



**ETHICS DISCLOSURE STATEMENT
CONFLICTS OF INTEREST – DECISIONS AND VOTING**
State Form 55860 (R / 10-15)
OFFICE OF THE INSPECTOR GENERAL
IC 4-2-6-9

FILED

NOV 29 2023

INDIANA STATE
ETHICS COMMISSION

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.

Name (last) Woolson-Helrigel	Name (first) Jennifer	Name (middle) L
Name of office or agency Indiana Department of Environmental Management	Job title Recycling Educator/Community Recycling Grant Program Manager	
Address of office (number and street) 100 N Senate Ave	City Indianapolis	ZIP code 46204
Office telephone number (317) 232.3388	Office e-mail address (required) jwoolson@idem.in.gov	

Describe the conflict of interest:
Ms Jennifer Woolson-Helrigel (Ms Woolson-Helrigel) is the Recycling Educator and Community Recycling Grant Manager for the Indiana Department of Environmental Management's ("IDEM") Office of Program Support ("OPS"). Ms. Woolson-Helrigel's husband is employed by the Indianapolis Museum of Art, dba Newfields ("Newfields"). On Monday, October 2, 2023, Newfields submitted a Community Recycling Grant application for twenty-two sets of recycling receptacles and education signage for the 2024 grant cycle.

The following is done for each application submitted for the Community Recycling Grant Program, and was done prior to the discovery of the conflict: a file was made for Newfield's application packet for the review committee, Ms. Woolson-Helrigel reviewed the file for completeness, Ms. Woolson-Helrigel entered Newfields' information into SharePoint so the agency could complete a compliance history check, Ms. Woolson-Helrigel submitted their information to finance for a preliminary check to see if they have a supplier and bidder ID, and Ms. Woolson-Helrigel supplied contact information to OPS Compliance and Technical Assistance Program to run a limited compliance check. After receiving limited compliance check from an inspector with IDEM's Underground Storage Tanks program confirming that Newfields had addressed noted violations, Ms. Woolson-Helrigel requested a quote for one item not included in the original application packet, the educational signage. When she discovered that this may give rise to a conflict of interest, Ms. Woolson-Helrigel contacted IDEM OPS Branch Chief Pat Daniel and IDEM Ethics Officer James French.

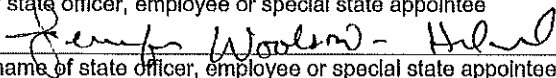
Describe the screen established by your ethics officer: (Attach additional pages as needed.)

See Protocol to Screen

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)

11-29-23

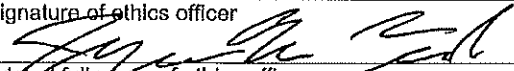
Printed full name of state officer, employee or special state appointee

Jennifer Woolson-Helvig

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)

11-29-23

Printed full name of ethics officer

James M French

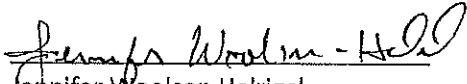
**Protocol to Screen
the Indiana Department of Environmental Management's
Office of Program Support's Jennifer Woolson-Helrigel
from Any Matters Regarding the Indianapolis Museum of Art**

Ms Jennifer Woolson-Helrigel (Ms Woolson-Helrigel) is the Recycling Educator and Community Recycling Grant Manager for the Indiana Department of Environmental Management's ("IDEM") Office of Program Support ("OPS"). Ms. Woolson-Helrigel's husband is employed by the Indianapolis Museum of Art, dba Newfields ("Newfields"). On Monday, October 2, 2023, Newfields submitted a Community Recycling Grant application for twenty-two sets of recycling receptacles and education signage for the 2024 grant cycle.

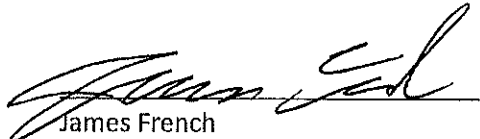
The following is done for each application submitted for the Community Recycling Grant Program, and was done prior to the discovery of the conflict: a file was made for Newfield's application packet for the review committee, Ms. Woolson-Helrigel reviewed the file for completeness, Ms. Woolson-Helrigel entered their information into SharePoint so the agency could complete a compliance history check, Ms. Woolson-Helrigel submitted their information to finance for a preliminary check to see if they have a supplier and bidder ID, and Ms. Woolson-Helrigel supplied contact information to OPS Compliance and Technical Assistance Program to run a limited compliance check. After receiving limited compliance check from an inspector with IDEM's Underground Storage Tanks program, confirming that Newfields addressed noted violations, Ms. Woolson-Helrigel requested a quote for one item not included in the original application packet, the educational signage. When she discovered that this may give rise to a conflict of interest, Ms. Woolson-Helrigel contacted IDEM OPS Branch Chief Pat Daniel and IDEM Ethics Officer James French. IDEM will institute the following protocol to make sure Ms. Woolson-Helrigel is screened from any potential future conflict of interest.

1. Ms. Woolson-Helrigel shall recuse herself from the portion of any meeting in which discussions specific to Indianapolis Newfields, or any of their clients or interests are discussed or are expected to be discussed.
2. Ms. Woolson-Helrigel shall not discuss any matter involving Newfields or their clients with any other IDEM employee or member of the Board.
3. Ms. Woolson-Helrigel shall not participate in decisions regarding or relating Newfields or any of their clients.
4. Ms. Woolson-Helrigel shall not access any correspondence or files relating to or involving Newfields or their clients. Such documents, if not a matter of public record in IDEM's Virtual File Cabinet, shall be housed with the employee assigned to the matter or kept where Ms. Woolson-Helrigel does not have access to alter the documents.
5. Ms. Woolson-Helrigel shall immediately inform IDEM Ethics Officer James French if any provision of this screening protocol is violated.
6. Ms. Woolson-Helrigel shall follow IC 4-2-6-9(b) and file a written disclosure statement with the State Ethics Commission.

7. All signatories to this screening protocol shall review it within thirty (30) days from the date of the last signature to assure it has been followed and determine if the circumstances have changed to make the protocol no longer necessary.


Jennifer Woolson Helrigel

11-29-23
Date


James French
Ethics Officer
Office of Legal Counsel

11/29/23
Date


Ethics Disclosure

French, James M <JFrench@idem.IN.gov>

Wed 11/29/2023 3:56 PM

To:Rockensuess, Brian <BRockens@idem.IN.gov>

Cc:Woolson-Helrigel, Jennifer <JWoolson@idem.IN.gov>

 1 attachments (226 KB)

Woolson-Helrigel Disclosure and Screen 2023.pdf;

Commissioner Rockensuess,

This email serves as notification to the appointing authority per IC 4-2-6-9(b)(2)(D) that OPS' Jennifer Woolson-Helrigel has a potential conflict of interest with the Community Recycling Grant Program. Her husband is employed by Newfields, a grant applicant for the 2024 Grant Cycle. Jennifer and I have discussed this IC 4-2-6-9 conflict, and I instructed her to file a written disclosure to the Office of the Inspector General and to implement a screening protocol here at IDEM, see attached. Jennifer's supervisor, Pat Daniel, has been notified of the screening protocol. Please reach out if you have any questions, thanks.

Best,
Michael

James Michael French
Attorney | IDEM
Tel: (317) 234-2170
Email: jfrench@idem.in.gov

*****PRIVILEGED AND CONFIDENTIAL*****

The information contained in this email and any attachment(s) is confidential information protected by legal privileges, including but not limited to the attorney-client, work product and/or deliberative process privileges. The information is exempt from disclosure pursuant to IC 5-14-3-4(b)(2) and (6) and other applicable laws. It is only for the use of the named, intended recipient(s), and the privileges are not waived by virtue of this having been sent by e-mail or mistakenly sent to any unintended recipient(s). If the person(s) actually receiving this email or any other reader of the email is not the named, intended recipient(s) or the employee(s) or agent(s) responsible to deliver it to the named, intended recipient(s), any use, dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please immediately notify the sender by e-mail or by phone at (317) 234-2170 and permanently delete all copies of this e-mail.