

Ethics Advisory Committee for the City of Muncie

Meeting Minutes

Date: 11/9/23

Loc: Maring-Hunt Library
2005 S. High St.
Muncie, IN

Committee Members Present:	Chip Taylor Zach Craig Kourtney McCauliff	Tina Black Dan Gibson Dave Shipman	Dave Concepcion Sandra Whitaker
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Absent: Elizabeth Edgell

7:30pm – Meeting Called to Order

- Roll Call Conducted.
- Changes to previous months meeting minutes: Address of meeting location will be added. Meeting minutes approved.
 - 1st – Zach Craig
 - 2nd – Dan Gibson
 - Approved unanimously
- Introduced Micah Wilson to speak.
 - Topics for Committee included
 - Diversity in the Workplace.
 - Would like the committee issues to be broken down so every educational level will be able to understand outcomes.
 - Review issues and allow questions.
 - Would like very specific resources of who to report wrong doings to, steps to take and levels of escalation.
 - Reach out to city attorney for questions and can consult our own within the group.
 - City started an ethics training (May 2023 – August 2023). Non-optional for all employees (excluding elected officials).
 - Opportunities to address:
 - What are the penalties
 - How to get all employees trained as they come in
 - Scheduling and tracking yearly refresher trainings
 - How to enforce social media standards and work time standards
 - Define ethical and illegal issues that could arise as well as consequences that follow
 - Presented Powerpoint training material created by Micah for the ethics training. She would like us to add the aforementioned items to complete it.
 - Add gifting, nepotism (who it applies to), etc.
- Ethics Code Standards
 - Discussion on each item.
 - Gifts, food, drink, entertainment, and travel expenses
 - How does this effect pre-existing personal relationships
 - Personal pay
 - Chip drafting information on this subject prior to next meeting
 - Political activity and patronage
 - Political act on duty – soliciting or pressuring co-workers, employees on duty/off duty.
 - Use of city property (flyers for campaign being ran on city copier, etc)
 - Soliciting contributions
 - Encouraging co-workers, employees to vote for them or anyone else
 - What does “on duty” mean
 - State laws on soliciting contributions – who are the people you can’t contact?

- Employees should not feel obligated to support supervisor who is running for office.
 - Protection from retaliation
 - Those who want to help should be able to
 - Not being pressured to use PTO and holidays to help the candidate
 - Kourtney drafting information on this subject prior to next meeting
 - Nepotism
 - Direct/Indirect supervision
 - Summer help
 - Define code in detail
 - What happens in an employees family member gets elected
 - How general do we want the wording?
 - Preferential treatment
 - Influencing, Preferential Treatment
 - Purchasing, Contracting – separately addressed
 - Detail direct line of supervision – what about in the same chain of command?
 - Advocating for employment or promotions by appointees or elected officials.
 - Dan drafting information on this subject prior to next meeting Disclosure and use of confidential information
 - Use of city property
 - How the state law defines each item
 - How are emergent conflicts handled
 - Recommending someone for a position vs. strong encouragement to hire someone.
 - No advocating for cause of employment
 - Difference between recommendation and referral vs. reference.
 - Tina drafting information on this subject prior to next meeting
 - Disclosure and Use of Confidential Information
 - Using confidential information for gain
 - Public information requests
 - What is considered confidential
 - Public record vs. not public record
 - Chip drafting information on this subject prior to next meeting
 - We will look at what Ethics Rules the Mayor has already put into place.
 - Past problems?
 - What are other cities doing?
- Old Business
 - None
- New Business
 - Next Meeting – December 14, Maring-Hunt Library, 7:30pm
 - Look at employment restrictions
 - Additional Excess Compensation
 - Look at drafted information from committee members.
 - Publicize this group on social media
 - Create facebook page
 - Add agendas, meetings and notices

- Motion to adjourn the meeting:
 - 1st by Dan Gibson
 - 2nd by Zach Craig

8:50pm – Meeting Ended