

City of Valparaiso Ethics Commission Meeting Minutes Tuesday, February 9, 2016, 5:30-6:30pm, Valparaiso City Hall

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

At 5:35 Chair Analisa Warring called the Commission meeting to order (a 5:30 Executive Session was not needed). The prior meeting minutes from January 12, 2016 were discussed, with change (change Planning Commission to Plan Commission), and approved. The draft agenda sent in advance was accepted for the current meeting.

All 2016 Commission member reappointments proposed from the previous meeting are in place.

Analisa indicated she will be meeting separately with the City's HR Director. The Ethics Commission will be on the agenda for a short presentation to the City Council on March 28. All Commission members are invited to attend. The group discussed dates for Ethics presentations to the following Commissions: Redevelopment, Parks, Plan, Utility (Board), Public Works, and H.R. (Council). Analisa is willing to make presentations. If other Commission members are present they can help with any questions. PowerPoint slide handouts and tri-fold brochures are available. Previously drafted letters will be sent out to City Leadership, Boards, and City Council in advance of upcoming meetings.

The March 2 Shared Ethics Commission annual Ethics Summit will be attended by Bill, Tim, John, Dorothy (Bass), and perhaps Rob. John will be at panelist at the event, and Dorothy was instrumental in obtaining the keynote speaker U.S. Judge Rebecca Pallmeyer.

An Ethics survey will be administered to all City employees as part of a new annual April Ethics emphasis. Surveys will be distributed the last week of March (in same envelopes with employee pay stubs) with a deadline for return within one week. The return rate goal is 200 out of 300 employees. Valparaiso University Survey Center (faculty and students) will tabulate the results.

Ethics articles will be placed in staff newsletters during April. Training for all employees will be every other year in the fall, and each spring new employees will be trained. Commission members will continue to search for an up-to-date video that could be useful for introducing ethics at future City departmental meetings and trainings.

The meeting adjourned at approximately 6:15pm. The next meeting of the Commission will be on Tuesday, May 10, at City Hall, with executive session at 5:30 (if needed), and regular session at 5:35. Ethics survey results should be available for this meeting. Minutes submitted by Tim Sutherland.