1. Approve Minutes of November 7, 2019, meeting

2. Meeting dates for 2020
   - February 6
   - March 5
   - April 2
   - May 7
   - June 4
   - July 2
   - August 6
   - September 3
   - October 1
   - November 5
   - December 3

3. Recap of previous month (Ms. Stepto)

4. Respond to Employment Exemption requests (Ms. Stepto)

   **EE 2019-55**
   Aaron Gillispie, State Highway Engineer, Division of Highways, Department of Transportation

   **EE 2019-56**
   Edwin Clarkson, Technical Analyst, Gas Pipeline Safety Commission, Public Service Commission

   **EE 2019-57**
   Michael S. Adkins, Regional Program Manager, Division of Highways, Department of Transportation
5. Respond to Contract Exemption requests

**CE 2020-01** (Ms. Kirk)
The *Town of Fairview* seeks an exemption to hire Council members Don Pyles and Johnny Knotts as contract workers.

**CE 2020-02** (Ms. Kirk)
The *Town of Fairview* seeks an exemption to continue leasing a building from Town Council member Johnny Knotts while repairs are being made to Town Hall.

6. Miscellaneous

   (a) Approve modified Guideline entitled “W. Va. Code § 61-10-15 Governing County Officials and County Schools” (Ms. Stepto)
   (b) Approve P-card monthly report (Ms. Stepto)
   (c) Report from Administrative Law Judge Committee (Mr. Knopp)
   (d) Report from Personnel Committee (Mr. Walker)

7. Adjournment