

**City of Valparaiso Ethics Commission Meeting Minutes**  
**Tuesday, February 11, 2014, 6:30-7:30pm, Valparaiso City Hall**  
**DRAFT**

Attending were Dorothy Bass (Chair), Julie Harvey (member), Bill Oeding (City Ethics Officer/Ex Officio), Mike Porter (new member), Jon Schmaltz (Advising Attorney/Ex Officio), Tim Sutherland (Secretary), and Analisa Warring (new member).

Chair Dorothy Bass opened the meeting, with all members present. Jon asked that one additional item be added to the distributed agenda: that Chair and Secretary for 2014 year be determined. The meeting's revised agenda and minutes from the December 10 meeting were both approved. The group then voted to continue Dorothy as Chair and Tim as Secretary after each agreed to serve. The group welcomed new members Bill Porter (Porter Hospital appointment) and Analisa Warring (Chamber of Commerce appointment).

The group then finalized the plan for Dorothy's presentation for the City Department heads meeting at 9:30am on February 14 in the Council chambers. Dorothy will use PowerPoint slides and the Commission brochure with her presentation. Most members indicated that they will try to attend as well. The process for bringing a complaint to the Commission will not be the focus of the presentation, however the group did review how employees could request or find this information. The focus of the presentation can be summarized from previous meeting minutes which stated "Goals are to build trust in/values for government, raise awareness, provoke discussion, explore quandaries and complexities of ethics, etc." Beginning the process of going to departmental meetings is from a desire to be proactive in raising awareness about ethics issues, not because any particular issue has arisen recently. The group also discussed the resources information about ethics that Tim and Julie had researched for a previous meeting (a ethics resources list and how State of Indiana practices might be useful for local government).

The group then discussed in general the agenda item "Public awareness of ethics". It was decided that the group should begin a practice of having a closed session option available at the beginning of each Commission meeting. This would be listed for 5 minutes in length since closed sessions could often be brief and there might frequently be no need to have a closed session (and therefore the public meeting could begin immediately). No complaints have been received recently by the Commission, but this new practice provides a means for quickly addressing any potential but confidential issue that comes to the attention of members, or for any actual formal complaint that needs to be addressed.

The Commission decided to next meet on Wed., Feb. 26 at 6pm at City Hall. In the future the notice of the public meeting will indicate a closed session (6pm) and the open meeting (6:05pm). Draft minutes submitted by Tim Sutherland.