

**Minutes**  
**Indiana Lobby Registration Commission**  
**Public Meeting**  
**March 28, 2018, 2:00 p.m.**  
**Market Tower Conference Room**  
**10 West Market Street, Suite 2070**  
**Indianapolis, Indiana 46204**

**Members Present in person:** Commissioners Beverly Gard, Sue Scholer, Joe Micon and Terry White

**Staff Present:** Edward Ferguson, Executive Director and General Counsel; Amy Nicholson, Director of Operations; and Kaytie Barrett, Senior Customer Service Representative

**Signed-in Attendees:** Christi Heiney, Jenny Knox, Elizabeth Hodge and Mindy Westrick

**Call to Order**

On March 28, 2018, the Public Meeting of the Indiana Lobby Registration Commission was called to order at approximately 2:10 p.m. by the Chairperson of the Commission, Beverly Gard. Before proceeding to the first item on the agenda, Chairperson Gard made the following statement:

“The Indiana Lobby Registration Commission met in executive session immediately before this public meeting to discuss job performance evaluations of employees as permitted under IC 5-14-1.5-6.1(b) (9). No other subject matter was discussed during the executive session, and the Commission took no action during the executive session.”

**Approval of Minutes**

Commissioner White moved for approval of the minutes of the Commission’s executive session held on January 9, 2018. His motion was seconded by Commissioner Scholer and was unanimously approved by a voice vote of the Commissioners. Commissioner Micon moved for approval of the minutes of the Commission’s public meeting, also held on January 9, 2018. His motion was seconded by Commissioner White and was unanimously approved by voice vote of the Commissioners.

**Late Fee Appeals**

Mr. Ferguson said that between January 10, 2018 and March 27, 2018, the Commission received 12 late fee appeals. He indicated that staff had been able to administratively

resolve all of those appeals and had collected \$5,000 in late fees from the lobbyists who filed the appeals.

### **Report on Audits for 2016**

Mr. Ferguson reported work on all audits for reporting year 2015-2016 has been completed, except for one that is still pending. Since her return earlier in the month, Kaytie Barrett has returned all supporting materials related to the audits, along with a letter indicating satisfactory completion of audit work. Once a meeting has been held with the remaining entity under audit, it is anticipated that it can be closed as well. No Commission action was required for this agenda item.

### **Report on Budget for Fiscal Year 2017-2018**

Mr. Ferguson reported on the status of the Commission's budget for Fiscal Year 2017-2018. He said that revenues and expenditures were well within budgeted targets, and that no unanticipated expenditures were expected between the present date and the end of the fiscal year on June 30, 2018. Commissioners asked Mr. Ferguson to provide them with a budget summary, which he agreed to do. No Commission action was required for this agenda item.

### **Discussion of Proposed ILRC Policies**

Chairperson Gard asked Mr. Ferguson to discuss a memorandum that he had provided to the Commissioners regarding Participation in ILRC Meetings by Electronic Communication (a copy of that memorandum is attached to these minutes). Mr. Ferguson explained that on occasion a Commissioner may be unable to attend a commission meeting in person, but would be able to participate electronically (by telephone, Skype or computer, for example). Under the Indiana Open Door Law, participation in ILRC meetings by electronic communication is not permitted unless the public agency (the ILRC) has adopted a policy that follows the guidelines of the Open Door Law. He referred Commissioners to those areas of the law that provide options and flexibility for the Commission, should it choose to adopt such a policy. Commissioners discussed the matter, and indicated that, while it is always preferable for a Commissioner to participate in person, there might be a need for such a policy on occasion. They asked Mr. Ferguson to draft a short questionnaire to be circulated among the Commissioners that asked for comments and an indication of preferences regarding a policy. They requested that he draft a proposed policy which incorporates the results, and that it be placed on the agenda for the next public Commission meeting.

Mr. Ferguson reported that he had had a conversation with George Angelone, Executive Director of the Legislative Services Agency, regarding the Executive Branch's New Parent Leave Policy. Mr. Angelone said that the Legislative Council had not taken action on adopting such a policy for the LSA, and that neither the Senate nor the House of Representatives had adopted such a policy for their own employees. Ferguson said that he would inform the Commission if and when any action on a New Parent Leave Policy was taken.

## **Staff Reports**

Mr. Ferguson reported that there were no actions taken by the Indiana General Assembly that affect the statutes or operations of the Indiana Lobby Registration Commission.

## **Comments from Commissioners and Public Comments**

Chairperson Gard asked if there were any comments or questions from the Commissioners. The Commissioners welcomed Kaytie Barrett back to the staff following her maternity leave. Commissioner Scholer asked Mr. Ferguson to draft a letter to thank and commend Bonnie Lewis on behalf of the Commissioners; all Commissioners concurred with the request.

Chairperson Gard then thanked the members of the public for their attendance, and asked if they had any comments or questions. There were none.

## **Adjourn**

There being no further business of the Commission, Commissioner Scholer then moved that the meeting be adjourned. The motion was seconded by Commissioner White, and passed unanimously at approximately 2:40 p.m.

Respectfully submitted,

Edward E. Ferguson  
Executive Director and General Counsel