

**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**

James E. Shepherd, II, Board chairperson  
Dan Guida, Board member (by telephone)  
Michael Kawash, Board member  
Kimberly B. Weber, General Counsel  
Andrew Herrick, Staff Attorney  
Derek Knopp, Staff Attorney  
Theresa M. Kirk, Staff Attorney  
M. Ellen Briggs, Executive Assistant

**Procedural Rule**

Mr. 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 Mr. Kawash to approve the proposed changes to Procedural Rule, Title 158, Series 16, as presented. Mr. Guida gave a second, and the motion carried.

**Adjournment**

Mr. Shepherd stated there were no more items for discussion. Mr. Kawash made a motion to adjourn, and Mr. 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 July 21, 2021, meeting.



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Michael Kawash, Acting Chairperson  
Probable Cause Review Board  
West Virginia Ethics Commission

ATTEST:



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M. Ellen Briggs, Executive Assistant  
West Virginia Ethics Commission