

City of Valparaiso Ethics Commission Meeting Minutes Tuesday, July 21, 2015, 5:30-6:30pm, Valparaiso City Hall

Attending: Analisa Warring (Chair), Bill Oeding (City Ethics Officer/Ex Officio), Steve Antonetti (Valpo Parks), Dorothy Bass (SEAC Rep.), John Bowker (SEAC Exec. Board), James Old (member), Rob Walsh (member), Jon Schmaltz (Advising Attorney/Ex Officio), and Tim Sutherland (Sec.), Member Mike Porter was unable to attend. No one attended from the media.

At 5:35 Chair Analisa Warring called the Commission meeting to order, with a quorum present (a 5:30 Executive Session was not needed). The prior meeting minutes from May 12, 2015 were approved, and well as the proposed agenda for the current meeting. Since the number of invitees/attendees for meetings has increased everyone in attendance introduced themselves.

Dorothy and John made reports concerning SEAC (Shared Ethics Advisory Committee) meetings (most recently July 15). The SEAC has expanded to 20 members (municipalities, county governments). Future expanded leadership for the SEAC given rapid growth is a current discussion topic. Surveying of employees within the 20 entities for September is being planned (Valpo may not be ready to participate since training is the City's first priority to undertake – administering the survey in Jan. 2016 could be considered). The survey instrument that continues to be used by SEAC is taken largely from a survey first developed by the Valpo Ethics Commission in conjunction with Valpo University several years ago. SEAC survey administration going forward will have to be electronic given the number of employees within the 20 members (e.g. Lake County Government has 1700 employees). Bill reiterated that Valpo's primary reason for joining the SEAC is to benefit from ethics training expertise and resources. Dorothy will take copies of Valpo's Ethics brochure to future SEAC meetings. SEAC meetings are open meetings.

Implementing a train the trainer model for Valpo City employees is well underway. Steve Antonetti (Parks), Tom Zimmerman (Police), and Terry Morgan (Fire) are taking leadership for training. Bill and Analisa both expressed thanks for the leadership from these individuals. Training hopes to reach all City employees within an eight week period beginning in late September. Board, Commission, and City Council members will be invited. Participation from these three groups is encouraged but is optional. The 12 minute video was discussed. The publication date is about 30 years old, however for first time viewers the content is still relevant and effective. However if it is used again with the same employees in subsequent years this could become problematic. Other video options may be available, for example the State of Indiana ethics video is excellent. The group was interested in viewing the currently used video at its September meeting.

Bill shared copies of the SEAC Ethics Policy Checklist Document, version 1.5 (the latest version adds a section regarding civility. The Valpo Ethics Commission, City Planning Commission, and the Valpo School Board already have rules for procedures that help encourage civility.

The meeting adjourned at approximately 6:25pm. The next meeting of the Commission will be on Tuesday, Sept. 15, at City Hall, with executive session at 5:30 (if needed), and regular session at 5:35. Minutes submitted by Tim Sutherland.