

**MINUTES OF THE MARCH 21, 2016
MEETING OF THE WEST VIRGINIA ETHICS COMMISSION
PERSONNEL COMMITTEE
9:30 A.M.**

The March 21, 2016, meeting of the West Virginia Ethics Commission Personnel Committee was called to order in the Commission's Office located at 210 Brooks Street, Charleston, West Virginia, at 9:30 a.m., by Committee Chairperson Betty S. Ireland. Present in person at the meeting was Committee Chairperson Ireland. Committee Member Terry Walker and Ex-Officio Committee Member Robert J. Wolfe were present via teleconference. Committee Member Karen Disibbio was absent. Executive Director Rebecca L. Stepto and Special Assistant to the Executive Director M. Ellen Briggs, both from the Commission staff, were present.

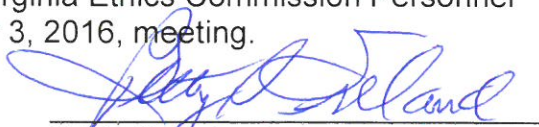
WHEREUPON, Committee Chairperson Ireland asked for approval of the Personnel Committee meeting minutes.

WHEREUPON, Committee Member Walker made a motion to approve the minutes of the January 7, 2016, meeting. Committee Chairperson Ireland gave a second, and the motion passed.

WHEREUPON, discussion ensued on the proposed adoption of the West Virginia Department of Administration's Employee Handbook for employees of the Ethics Commission. A motion was made by Ex-Officio Committee Member Wolfe that the West Virginia Department of Administration's Employee Handbook be adopted for employees of the Ethics Commission and that employees sign an acknowledgement form attesting to receipt of the Handbook. A second was given by Committee Member Walker, and the motion carried. Committee Chairperson Ireland reported for the record that the following policies previously approved by the Personnel Committee remain unchanged and in effect: Communications Policy; Notice of Taking Annual Leave; and Privacy Policy.

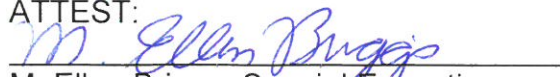
WHEREUPON, Committee Chairperson Ireland stated there were no more items for discussion. Committee Member Disibbio made a motion to adjourn, and Committee Member Walker seconded. The motion passed, and the meeting was adjourned.

The foregoing minutes of the West Virginia Ethics Commission Personnel Committee were approved at the November 3, 2016, meeting.



Betty S. Ireland
Personnel Committee Chairperson
West Virginia Ethics Commission

ATTEST:



M. Ellen Briggs, Special Executive
Assistant to the Executive Director
West Virginia Ethics Commission