

**MINUTES OF THE SEPTEMBER 1, 2016  
MEETING OF THE WEST VIRGINIA ETHICS COMMISSION**

The September 1, 2016, meeting of the West Virginia Ethics Commission was called to order in the Commission's Office located 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 Theresa M. Kirk, 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 August 4, 2016, Commission meeting minutes.

WHEREUPON, Commissioner Ireland made a motion to approve the minutes of August 4, 2016. Commissioner Tweel gave a second. The motion passed.

WHEREUPON, Chairperson Wolfe called upon Ms. Stepto to present Employment Exemption requests.

WHEREUPON, Ms. Stepto presented Employment Exemption 2016-22 requested by Carolyn L. Stuart, Ph.D., Executive Director of Herbert Henderson Office of Minority Affairs, West Virginia Office of the Governor; Employment Exemption 2016-23 requested by Jacqueline A. Proctor, Deputy Commissioner, West Virginia Bureau of Senior Services, West Virginia Office of the Governor; Employment Exemption 2016-24 requested by Joseph C. Thornton, Cabinet Secretary, West Virginia Department of Military Affairs and Public Safety; Employment Exemption 2016-25 requested by Peter G. Markham, General Counsel and Deputy Chief of Staff, West Virginia Office of the Governor; Employment Exemption 2016-26 requested by Kay Goodwin, Cabinet Secretary, West Virginia Department of Education and the Arts; and Employment Exemption 2016-27 requested by Martha B. McKee, Deputy Cabinet Secretary, West Virginia Department of Education and the Arts. After discussion, Commissioner Ireland made a motion that Employment Exemptions 2016-22, 2016-23, 2016-24, 2016-25, 2016-26, and 2016-27 be ratified. Commissioner Tweel gave a second, and the motion carried.

At this point, Commissioner Ireland asked Ms. Stepto to explain, for the record, the difference between an Employment Exemption and the revolving door policy, and Ms. Stepto did so.

WHEREUPON, Chairperson Wolfe called upon Ms. Weber to present proposed Advisory Opinion 2016-12 for consideration.

WHEREUPON, Ms. Weber presented proposed Advisory Opinion 2016-12 to the Commission for consideration. A motion was made by Commissioner Tweel to accept the proposed Advisory Opinion. Commissioner Singleton gave a second, and the motion passed unanimously.

WHEREUPON, Chairperson Wolfe called upon Ms. Kirk to present proposed Contract Exemption 2016-02 for consideration. Chairperson Wolfe declared a potential conflict of interest in this matter and left the meeting room. He designated Commissioner Ireland to serve as Chairperson for this agenda item.

WHEREUPON, Ms. Kirk presented proposed Contract Exemption 2016-02 to the Commission for consideration. A motion was made by Commissioner Tweel to accept the proposed Contract Exemption. Commissioner Walker gave a second, and the motion carried. After discussion, a motion was made by Commissioner Disibbio to amend the proposed Contract Exemption. Commissioner Tweel gave a second, and the motion carried. Subsequently, a motion was made by Commissioner Tweel to approve proposed Contract Exemption 2016-02 as amended. The motion was seconded by Commissioner Singleton, and the motion passed unanimously.

WHEREUPON, Chairperson Wolfe returned to the meeting room, and called upon Ms. Stepto to present Miscellaneous matters.

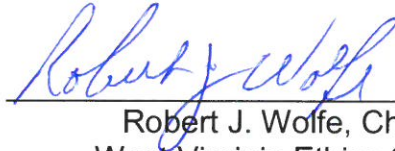
WHEREUPON, the Commission reviewed purchases on the P-Card monthly report for July. Commissioner Tweel moved and Commissioner Ireland seconded that the report be accepted. The motion carried.

Ms. Stepto reported that she updated some of the guidelines previously approved by the Commission and had created a new proposed guideline. A motion was made by Commissioner Ireland, seconded by Commissioner Singleton, and carried that the following amended or new guidelines be approved:

How to Obtain an Employment Exemption Before Looking for a New Job  
Voting Provisions of the Ethics Act  
What is the difference between Employment Exemptions and "Revolving  
Door" Prohibitions?  
How to Seek a Contract Exemption  
Public Officials' Use of Their Name or Likeness

WHEREUPON, Chairperson Wolfe stated there were no more items for discussion. Commissioner Ireland made a motion to adjourn, and Commissioner Tweel seconded. The motion passed, and the meeting was adjourned.

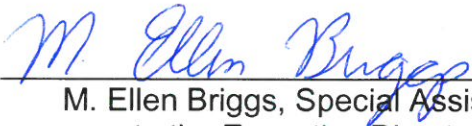
The foregoing minutes of the West Virginia Ethics Commission were approved at the October 6, 2016, meeting.



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Robert J. Wolfe, Chairperson  
West Virginia Ethics Commission

ATTEST:



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