

**Minutes of the May 4, 2017  
Meeting of the West Virginia Ethics Commission**

The May 4, 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 at the meeting were Chairperson Wolfe and Commissioners Betty S. Ireland and Lawrence Tweel. Commissioners Karen Disibbio, Suzan Singleton, Terry Walker and Monté Williams participated by telephone. Executive Director Rebecca L. Stepto, General Counsel Kimberly B. Weber, Staff Attorney Andrew R. Herrick, 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 asked for approval of the April 6, 2017, Commission meeting minutes.

WHEREUPON, Commissioner Tweel made a motion to approve the minutes of April 6, 2017. Commissioner Walker gave a second. The motion passed.

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 2017-11 requested by Justin D. Butler, Senior Financial Institution Examiner, Division of Financial Institutions, Department of Revenue; Employment Exemption 2017-12 requested by Phillip Williamson, Environmental Inspector, Department of Environmental Protection; Employment Exemption 2017-13 requested by William Kyle Stollings, Director, Department of Highways, Maintenance Division; and Employment Exemption 2017-14 requested by Lisa A. McClung, Executive Assistant to the Cabinet Secretary, Department of Environmental Protection. After discussion, Commissioner Ireland made a motion that Employment Exemptions 2017-11, 2017-12, 2017-13, and 2017-14 be ratified. Commissioner Tweel gave a second, and the motion carried.

WHEREUPON, Chairperson Wolfe called upon Ms. Kirk to present proposed Advisory Opinion 2017-13 for consideration.

WHEREUPON, Ms. Kirk presented proposed Advisory Opinion 2017-13 to the Commission for consideration. After discussion, a motion was made by Commissioner Tweel to accept the proposed Advisory Opinion. Commissioner Ireland gave a second, and the motion carried.

WHEREUPON, Chairperson Wolfe called upon Ms. Weber to present proposed Advisory Opinion 2017-14 for consideration.

WHEREUPON, Ms. Weber presented proposed Advisory Opinion 2017-14 to the Commission for consideration. After discussion, a motion was made by Commissioner Tweel to accept the proposed Advisory Opinion. Commissioner Disibbio gave a second, and the motion carried.

WHEREUPON, Chairperson Wolfe called upon Mr. Knopp to present proposed Advisory Opinion 2017-15 for consideration.

WHEREUPON, Mr. Knopp presented proposed Advisory Opinion 2017-15 to the Commission for consideration. After discussion, a motion was made by Commissioner Ireland to accept the proposed Advisory Opinion. Commissioner Tweel gave a second, and the motion carried.

WHEREUPON, the Commission reviewed the P-Card monthly report for March. Commissioner Tweel moved and Commissioner Ireland seconded that the report be accepted. The motion carried.

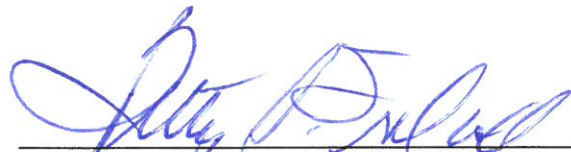
WHEREUPON, Chairperson Wolfe reported that H. F. Salsbery and Jennifer Narog Taylor have been selected to serve as Hearing Examiners for the Commission for fiscal year 2017-2018. A motion for approval of these contracts was given by Commissioner Tweel, and a second was given by Commissioner Ireland. The motion carried.

WHEREUPON, Ms. Stepto reported that she has updated and revised additional Commission Guidelines. A motion was made by Commissioner Tweel, seconded by Commissioner Ireland, and carried that the "Gift Guidelines" be approved as presented. A motion was made by Commissioner Ireland, seconded by Commissioner Tweel, and carried that the "Retirement Gifts and Events" Guideline be approved as presented. A motion was made by Commissioner Ireland, seconded by Commissioner Tweel, and carried that the "Door Prizes, Gifts and Giveaways at Conferences" Guideline be approved as presented.

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

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

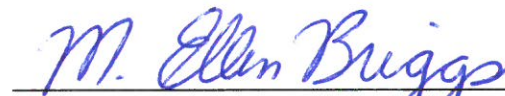
The foregoing minutes of the West Virginia Ethics Commission were approved at the June 1, 2017, meeting.



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Betty S. Ireland, Acting Chairperson  
West Virginia Ethics Commission

ATTEST:



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