



INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

*We Protect Hoosiers and Our Environment.*

100 N. Senate Avenue • Indianapolis, IN 46204  
(800) 451-6027 • (317) 232-8603 • [www.idem.IN.gov](http://www.idem.IN.gov)

Eric J. Holcomb  
Governor

Brian C. Rockensuess  
Commissioner

August 4, 2022

Via E-Mail Only:

Mr. Sean Gorman  
State Ethics Director  
Office of the Inspector General  
315 West Ohio Street, Room 101  
Indianapolis, IN 46202  
[Sgorman@ig.in.gov](mailto:Sgorman@ig.in.gov)

INDIANA  
STATE ETHICS COMMISSION

AUG 5 2022

FILED

RE: Lift of Screening Protocol  
Regarding IDEM employee  
Melissa Cooper

Dear Mr. Gorman:

This letter is to notify you of the intention of the Indiana Department of Environmental Management ("IDEM") to discontinue the screening protocol instituted in May 2018 regarding IDEM employee Melissa Cooper.

Ms. Cooper has accepted a promotion to a Senior Environmental Manager within the Office of Water Quality at IDEM and will begin her new responsibilities on August 8, 2022. In her new position, she will not have any duties that would give rise to a potential conflict of interest regarding the subject of the screening protocol, Crossroads Environmental Consulting LLC.

Please attach this letter to the public disclosure of the protocol or remove the disclosure from the disclosure list. Thank you for your attention to this matter.

Sincerely

Kathleen Mills  
IDEM Chief Ethics Officer



Visit [on.IN.gov/survey](http://on.IN.gov/survey) or scan the QR code to provide feedback.

*We appreciate your input!*





Describe the screen established by your ethics officer: (Attach additional pages as needed.)

See attached

Area with horizontal dashed lines for describing the screen established by the ethics officer.

**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>Melissa Ann Cooper</i>	5/11/18

Printed full name of state officer, employee or special state appointee  
*Melissa Ann Cooper*

**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>Kathleen Mills</i>	5/11/18

Printed full name of ethics officer  
*Kathleen Mills*

**Protocol  
to Screen IDEM Employee Melissa Cooper  
from Any Matters  
Involving Crossroads Environmental Consulting LLC**

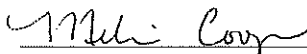
Melissa Cooper is an Environmental Manager II in the Excess Liability Trust Fund Claim's Section ("ELTF") of the Underground Storage Tank Branch within the Office of Land Quality ("OLQ") at the Indiana Department of Environmental Management ("IDEM"). She is a new employee and is currently undergoing training of the responsibilities of her position. She will eventually be an ELTF Claims Reviewer.

Her husband, Michael Cooper, is an owner and employee of Crossroads Environmental Consulting LLC ("Crossroads"). The company is an environmental consulting firm headquartered in Indianapolis. In the course of his duties at Crossroads, Mr. Cooper may submit ELTF claims to IDEM on behalf of his clients.


In order to prevent any potential conflict of interest, IDEM shall implement the following procedures to screen Ms. Cooper from the review and process of all claims submitted by or involving Crossroads.

1. Administrative staff in the ELTF section shall, upon receipt of claim applications/documents, identify those documents submitted by Crossroads and flag them prior to their submittal into IDEM systems for review.
2. Ms. Cooper shall decline to review all flagged documents. Those documents will be reviewed by the next claims reviewer in the system.
3. Ms. Cooper's direct supervisor, currently Underground Storage Tank Branch Chief Douglas Louks, shall provide written notification to all IDEM employees in the ELTF Section that they are not to disclose any information regarding any matter involving or possibly involving any client represented by Crossroads (Mr. Cooper) to Ms. Cooper.
4. Branch Chief Louks, or his designee will periodically check the system to make sure Ms. Cooper has not reviewed any claim application/documents submitted by Crossroads.
5. Ms. Cooper shall recuse herself from the portion of any meeting in which any matter concerning a Crossroads' client is discussed. Staff shall refrain from discussing any matter or potential matter regarding a Crossroads' client in Ms. Cooper's presence.
6. Ms. Cooper shall not discuss any matter or potential matter involving Crossroads or its clients with any IDEM employee.
7. Ms. Cooper will not participate in decisions regarding or relating to Crossroads or its clients.


8. Ms. Cooper shall immediately notify IDEM Commissioner Bruno Pigott of her potential conflict of interest and again notify Commissioner Pigott and IDEM Ethics Officer Kathleen Mills when she becomes aware of any specific client of Crossroads from which she needs to be screened.
9. Branch Chief Louks or his designee and IDEM Ethics Officer Mills shall maintain a record of those entities from whom Ms. Cooper is being screened.
10. Ms. Cooper shall also follow IC §4-2-6-9(b) by providing this protocol with a disclosure statement to the State Ethics Commission.
11. Ms. Cooper shall not have access to any document regarding or relating to a Crossroads' client prior to the document's submittal to IDEM's virtual file cabinet ("VFC").
12. Ms. Cooper shall immediately inform Branch Chief Louks or his designee and IDEM Ethics Officer Mills if any provision of this screening protocol is violated.
13. Ms. Cooper, Branch Chief Louks (or his designee) and Ethics Officer Mills shall review this screening protocol within 60 days from the date of the last signature to assure this protocol has been followed and every six months thereafter.

  
\_\_\_\_\_  
Melissa Cooper  
ELTF Claims Section  
Underground Storage Tank Branch  
IDEM Office of Land Quality

5-11-18  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Douglas Louks  
Underground Storage Tank Branch Chief  
IDEM Office of Land Quality

5/11/18  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Kathleen Mills  
Ethics Officer  
IDEM Office of Legal Counsel

5/11/18  
\_\_\_\_\_  
Date

## Cooper, Melissa A

---

**From:** Cooper, Melissa A  
**Sent:** Friday, May 11, 2018 2:21 PM  
**To:** PIGOTT, BRUNO  
**Cc:** MILLS, KATHLEEN; Louks, Douglas; STEIFF, ROBERTA  
**Subject:** Notification of conflict of interest

Hello Mr. Pigott,

My name is Melissa Cooper and I am a new hire. In accordance with IC 4-2-6-9, I am notifying you of a potential conflict of interest. I am in claims review and my husband works for Crossroads Environmental Consulting. The company may occasionally submit a claim for reimbursement from the ELTF. I have obtained a screening protocol and will file a disclosure with the Inspector General's Office.

Thank you,  
Melissa Cooper  
Environmental Manager  
Excess Liability Trust Fund Claims Section  
Underground Storage Tank Branch, OLQ  
Indiana Department of Environmental Management  
317-232-1385  
MACooper@idem.IN.gov