

## **City of Valparaiso Ethics Commission Meeting Minutes Tuesday, January 12, 2016, 5:30-6:30pm, Valparaiso City Hall**

Attending: Analisa Warring (Chair), Bill Oeding (City Ethics Officer/Ex Officio), John Bowker (SEAC Exec. Board), Dorothy Bass (SEAC Board), James Old (member), Mike Porter (member), Rob Walsh (member), Jon Schmaltz (Advising Attorney/Ex Officio), and Tim Sutherland (Secretary).

At 5:35 Chair Analisa Warring called the Commission meeting to order, with all members present (a 5:30 Executive Session was not needed). The prior meeting minutes from November 12, 2015 were approved, and well as the proposed agenda for the current meeting.

The next order of business was a discussion of a proposed ethics survey to be administered to City of Valparaiso employees. The survey will be comparable to one administered a few years ago, and will allow comparison with survey results from other communities within the Shared Ethics Advisory Commission (SEAC) membership. The survey instrument will be accompanied by a cover letter stapled to the survey (staple marks help assure the returned copy is valid). James/Prof. Old indicated that the Survey Center at Valparaiso University would be happy to compile and tabulate the results (in a confidential fashion of course). Everyone indicated their support for administering the survey sometime in 2016, perhaps end of March or in April.

Analisa shared sample letters that can be sent to members of City Council, Leadership Team (dept. heads), and Planning Commission. The letters invite members to participate in ethics awareness, training, and survey activities, as well as reminding them that City of Valpo is now a member of SEAC in Northwest Indiana. The letter also extends willingness for members of the Valpo Commission to come to future meetings of these groups for brief discussions about ethics. Tentatively, March 28 at 7pm may be an opportunity for Analisa and Commission members to attend a City Council meeting.

Dorothy/Dr. Bass updated the group about SEAC activities. The Annual Ethics Summit will be Wed., March 2, 8-11am with a speaker, U.S. Judge Rebecca Pallmeyer, and table discussions using case studies and keypad voting. Dorothy and Tim will search for ethics videos on the Internet, YouTube, and from professional organizations that are more current and appealing than those used in the past. Carla Miller has an animated video about “conflict of interest” issues that is available for free.

None of the City “Train the trainers” leaders were present. The initial training sessions have been completed.

The group voted to reappoint Rob/Dr. Walsh as the community/at large member to the Commission for 2016-2017. James/Dr. Old will be reappointed for 2016-2017 through a letter from Valparaiso University administration (as the Commission’s member from V.U.).

The meeting adjourned at approximately 6:30pm. The next meeting of the Commission will be on Tuesday, February 9, at City Hall, with executive session at 5:30 (if needed), and regular session at 5:35. Minutes submitted by Tim Sutherland.