

**Minutes**  
**Indiana Lobby Registration Commission**  
**Public Meeting**  
**December 5, 2018, 11:05 a.m.**  
**Market Tower Conference Room**  
**10 West Market Street, Suite 2070**  
**Indianapolis, Indiana 46204**

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

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

**Signed-in Attendees:** Jennifer Knox, Christi Heiney, Robin Beck, Mindy Westrick and Elizabeth Hodge

**Call to Order and Opening Remarks**

On December 5, 2018, Chairperson Gard called to order the Public Meeting of the Indiana Lobby Registration Commission at approximately 11:05 a.m. by the Chairperson of the Commission, Beverly Gard. Before proceeding to the first item on the agenda, Chairperson Gard read the following statement:

“Before we begin today’s meeting, on this National Day of Mourning for our 41<sup>st</sup> President, George Herbert Walker Bush, I ask everyone to bow your heads for a moment of silence in memory of his life and presidency, and for his kindness and leadership throughout his decades of service to our country.”

After the moment of silence, she then read this 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 Scholer moved approval of the minutes of the Commission’s executive session held on September 23, 2018. Her motion was seconded by Commissioner White and was unanimously approved by a voice vote of the Commissioners. Commissioner Micon moved approval of the minutes of the Commission’s public meeting, also held on

September 23, 2018. His motion was seconded by Commissioner Scholer and was unanimously approved by voice vote of the Commissioners

### **Late Fee Appeals**

Mr. Ferguson said that between September 14, 2018, and November 30, 2018, the Commission received 26 late fee appeals. He indicated that staff had been able to administratively resolve 16 of those appeals and had collected \$9,200 in late fees from the lobbyists who filed the appeals. Of the remaining ten outstanding appeals, one (in the amount of \$400 is overdue, and the other nine (in the aggregate amount of \$13,900) are due on December 5, 2018, or later.

### **Report on Audits for 2017**

Mr. Ferguson reported that most of the audits for reporting year 2016-2017 have been completed. Following their completion of the audits, the supporting materials will be returned to each lobbyist, along with a cover letter indicating that the audit was satisfactorily concluded.

### **Draft ILRC Budget for FY 2019-2020 and FY 2020-2021**

Mr. Ferguson gave a general overview of the Commission's proposed budgets for FY 2019-2020 and FY 2020-2021. He then asked Ms. Nicholson to give highlights of the budget proposal. For each budget year, revenues are projected to exceed expenditures. For FY 2019-2020, the amount requested for office rent has decreased, due to the office relocation and resulting decrease in square footage. The personal services line item reflects a reduction as well, due to the resignation of the former Senior Customer Service Representative and the gap between her departure and the hiring of a new Customer Service Representative. Finally, the amount requested for consultants was reduced from \$12,000 to \$6,000.

For FY 2020-2021, a minor increase for equipment is requested, as we anticipate upgrading office equipment. Increases for internal reserves and for consulting are requested, to assist in upgrading and improving the data-base and the online filing system.

Mr. Ferguson said that if the Commission approves the budget request, he will prepare and send a budget memorandum for Senate and House leaders and staff so that the ILRC budget can be included in the appropriate budget bill.

Chairperson Gard moved that an amount for up to a 5% salary increase for the Executive Director be included in the budget. Commissioner White seconded the motion, which was adopted by unanimous voice vote.

Commissioner White moved the approval of the budget request for both fiscal years. Commissioner Scholer seconded the motion, which was adopted by unanimous voice vote.

### **Staff Reports**

Ms. Nicholson reported on the status of the Commission's budget for Fiscal Year 2017-2018. She 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, 2019.

She also discussed the state's new policy which prohibits access to office emails on personal phones, unless the phone is registered with the state. The new policy also allows the state to access internal phone information. As she is reluctant to provide that access, but needs access to office emails when she is out of the office, she suggested that she might need to purchase a separate mobile phone for that purpose. The Commissioners agreed.

Mr. Ferguson reported on a recent meeting that was held between representatives of the Government Affairs Society of Indiana and ILRC staff. A number of good suggestions were made, and staff will look to implement some of those suggestions, if feasible and able to be made within budget.

Mr. Ferguson reported that he had met with Noelle Sykes, newly-appointed Chief Counsel for the House Republicans. He will be setting up meetings with other key staff members of both caucuses in the House and Senate.

Mr. Ferguson also reported that at the time of this meeting, there were no bills filed that impacted the ILRC.

Finally, Ferguson reported that he would be attending the annual meeting of the Council on Governmental Ethics Laws in Philadelphia from December 8-12.

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

Chairperson Gard commented that she believes that a gift report showing gifts of paid VISA cards was inappropriate, and asked the other Commissioners to contact their appointing authorities to voice their concerns. She asked if there were any other comments or questions from the Commissioners. There were none.

She 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 before the Commission, Commissioner Micon then moved that the meeting be adjourned. The motion was seconded by Commissioner Scholer, and passed unanimously at approximately 12:00 p.m.

Respectfully submitted,

Edward E. Ferguson  
Executive Director and General Counsel