2026 were acceptable: Wednesday March 11th, Wednesday July 8th and Tuesday November 10th. Meeting times would remain at 8:30AM and all meetings would be conducted via zoom. Motion by Ms. McHargue, seconded by Ms. Tanis, to approve and set the 2026 meeting dates and times as presented. All aye, motion carried. (10-0)

Adjournment: There being no further business, a motion was made by Ms. Hardaway, seconded by Ms. Tanis, to adjourn the meeting. All aye, motion carried. The meeting adjourned at 9.11AM.

Deborah A. Longer
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Secretary