

**Minutes of the September 7, 2017
Meeting of the West Virginia Ethics Commission**

The September 7, 2017, meeting of the West Virginia Ethics Commission was called to order in the Commission's office at 210 Brooks Street, Charleston, West Virginia, at 10:00 a.m. by Chairperson Robert J. Wolfe. Present in person were Chairperson Wolfe and Commissioners Lynn Davis, Betty S. Ireland, and Terry Walker. Participating by telephone were Commissioners Karen Disibbio, Robert Harman, Suzan Singleton, and Monté Williams. Commissioner Larry Tweel was absent. Executive Director Rebecca L. Stepto, General Counsel Kimberly B. Weber, Staff Attorney Theresa M. Kirk, Staff Attorney Derek A. Knopp, and Special Assistant to the Executive Director M. Ellen Briggs, all from the Commission staff, were present.

WHEREUPON, Chairperson Wolfe welcomed Commissioners Davis and Harman as members of the Ethics Commission.

WHEREUPON, Chairperson Wolfe asked for approval of the August 3 and August 18, 2017, Commission meeting minutes.

WHEREUPON, Commissioner Ireland made a motion to approve the minutes of August 3 and 18, 2017. Commissioner Disibbio gave a second. The motion passed, with Commissioners Davis and Harman abstaining from the vote.

WHEREUPON, Ms. Stepto gave a recap of the previous month.

WHEREUPON, Chairperson Wolfe called upon Ms. Stepto to present Employment Exemption requests.

WHEREUPON, Ms. Stepto presented Employment Exemption 2017-22 requested by Joseph D. Garcia, Senior Counsel to Legislation and Policy, Office of the Governor; Employment Exemption 2017-23 requested by Michael D. Lilly, Technical Section Head, Department of Transportation, Engineering Division, and Employment Exemption 2017-24 requested by Jason Pizatella, Deputy Chief of Staff, Office of the Governor. After discussion, Commissioner Ireland made a motion that Employment Exemption 2017-22 be ratified. Commissioner Walker gave a second, and the motion carried. Commissioner Ireland made a motion that Employment Exemption 2017-23 be ratified. Commissioner Walker gave a second, and the motion carried. Commissioner Ireland made a motion that Employment Exemption 2017-24 be ratified. Commissioner Disibbio gave a second, and the motion carried.

WHEREUPON, Chairperson Wolfe asked Ms. Kirk to present Advisory Opinion 2017-18.

WHEREUPON, Ms. Kirk presented proposed Advisory Opinion 2017-18 to the Commission for consideration. After discussion, a motion was made by Commissioner

Singleton to accept Advisory Opinion 2017-18 as presented. The motion was seconded by Commissioner Ireland and carried.

WHEREUPON, Chairperson Wolfe asked Ms. Kirk to present Advisory Opinion 2017-22 to the Commission.

WHEREUPON, Ms. Kirk presented proposed Advisory Opinion 2017-22 to the Commission for consideration. After discussion, a motion was made by Commissioner Ireland to accept Advisory Opinion 2017-22 as presented. The motion was seconded by Commissioner Walker and carried.

WHEREUPON, Chairperson Wolfe asked Mr. Knopp to present Contract Exemption 2017-05 to the Commission.

WHEREUPON, Mr. Knopp presented proposed Contract Exemption 2017-05 to the Commission for consideration. After discussion, a motion was made by Commissioner Walker to accept proposed Contract Exemption 2017-05. Commissioner Harman gave a second, and the motion carried.

WHEREUPON, Chairperson Wolfe asked Ms. Stepto to present the Miscellaneous agenda items.

WHEREUPON, the Commission reviewed purchases on the P-Card monthly report for July. Commissioner Singleton moved and Commissioner Ireland seconded that the report be accepted. The motion carried.

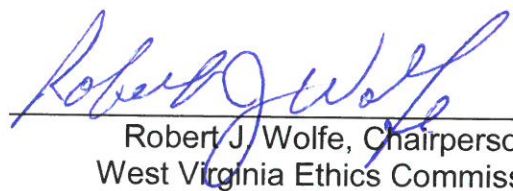
Commissioner Ireland gave the report of the Personnel Committee. She advised that the Committee reviewed and approved employee evaluations for Staff Attorney Andrew Herrick and Lobbyist Registrar/Receptionist Teri Anderson. Commissioner Ireland also reported that the Personnel Committee approved a salary increase for Ms. Anderson.

Ms. Stepto reported that she has updated the Safety Policy and Privacy Policy of the Ethics Commission. She advised that the Personnel Committee reviewed and recommended the adoption of both policies. Commissioner Ireland made a motion that the recommendation of the Personnel Committee to adopt the Safety Policy and Privacy Policy be approved. The motion was seconded by Commissioner Walker and carried.

WHEREUPON, Chairperson Wolfe stated there were no more items for discussion.

WHEREUPON, Commissioner Ireland made a motion to adjourn, and Commissioner Disibbio seconded. The motion passed, and the meeting was adjourned.

The foregoing minutes of the West Virginia Ethics Commission were approved at the Commission's October 5, 2017, meeting.



Robert J. Wolfe, Chairperson
West Virginia Ethics Commission

ATTEST:



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