



**CONFLICTS OF INTEREST – CONTRACTS
ETHICS DISCLOSURE STATEMENT**
State Form 53345 (R2 / 6-15)
OFFICE OF THE INSPECTOR GENERAL
IC 4-2-6-10.5

INDIANA
STATE ETHICS COMMISSION
FILED
JAN 19 2019

Mail to:
OFFICE OF INSPECTOR GENERAL
315 West Ohio Street, Room 104
Indianapolis, IN 46202
Telephone: (317) 232-3850
E-mail scanned copy to: info@ig.in.gov

Check if you are making a correction to a previously filed statement.

A state officer, employee, or special state appointee may not knowingly have a financial interest in a contract made by an agency. The term financial interest is defined in IC 4-2-6-1. This prohibition, however, does not apply to an officer, employee, or special state appointee who (1) does not participate in or have contracting responsibility for the contracting agency and (2) meets the criteria in IC 4-2-6-10.5(b)(2) and (c)(1)-(5). One criterion is that the officer, employee, or special state appointee must file a written statement with the Inspector General before the officer, employee, or special state appointee executes the contract with the state agency.

The foregoing consists only of excerpts from IC 4-2-6-10.5. Care should be taken to review IC 4-2-6-10.5 in its entirety to ensure compliance with all criteria set forth in the statute. This disclosure will be posted on the Inspector General's website.

PART 1 – GENERAL INFORMATION

Last name Cotterill	First name Melissa	Middle initial C
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Address of office (number and street, city, state, and ZIP code)
100 North Senate Avenue Room N300, Indianapolis, Indiana 46204

Title or position within agency Chairperson	Name of agency Indiana Commission for Women (Indiana Civil Rights Commission)
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PART 2 – CONTRACT

List the name for each entity (i.e. vendor, contractor, consultant, subcontractor, or subconsultant) in which you have a financial interest that has a contract with a state agency. Also, list the name of the state agency the entity is contracting with (use a different form for each contract).

Business name of entity Westcomm	Name of entity contact person (first name and last name) Guy Westermeyer (Owner)
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This contract was (check one):
 made after public notice and, if applicable, through competitive bidding; or
 not subject to notice and bidding requirements

If the contract was not subject to notice and bidding requirements, please provide the basis for that conclusion here.

Description(s) of Contract(s): (Describe the type of contract involved and the effective date and term of the contract if reasonably determinable.)
 The Indiana Family and Social Services Administration (FSSA) posted a request for information (RFI) through the Indiana Department of Administration (IDOA) to select a contractor to develop an engagement campaign and communication strategy targeted to FSSA employees regarding FSSA's new Healthy Opportunities Office. The contract is expected to be executed in the first quarter of 2019 and run for 26 months.

Description of the Financial Interest: *(Describe in what manner the state officer, employee, or special state appointee expects to derive a financial interest from or otherwise has a pecuniary interest in, the above contract. State the approximate dollar value of the interest if reasonably determinable. Attach extra pages if additional space is needed.)*

Melissa Cotterill is a volunteer appointed to the Indiana Commission for Women (ICW), which is established by state law to understand the needs of Indiana women and their families and to work strategically both within government and in our communities to help bring about positive change. Ms. Cotterill was appointed to this position by Governor Pence in 2015 and appointed and named Chair of the ICW in 2017. The ICW is supported within the Indiana Civil Rights Commission, separate and apart from FSSA.

Ms. Cotterill is an employee of Westcomm, serving as its Executive Vice President. Westcomm is a marketing and communications firm headquartered in Indianapolis, Indiana. Following public notice of the RFI, Westcomm responded to FSSA's RFI that was administered by the IDOA. Westcomm was selected by FSSA through the competitive process. Ms. Cotterill receives compensation from Westcomm as an employee thereof.

ONLY COMPLETE PART 3 IF CONTRACT IS FOR PROFESSIONAL SERVICES

PART 3 – AGENCY CERTIFICATION

Approval of appointing authority

Being the _____ of Family Social Services Administration
(Title of Appointing Authority) *(Name of Contracting Agency)*

I hereby affirm that no other state officer, employee, or special state appointee of _____
(Name of the Contracting Agency)

is available to perform those services as part of the regular duties of the state officer, employee, or special state appointee.

Signature of Appointing Authority

Date signed *(month, day, year)*

Name of Appointing Authority

PART 4 – AFFIRMATION

I submit this statement to the Inspector General pursuant to 42 IAC 1-5-7 (IC 4-2-6-10.5) to disclose my financial interest in a contract with an agency. This contract can be performed without compromising the performance of my official duties and responsibilities as a state officer, employee or special state appointee. I affirm that I do not participate in or have contracting responsibility for the contracting agency. I further affirm that the contract was made after public notice or competitive bidding, if applicable. I also affirm, under penalty of perjury, the truth and completeness of the statements made above and that I am the above named state officer, employee, or special state appointee.

Signature

Melissa Cotterill

Date signed *(month, day, year)*

January 19, 2019