



# MEETING MINUTES

January 2023

SERVICE

INTEGRITY

RESPECT

LEPCs must comply with Indiana Codes, 4-2-7-3, 13-25-1-6, 13-25-2-5, 13-25-2-10.6(b), 13-25-2-10.7 and 13-25-2-14 to receive funding. To meet funding and IERC requirements, the following documents/information must be submitted annually through the LEPC online reporting system at <https://tier2.dhs.in.gov/Account/Login.aspx>.

# DUE DATE/REQUIREMENTS



- You must have a minimum of **four meetings** a year. IDHS suggests scheduling six meetings in case a quorum is not met or a meeting must be canceled due to conflicts.
- Meeting minutes are due **two (2) months** after the meeting.
  - **No extensions**
- The meeting minutes **must** indicate if the meeting **met quorum standards**.

# DUE DATE/REQUIREMENTS



- Each submission must include a sign-in sheet with signatures and **must** be dated for the day of the meeting.
- There **must** be a vote for any spending.
- Minutes **must** be signed by the chairperson after LEPC approval by vote.
- Reports for each meeting **must** be submitted separately.
- A quorum **must** be met to have a meeting/vote.
- The voting results of the previous meetings minutes **must** be included in the next meeting minutes.
- Providing the date of the next meeting in the minutes is not required, but helpful.

# MEETING MINUTES REPORTS



All meeting minutes must be initiated in the Tier II Manager by **midnight Dec. 31** or the LEPC will not be able to finish them.

The Tier II locks at midnight Dec. 31 and no new reports can be started on Tier II for that year.

# IMPORTANT INFORMATION



The chair **must sign the meeting minutes** at the following meeting after the LEPC votes to approve the minutes.

The chair cannot sign the minutes for the meeting being held during that meeting and then upload them.

If the chair signs the meeting minutes before the next meeting and submits them before they are voted on at the next meeting, it will need a revision and could result in loss of funding if not corrected in a timely manner.

# IMPORTANT INFORMATION



All meeting minutes must be approved by vote at the following LEPC meeting **before** they can be uploaded to the TIER II Manager.

Once the LEPC votes and approves the minutes, the chair can sign the minutes and upload them to TIER II.

Each report must include one sign-in sheet and one set of signed meeting minutes for the same meeting.

# DAY OF THE MEETING



A sign stating the meeting location **must be posted at the entrance** of the building and another sign should be placed outside of the room.



# QUORUM



An LEPC that has just the 12 different categories will need a minimum of six people in person at the meeting with at least one person virtual, which means the LEPC will need seven people to meet quorum.

If an LEPC has more than 12 members listed on its roster, then it needs to name 12 primary members and the rest proxies to help make quorum easier!



If you have any questions, please email  
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