

MEETING MINUTES

Muncie Ethics Commission
Wednesday, February 26, 2025
6:00pm
City Hall Auditorium
300 N. High Street
Muncie, IN 47305

1. Call to order
2. Roll call.
Present:
Chip Taylor
Susan Dillon
WC Edwards
Sandra Whitaker
Jim Lowe

Absent: None
3. Approval of previous minutes
Motion: Jim Lowe
Second: Sandra Whitaker
Voting in favor: Taylor, Dillon, Edwards, Whitaker, Lowe
Voting against none
4. Old business
 - a. Adoption of General Rules and Procedures
There was general discussion about the timeline in section 42.01 for processing a complaint once received. There may be situations where more investigation is needed and may extend the timeline listed in section 42.01. There also may be situations where additional information is needed from the individual filing the complaint. If the individual fails to provide the information the Commission may stop the review process based upon insufficient information.
Motion: Susan Dillon
Second: Sandra Whitaker
Voting in favor: Taylor, Dillon, Edwards, Whitaker, Lowe
Voting against none

b. Adoption of Complaint Process

There was general discussion about the filing process that protects the information/identity of the individual filing the complaint and those in the City Clerks office who will receive the complaint form. The form can be obtained either online or an individual can choose to have a form provided in person at the City Clerk's office.

The completed form will then be returned in a sealed envelop and delivered to the Clerks office. The sealed form will then be delivered to the Chair of the Ethics Commission.

Motion: Susan Dillon

Second: Sandra Whitaker

Voting in favor: Taylor, Dillon, Edwards, Whitaker, Lowe

Voting against none

c. Adoption of Complaint Form

Motion: Jim Lowe

Second: Sandra Whitaker

Voting in favor: Taylor, Dillon, Edwards, Whitaker, Lowe

Voting against none

5. New business

a. Discussion of draft process for advisory opinions and disclosures

There was general discussion about the "Advisory Opinion and Disclosure Process" document. No action taken; the document will be listed under old business for action at the next meeting.

b. Commission ethics training (Aubrey Crist)

Thank you to Aubrey Crist for walking Ethics Commission members through the "Handbook on Indiana's Public Access Law".

6. Other business

7. Adjournment

Motion to adjourn by Jim Lowe

Second: Sandra Whitaker

Voting in favor: Taylor, Dillon, Edwards, Whitacre, Lowe

Against: None

Meeting adjourned at 7:45pm

8. Next meeting: March 12 at 6:00pm, City Hall