



**ETHICS DISCLOSURE STATEMENT  
CONFLICTS OF INTEREST – DECISIONS AND VOTING**

State Form 55860 (6-15)  
OFFICE OF THE INSPECTOR GENERAL  
IC 4-2-6-9

INDIANA  
STATE ETHICS COMMISSION  
JUL 31 2015  
FILED

In accordance with IC 4-2-6-9, you must file your disclosure with the State Ethics Commission no later than seven (7) days after the conduct that gives rise to the conflict. You must also include a copy of the notification provided to your agency appointing authority and ethics officer when filing this disclosure. This disclosure will be posted on the Inspector General's website.

Last name Reiss	First name Jessica	Middle initial L
--------------------	-----------------------	---------------------

Address of office (number and street, city, state, and ZIP code)  
100 North Senate Avenue, IGCN 1307, Indianapolis, IN 46204

Title or position within agency Attorney	Name of agency Indiana Department of Environmental Management
---	--

Describe the conflict of interest:  
The Speedway Redevelopment Commission (SRC) owns a small parcel of land on the northwest corner of 10th and Polco Street. SRC bought the property from several companies in 2011. SRC intended to use the property to straighten Polco St., but SCR found a lot of asbestos and decided not to.

My mom, aunts, and uncles own one of the companies—Dotlich Crane—from whom SRC bought the property. In October 2011, I helped my family by reviewing and advising on some of the purchase documents from SRC.

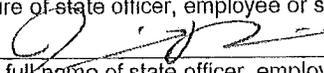
A few times since working in IDEM Office of Legal Counsel (OLC), I think I overheard people in the hall mention the SRC asbestos pile. I always tried not to listen. Over the weekend of July 25 and 26, 2015, my family asked about progress of SRC's cleanup of the asbestos pile. This question made me realize the potential for a conflict of interest concerning this property.

On Monday, July 27, 2015, I informed IDEM OLC Assistant Commissioner, Donald Snemis and IDEM Ethics Officer, Kathleen Mills of the situation. I forwarded this email to my appointing authority, Thomas Easterly, IDEM Commissioner, on Friday, July 31, 2015. These emails are attached as Exhibit A and Exhibit B respectively.

Describe the screen established by your ethics officer: *(Attach additional pages as needed.)*  
 The IDEM Ethics Officer, Ms. Mills, developed the screening protocol attached as Exhibit C. The protocol requires the OLC Assistant Commissioner, Mr. Snemis, to provide written notification of the screening to all OLC attorneys. The protocol prohibits assignment to me of any cases related to the property. The protocol requires me to recuse myself from any discussions related to the property. The protocol prohibits OLC attorneys from discussing the property in my presence. The protocol prohibits my access to any documents related to the property. The protocol requires immediate notification of inadvertent violation of the protocol. Finally, the protocol requires completion of this written disclosure statement.

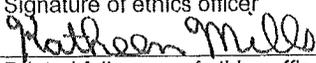
**AFFIRMATION**

Your signature below affirms that your disclosures on this form are true, complete, and correct to the best of your knowledge and belief. In addition to this form, you have attached a copy of your written disclosure to your agency appointing authority and ethics officer.

Signature of state officer, employee or special state appointee 	Date signed (month, day, year) <i>July 31, 2015</i>
Printed full name of state officer, employee or special state appointee Jessica Lynn Reiss	

**FOR ETHICS OFFICER USE ONLY**

Your signature below affirms that you have reviewed this disclosure form and that it is true, complete, and correct to the best of your knowledge and belief. You also attest that your agency has implemented the screen described above.

Signature of ethics officer 	Date signed (month, day, year) <i>July 31, 2015</i>
Printed full name of ethics officer Kathleen Mills	

## Exhibit A

Reiss, Jessica

---

**From:** Reiss, Jessica  
**Sent:** Monday, July 27, 2015 3:52 PM  
**To:** Snemis, Donald; MILLS, KATHLEEN  
**Subject:** Avoiding a Future Conflict of Interest/Confidentiality Issue

Hello Don and Kathy,

I spoke with both of you today, but wanted to memorialize our conversations in an email. I think I have a conflict of interest and would like to take some internal steps to screen myself from information concerning a certain case.

The Speedway Redevelopment Commission (SRC) owns a small parcel of land on the northwest corner of 10<sup>th</sup> and Polco Street. SRC bought the property from several companies in 2011. SRC intended to use the property to straighten Polco St., but SRC found a lot of asbestos and decided not to.

My mom, aunts, and uncles own one of the companies—Dotlich Crane—from whom SRC bought the property. In October 2011, I helped my family by reviewing and advising on some of the purchase documents from SRC.

A few times since working in IDEM OLC, I've overheard people in the hall (I think) mention the SRC asbestos pile. I've tried not to listen. This weekend my family asked if anyone was going to force SRC to clean up the asbestos pile.

I think this is a conflict of interest for me both as an IDEM attorney and because Dotlich is a former "client." I think it best to inform the rest OLC of the conflict and ask that all conversations regarding the SRC asbestos case (if there is one) occur outside of my hearing.

I just spoke with Julie and she said she is not involved in any SRC cases, but Sierra might be. Sierra is on vacation this week. I will let her know when she returns.

I look forward to your advice and guidance on this matter.

Best,  
Jess

-----  
Jessica Reiss  
Attorney  
Indiana Department of Environmental Management  
Office of Legal Counsel  
(317) 234-8927  
[jreiss@idem.in.gov](mailto:jreiss@idem.in.gov)

## Exhibit B

**Reiss, Jessica**

---

**From:** Reiss, Jessica  
**Sent:** Friday, July 31, 2015 3:01 PM  
**To:** EASTERLY, THOMAS  
**Cc:** Snemis, Donald; MILLS, KATHLEEN; Tachtiris, Valerie; Comer, Carol; PIGOTT, BRUNO  
**Subject:** FW: Avoiding a Future Conflict of Interest/Confidentiality Issue

Commissioner Easterly,

This weekend a potential conflict of interest came to my attention as described in the below email. I spoke with Don Snemis and Kathy Mills, IDEM Ethics Officer, on Monday about the situation. We developed a screening protocol and identified my need to file a written disclosure statement in accordance with IC 4-2-6-9(b). As part of that process, I must notify my appointing authority of the potential conflict in writing. This email serves as that notification. Please let me know if you have any questions or concerns or would like to receive any of the documents (the protocol or the disclosure).

Thank you,  
Jess Reiss

-----  
Jessica Reiss  
Attorney  
Indiana Department of Environmental Management  
Office of Legal Counsel  
(317) 234-8927  
[jreiss@idem.in.gov](mailto:jreiss@idem.in.gov)

---

**From:** Reiss, Jessica  
**Sent:** Monday, July 27, 2015 3:52 PM  
**To:** Snemis, Donald; MILLS, KATHLEEN  
**Subject:** Avoiding a Future Conflict of Interest/Confidentiality Issue

Hello Don and Kathy,

I spoke with both of you today, but wanted to memorialize our conversations in an email. I think I have a conflict of interest and would like to take some internal steps to screen myself from information concerning a certain case.

The Speedway Redevelopment Commission (SRC) owns a small parcel of land on the northwest corner of 10<sup>th</sup> and Polco Street. SRC bought the property from several companies in 2011. SRC intended to use the property to straighten Polco St., but SRC found a lot of asbestos and decided not to.

My mom, aunts, and uncles own one of the companies—Dotlich Crane—from whom SRC bought the property. In October 2011, I helped my family by reviewing and advising on some of the purchase documents from SRC.

A few times since working in IDEM OLC, I've overheard people in the hall (I think) mention the SRC asbestos pile. I've tried not to listen. This weekend my family asked if anyone was going to force SRC to clean up the asbestos pile.

I think this is a conflict of interest for me both as an IDEM attorney and because Dotlich is a former "client." I think it best to inform the rest OLC of the conflict and ask that all conversations regarding the SRC asbestos case (if there is one) occur outside of my hearing.

I just spoke with Julie and she said she is not involved in any SRC cases, but Sierra might be. Sierra is on vacation this week. I will let her know when she returns.

I look forward to your advice and guidance on this matter.

Best,  
Jess

-----  
Jessica Reiss  
Attorney  
Indiana Department of Environmental Management  
Office of Legal Counsel  
(317) 234-8927  
[jreiss@idem.in.gov](mailto:jreiss@idem.in.gov)

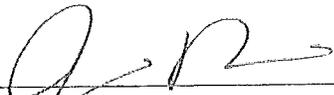
## Exhibit C

Protocol  
to Screen Attorney Jessica Reiss  
from any matters  
regarding Speedway Redevelopment Commission and Dotlich Crane

Prior to her employment as a staff attorney at IDEM, Ms. Jessica Reiss performed legal work for Dotlich Crane. Dotlich Crane is a family business owned by some members of Ms. Reiss's family. In 2011, Dotlich Crane sold property to the Speedway Redevelopment Commission (SRC). SRC has since found asbestos either on or near the property once owned by Dotlich Crane.

To date, Ms. Reiss has not been involved in any matters at IDEM regarding either Dotlich Crane or SRC. IDEM shall implement the following procedures to screen Ms. Reiss from any matters that may arise at IDEM regarding these two entities or the property located at 10<sup>th</sup> Street and Polco Street in Speedway, Indiana.

1. IDEM Assistant Commissioner of the Office of Legal Counsel (OLC), Donald Snemis, shall provide written notification to all attorneys in OLC that they are not to disclose any information regarding any matter involving or possibly involving either SRC, Dotlich Crane or the property at 10<sup>th</sup> Street and Polco Street in Speedway, Indiana to Ms. Reiss.
2. Any matter current or in the future regarding the property and these two companies or situation possibly involving the property and these two companies will be assigned to another attorney within the Office of Legal Counsel.
3. Ms. Reiss shall recuse herself from the portion of any meeting in which any matter concerning these two companies or the property is discussed. OLC attorneys shall refrain from discussing any matter or potential matter regarding these companies or the property in Ms. Reiss' presence.
4. Ms. Reiss shall not discuss any matter or potential matter involving SRC, Dotlich or the property with any IDEM employee.
5. Any documents regarding matters involving SRC, Dotlich or the property shall be housed in the office of the attorney assigned to the matter and Ms. Reiss shall not have access to those documents.
6. Ms. Reiss shall immediately inform Assistant Commissioner Snemis and IDEM Ethics Officer Kathleen Mills if any provision of this screening protocol is inadvertently violated.
7. Ms. Reiss shall follow IC 4-2-6-9(b) and either seek an advisory opinion from the State Ethics Commission or file a written disclosure statement with the Commission as required.



Jessica Reiss  
Attorney  
IDEM Office of Legal Counsel

July 31, 2015  
Date



Donald Snemis,  
Assistant Commissioner  
IDEM Office of Legal Counsel

7-31-2015  
Date



Kathleen Mills  
IDEM Ethics Officer

7-31-2015  
Date