

DRAFT

**Minutes of the January 17, 2018
Meeting of the Probable Cause Review Board of the
West Virginia Ethics Commission**

The January 17, 2018, meeting of the Probable Cause Review Board of the West Virginia Ethics Commission was called to order in the Commission's office at 210 Brooks Street, Charleston, West Virginia, at 1:30 p.m. by Chairperson James E. Shepherd, II. Present in person were Chairperson Shepherd and Board member Michael Kawash. Participating by telephone was Board member Dan Guida. General Counsel Kimberly B. Weber, Staff Attorney Andrew Herrick, Staff Attorney Derek Knopp, Staff Attorney Theresa M. Kirk, and Special Assistant to the Executive Director M. Ellen Briggs, all from the staff, were present.

WHEREUPON, Chairperson Shepherd called upon Ms. Kirk to present proposed changes to Procedural Rule, Title 158, Series 16, governing the investigation and administration of complaints by the Probable Cause Review Board. After discussion, a motion was made by Board member Kawash to approve the proposed changes to Procedural Rule, Title 158, Series 16, as presented. Board member Guida gave a second, and the motion carried.

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

WHEREUPON, Board member Kawash made a motion to adjourn, and Board member Guida seconded. The motion passed, and the meeting was adjourned.

The foregoing minutes of the Probable Cause Review Board of the West Virginia Ethics Commission were approved at the Board's _____ meeting.

James E. Shepherd, II, Chairperson
Probable Cause Review Board
West Virginia Ethics Commission

ATTEST:

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