

**Minutes**  
**Indiana Lobby Registration Commission**  
**Public Meeting**  
**November 20, 2014 9:00 a.m.**  
**Market Tower Conference Room**  
**10 W. Market Street**  
**Indianapolis, Indiana 46204**

**Members Present:** Jan Abbs, Sue Scholer, Joe Micon, and Terry White, with Commissioner Scholer participating by teleconference.

**Member Unable to Participate:** None

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

**Signed-In Attendees:** Robin Beck, Brad Boswell, Elizabeth Hodge, Brenda Kirch, Bonnie Lewis, Becca Polcz, Angela Toth, and Juliana Yanez.

**Call to Order**

On November 20, 2014, the public meeting of the Indiana Lobby Registration Commission was called to order at approximately 9:02 a.m. by the Chairperson of the Commission, Jan Abbs.

**Approval of Minutes**

Mr. Harris advised the Commissioners of a minor correction to the proposed minutes of the Commission's August 25, 2014 public meeting. Commissioner White moved approval of those minutes with the correction. His motion was seconded by Commissioner Micon and unanimously approved by a voice vote of the Commissioners.

**Late Fee Appeals**

Mr. Harris said staff anticipates that four of the five late fee appeals filed after August 20, 2014 will be resolved administratively and that the other late fee appeal will be withdrawn. As a result, no appeals were presented to the Commission for its consideration.

**Office Space for the Commission**

The Commissioners discussed a memorandum that Mr. Harris had prepared concerning the expiration of the Commission's current lease for suite 1760 in Market Tower and the need to secure suitable office space for the future. The memorandum included information about office space options that have been identified with the assistance of Colliers International. During the discussion, Mr. Harris said that the new owners of Market Tower have agreed to extend the Commission's current lease for suite 1760 lease for the month of June 2015 at the current rental

rate. He said this was good news because the annual term of any new lease will now align with the state's fiscal year.

During the discussion, Chairperson Abbs expressed her opinion that all of the identified sites were worthy of consideration. She also suggested that the Executive Director and General Counsel should have the freedom to work with Colliers International to negotiate a lease for what he considers to be the best option for the Commission. Chairperson Abbs noted that a new lease possibly could involve another option that comes to light during the negotiation process. She stated that Mr. Harris should keep the Commissioners informed as progress is made in securing a new lease. Commissioner Scholer expressed her appreciation for the work that had been done to date and the information provided to the Commissioners about office space options.

Following the discussion, Commissioner Micon moved that the Executive Director and General Counsel continue working with Colliers International to identify the best office space option for the Commission and to negotiate a lease for that space. His motion was seconded by Commissioner White and unanimously approved by a voice vote of the Commissioners.

### **Fiscal Year 2014-2015 Budget Report**

Mr. Harris reported on the status of the Commission's budget for fiscal year 2014-2015. He said that expenditures are in line with the budget and that there is no need to adjust the budget at this time. He indicated that the fiscal year 2014-2015 budget is an excellent starting point for development of the Commission's budget request for the 2015-2017 biennium.

### **Budget Request for the 2015-2017 Biennium**

Mr. Harris recommended that the Commission present its budget request for the 2015-2017 biennium to the House Ways and Means Committee and provide a copy of the request to staff of each of the four caucuses. He noted that the Commission followed that same procedure for submission of its budget request for the 2013-2015 biennium.

Mr. Harris then presented to the Commissioners the proposed budget request for the 2015-2017 biennium. He said that the proposed budget request includes a 3% increase per year for most of the line items. He noted, however, that the personal services request for fiscal year 2015-2016 includes an additional \$9,163 because there is an extra 27<sup>th</sup> payday during that fiscal year. He pointed out that the request for fiscal year 2015-16 also includes \$10,800 to cover potential office relocation or renovation expenses. In addition, he indicated that the amounts requested for office rent are based on the responses to the four requests for proposal issued for the Commission by Colliers International.

During the discussion of the biennial budget request, Mr. Harris reminded the Commissioners that he would be entitled to payment for 225 hours of accrued vacation leave if he were to retire during the 2015-2017 biennium. He said that the amount proposed for each fiscal year of the biennium does not include funds to cover that cost, which is estimated to be \$19,773. The Commissioners then discussed various options to address such an additional expense. Following that discussion, Commissioner White moved to increase the amount of the Commission's budget request for each fiscal year of the biennium by \$20,000. His motion

included the stipulation that the \$20,000 would be held in the Commission's internal reserve and only used if necessary to pay for accrued vacation leave upon Mr. Harris' retirement from state service. His motion was seconded by Commissioner Micon and unanimously approved by a voice vote of the Commissioners.

A copy of the budget request for the 2015-2017 biennium as approved by the Commission is attached to these minutes as Exhibit A.

#### **Database**

Ms. Nicholson provided a report on the progress that has been made with development of the Commission's new data system. Ms. Nicholson noted that the need to clean-up duplications in the drop down list of legislative persons prevented use of the new data system for the 2014-2015 registration statements. She said that progress is being made on the clean-up effort and that the new system will be operational for the activity reports due May 31, 2015.

#### **Staff Reports**

Mr. Harris said that all 84 audits of lobbyist activity reports for the November 1, 2012 through October 31, 2013 reporting year have been completed. He indicated that the audit process provides of good opportunity to make certain that there is a mutual understanding between staff and lobbyists of the reporting procedures that should be followed by lobbyists.

#### **Comments**

Chairperson Abbs called for comments from Commissioners or others in attendance. No additional comments were offered.

#### **Adjournment**

There being no further business to come before the Commission, Commissioner Scholer moved to adjourn the meeting. Her motion was seconded by Commissioner White and unanimously approved by a voice vote of the Commissioners. The time of adjournment was approximately 9:35 a.m.