

Minutes
Indiana Lobby Registration Commission
Public Meeting
May 2, 2014 10:00 a.m.
Market Tower Conference Room
10 W. Market Street
Indianapolis, Indiana 46204

Members Present: Jan Abbs, Sue Scholer, Joe Micon, and Terry White

Member Unable to Attend: None

Staff Present: Charles Harris, Executive Director & General Counsel; Amy Nicholson, Assistant Director; and Kaytie Barrett, Office Administrator.

Signed-In Attendees: Caryl Auslander, Robin Beck, Debbie Brown, Elizabeth Hodge, Bonnie Lewis, Erin Mays, Ashley Miller, Jana Noble, and Sabra Northam.

Call to Order

On May 2, 2014, the public meeting of the Indiana Lobby Registration Commission was called to order at approximately 10:05 a.m. by the Chairperson of the Commission, Jan Abbs.

Approval of Minutes

Commissioner White moved approval of the minutes of the Commission's Executive Session and the minutes of its Public Meeting both held on January 24, 2014. His motion was seconded by Commissioner Scholer and unanimously approved by a voice vote of the Commissioners.

Late Fee Appeals

Mr. Harris reported that all 20 appeals of late fees received between January 11, 2014 and April 28, 2014 were resolved administratively and that late fees totaling \$10,600 were collected from the 20 lobbyists.

Fiscal Year 2013-2014 Budget Report

Mr. Harris reported on the status of the Commission's budget for fiscal year 2013-2014. He said that there have been a number of personnel matters that have combined to make fiscal year 2013-2014 very challenging, including additional retirement fund assessments, a significant increase in other benefit costs, and unemployment compensation payments to a former employee. Based on information available on April 4, 2014, the remaining balance of the Commission's budget for fiscal year 2013-14 was \$62,237 or 21.81% of the Commission's \$285,300 appropriation for the fiscal year. Mr. Harris advised the Commissioners that his projections indicate that the Commission will be able to close out the fiscal year without

exceeding its appropriation. He also stated that the balance of the appropriation remaining at the end of the fiscal year will be minimal.

During the discussion of the Fiscal Year 2013-2014 budget, Commissioner White pointed out that Commissioners cannot be reimbursed for overnight lodging unless the Commission meets outside Marion County. He said that this has been an issue for him because of his travel time in going to and from Evansville. He requested that the Executive Director of the Commission discuss the feasibility of removing the meeting site limitation with the Executive Director of the Legislative Council. The other Commissioners voiced their support for his request.

Staff Salary Increases

Chairperson Abbs said that the Commission met in executive session before the public meeting to discuss job performance evaluations of individual employees and that no other business was discussed and that no action was taken by the Commission during the executive session. Mr. Harris had previously distributed a memorandum to the Commissioners that included his salary recommendations for fiscal year 2014-2015. The following motion was made by Commissioner Scholer, seconded by Commissioner Micon and unanimously approved by a voice vote of the Commissioners:

I move that Amy Nicholson's annual salary be increased to \$63,800 and that Kaytie Barrett's annual salary be increased to \$29,500. I further move that these salary increases take effect for the pay period that ends June 21, 2014 and for which the pay date is July 2, 2014.

Proposed Budget for Fiscal Year 2014-2015

Mr. Harris reviewed the proposed budget for the Commission for fiscal year 2014-2015. He said that the total budget of \$296,000 is consistent with the Commission's appropriation for that fiscal year. He emphasized that the proposed budget for fiscal year 2014-2015 also is very tight and includes an internal reserve of \$4,000, which is only 1.35% of the Commission's appropriation. Commissioner White moved approval of the proposed budget for 2014-2015. His motion was seconded by Commissioner Scholer and unanimously approved by a voice vote of the Commissioners. A copy of the approved budget is attached to these minutes as Exhibit A.

Informal Advice Provided by Executive Director

Mr. Harris had previously distributed to the Commissioners for their review and comment copies of ten separate questions that had come to him from lobbyists and his answers to those questions. Commissioners Abbs and White both had questions about the advice provided in response to question 1.17, and Commissioner Abbs had additional questions about the advice provided in response to question 2.84. After discussing Mr. Harris' answers to those questions, the Commissioners agreed that the ten sets of questions and answers could be added to the compilation of informal advice posted on the Commission's website. Certain editorial improvements in the ten sets of questions and answers were identified both during and after the

meeting. A copy of the ten sets of questions and the answers, as modified to incorporate the editorial improvements, is attached to these minutes as Exhibit B.

Discussion of Potential Use of Social Media

Assistant Director Amy Nicholson distributed a list of the Executive/Administrative Department agencies that are using social media and a copy of the guidelines for use of social media by those agencies. Ms. Nicholson indicated that some lobbyists have asked to receive important notices via social media, such as Twitter. She said that social media could be used to send notices of Commission meetings and filing deadlines. During the discussion that followed, Commissioner Scholer expressed her opinion that the Commission's top priority with respect to use of technology needs to be completion of the new data system. Commissioner Micon said that a purpose and mission statement should be developed before the Commission considers using social media. He also expressed his concern with increasing the drain on the Commission's limited staff and financial resources. In response to a question from Commissioner Scholer, Mr. Harris said that Legislative Services Agency does not utilize social media for agency communications. Commissioner Abbs stated that she has strong reservations about the Commission's potential use of social media and that she also is concerned about the amount of staff time that moving in that direction could require.

Data Base

Ms. Nicholson said that the writing of the project description for the new data system will be completed soon that the narrative is now over 180 pages. She indicated that testing with a focus group is scheduled for August and that phase one of the project is to be completed in time to have the basic registration and reporting components operational before October 1, 2014. Ms. Nicholson stated that subsequent phases will deal with enhancements to the system.

Staff Reports

Ms. Nicholson distributed copies of an updated report of expenditures by lobbyists for the November 1, 2012 through October 31, 2013 reporting year. She also distributed a revenue report comparing the Commission's total revenue to date for fiscal year 2013-2014 of \$346,509 with the Commission's total revenue of \$209,700 for all of Fiscal year 2012-2013. During a brief discussion of the reports, it was noted that the increase in registration fees and late fee collections have contributed to the significant growth in Commission revenues. Copies of the reports are attached to these minutes as Exhibits C and D, respectively.

Comments

Chairperson Abbs expressed her appreciation for the work of the Commission's staff, and she called for other comments from Commissioners or others in attendance. Jana Noble voiced her appreciation for all the help she had received from the Commission's staff.

Adjournment

There being no further business to come before the Commission, Commissioner Micon moved to adjourn the meeting. His motion was seconded by Commissioner Scholer and unanimously approved by a voice vote of the Commissioners. The time of adjournment was approximately 10:59 a.m.