

**Minutes of the December 7, 2017
Meeting of the West Virginia Ethics Commission
Personnel Committee**

The December 7, 2017, meeting of the West Virginia Ethics Commission Personnel Committee was called to order in the Commission's office at 210 Brooks Street, Charleston, West Virginia, at 9:15 a.m. by Committee Chairperson Betty S. Ireland. Present in person at the meeting were Committee Chairperson Ireland and Committee Member Lynn Davis. Committee Member Karen Disibbio and Ex-Officio Committee Member Robert J. Wolfe were present via teleconference. Committee Member Terry Walker was absent. Executive Director Rebecca L. Stepto, General Counsel Kimberly B. Weber, and Special Assistant to the Executive Director M. Ellen Briggs, all from the Commission staff, were present.

WHEREUPON, Committee Chairperson Ireland asked for approval of the Personnel Committee meeting minutes from September 7, 2017.

WHEREUPON, Committee Member Davis made a motion to approve the minutes of the September 7, 2017, meeting. Committee Member Disibbio gave a second, and the motion passed.

WHEREUPON, a motion was made by Committee Member Davis that the Committee go into Executive Session pursuant to W. Va. Code § 6-9A-4(b)(2)(A), relating to matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee unless the public officer or employee or prospective public officer or employee requests an open meeting. A second was given by Ex-Officio Committee Member Wolfe, and the motion carried. Ms. Briggs left the meeting room, and Ms. Weber left the meeting room for a portion of the Executive Session discussion.

WHEREUPON, the Committee returned to Public Session, and Ms. Briggs returned to the meeting room.

WHEREUPON, a motion was made by Committee Member Davis that the Personnel Committee accept the employee evaluations of M. Ellen Briggs, Theresa M. Kirk, Derek A. Knopp, and Kimberly B. Weber as presented and present acceptance to the full Commission in January 2018. Committee Member Disibbio seconded, and the motion carried.

WHEREUPON, a motion was made by Committee Member Disibbio to accept Ms. Stepto's response to the 2017 goals the Commission set for her and the goals she set for herself; to accept the 2018 goals set by the Commission and Ms. Stepto, and to report this to the full Commission in January 2018. Committee Member Davis gave a second, and the motion carried. Committee Chairperson Ireland asked Ms. Stepto to send these goals to the Commissioners prior to the January 2018 meeting.

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

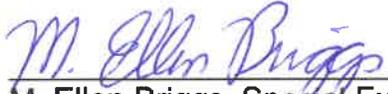
WHEREUPON, Committee Member Davis made a motion to adjourn, and Committee Member Disibbio seconded. The motion passed, and the meeting was adjourned.

The foregoing minutes of the West Virginia Ethics Commission Personnel Committee were approved at the December 6, 2018, 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