

MAY 02 2018

FILED



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

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) Reiss	Name (first) Jessica	Name (middle) Lynn
Name of office or agency Department of Environmental Management		Job title Attorney
Address of office (number and street) 100 N Senate Ave IGCN 1307		City Indianapolis
Office telephone number (317) 234-8927		ZIP code 46204
Office e-mail address (required) jreiss@idem.in.gov		

Describe the conflict of interest:
 Recently, a representative of Barnes & Thornburg LLP contacted me to see if I might be interested in interviewing for an attorney position with the firm. It is unclear at this point if B&T even wants to add the position at the firm. But out of an abundance of caution, I am filing this disclosure. I have one case involving representation by B&T.

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

Matters involving representation by B&T will be assigned or reassigned to other attorneys. I will not discuss any matter or potential matter involving representation by B&T with any IDEM employee. I will not have access to any files related to any matter or potential matter involving representation by B&T. Other details can be found in the attached Screening Protocol.

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)

5/1/18

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)

5/1/18

Printed full name of ethics officer

Kathleen Mills

**Protocol
To Screen Attorney Jessica Reiss
From Any Matters involving Barnes & Thornburg LLP**

Ms. Jessica Reiss is an attorney within the Office of Legal Counsel (“OLC”) at the Indiana Department of Environmental Management (“IDEM”). She primarily represents the Office of Air Quality (“OAQ”) within IDEM in legal matters.

Recently, a representative of Barnes & Thornburg LLP contacted Ms. Reiss to see if she may be interested in seeking a position as an attorney with the firm. Ms. Reiss then contacted her supervisor, Assistant Commissioner Nancy King and the IDEM’s Ethics Officer Kathleen Mills to screen herself from any potential conflict of interest that might arise during the time she considers pursuing a potential position with the firm.

At the time the Barnes & Thornburg representative contacted Ms. Reiss, she was only assigned one case in which Barnes & Thornburg represented one of the parties. The case is known as Johnson Controls. In order to prevent any potential conflict of interest, Ms. Reiss’ supervisor will assign the matter to another attorney and IDEM shall implement the following procedures to screen Ms. Reiss from all matters that may arise at IDEM in which Barnes & Thornburg are involved.

1. IDEM Assistant Commissioner of the Office of Legal Counsel, Nancy King, shall provide written notification to all attorneys and support staff within OLC that they are not to disclose any information regarding any matter involving any party represented by Barnes & Thornburg to Ms. Reiss.
2. AC King shall re-assign the matter known as Johnson Controls to another attorney within OLC and shall not assign any new matter in which a party is represented by Barnes & Thornburg LLP to Ms. Reiss.
3. Ms. Reiss shall recuse herself from the portion of any meeting in which discussions specific to any client represented by Barnes & Thornburg LLP is discussed or is expected to be discussed.
4. Ms. Reiss shall not discuss any matter or potential matter involving Barnes & Thornburg LLP with any IDEM employee.
5. Ms. Reiss shall not access any correspondence or files related to any client of Barnes & Thornburg LLP. All legal files of any active cases shall be housed in the office of the attorney assigned to the matter.
6. Ms. Reiss shall not participate in any decisions involving Barnes & Thornburg LLP.
7. Ms. Reiss shall immediately inform her supervisor and the IDEM Ethics Officer if any provision of this screening protocol is violated.

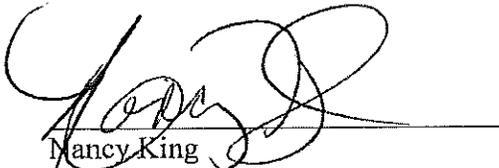
8. Ms. Reiss shall notify Barnes & Thornburg in writing that she has recused herself from any matter concerning the firm.
9. Ms. Reiss shall follow IC §4-2-6-9(b) and file a written disclosure statement with the State Ethics Commission.
10. Assistant Commissioner King, Ms. Reiss and Ethics Officer Mills shall review this screening protocol within thirty (30) days from the date of the last signature to assure this protocol has been followed and determine if the protocol should continue.



Jessica Reiss
Attorney
Office of Legal Counsel, IDEM

5/1/18

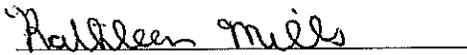
Date



Nancy King
Assistant Commissioner
Office of Legal Counsel, IDEM

5/1/18

Date



Kathleen Mills
Ethics Officer, IDEM

5/1/18

Date

Croft, Celeste

From: Reiss, Jessica
Sent: Wednesday, May 16, 2018 9:19 AM
To: PIGOTT, BRUNO
Cc: KING, NANCY; MILLS, KATHLEEN; Tachtiris, Valerie
Subject: FW: Conflict of Interest - Decisions and Voting Disclosure Statement

Commissioner Bruno,

In accordance with IC 4-2-6-9, I'm notifying that I've been approached by someone from Barnes and Thornburg to interview for an associate position there. I have obtained a screening protocol and submitted my disclosure of the potential conflict of interest to the Office of the Inspector General.

Best,
Jess Reiss

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

From: Croft, Celeste
Sent: Tuesday, May 15, 2018 1:31 PM
To: Reiss, Jessica <JReiss@idem.IN.gov>
Subject: RE: Conflict of Interest - Decisions and Voting Disclosure Statement

Dear Ms. Reiss:

Good afternoon.

In order for your submission to be considered complete, our office will need a copy of the notification you provided to Mr. Pigott regarding the conflict of interest.

Thank you. Have a great day.

Celeste Croft, Legal Assistant
Office of the Inspector General
315 W. Ohio Street, Room 104
Indianapolis, IN 46202
ccroft@ig.in.gov
T: 317-232-3850
F: 317-232-0707

From: Reiss, Jessica
Sent: Wednesday, May 02, 2018 8:38 AM

To: IG Info <info@ig.IN.gov>

Cc: MILLS, KATHLEEN <KMILLS@idem.IN.gov>; KING, NANCY <NKING@idem.IN.gov>; Tachtiris, Valerie <VTachtir@idem.IN.gov>

Subject: Conflict of Interest - Decisions and Voting Disclosure Statement

Hello,

Attached please find my Conflict of Interest - Decisions and Voting Disclosure Statement. Thank you.

Best,
Jess

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