

**MINUTES OF THE APRIL 7, 2016
MEETING OF THE WEST VIRGINIA ETHICS COMMISSION**

The April 7, 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 Suzan Singleton and Lawrence Tweel. Commissioners Betty S. Ireland and Terry Walker participated by telephone. Commissioners Karen Disibbio, Michael Greer, and Monté Williams were absent. Executive Director Rebecca L. Stepto, General Counsel Kimberly B. Weber, Deputy General Counsel Meridith O. Johnstone, Staff Attorney Theresa M. Kirk, Staff Attorney Derek Knopp, and Special Assistant to the Executive Director M. Ellen Briggs, all from the Commission staff, were present.

WHEREUPON, Chairperson Wolfe asked for permission to change the order of the agenda. The full Commission concurred.

WHEREUPON, Chairperson Wolfe requested Commissioner Singleton to read a RESOLUTION in honor of Commissioner Jack R. Buckalew. Commissioner Singleton read as follows:

WHEREAS, the West Virginia Ethics Commission mourns the passing of Commissioner Jack R. Buckalew on March 3, 2016;

WHEREAS, Commissioner Buckalew provided outstanding leadership and guidance to the West Virginia Ethics Commission;

WHEREAS, Commissioner Buckalew faithfully and with honor, integrity and great distinction served on the West Virginia Ethics Commission since 2005;

RESOLVED, that the West Virginia Ethics Commission formally acknowledges and extends its profound appreciation of Commissioner Buckalew for his many years of dedicated service to the State of West Virginia and the West Virginia Ethics Commission; and

RESOLVED FURTHER, that the original of this **RESOLUTION** be sent to Commissioner Buckalew's family and that this **RESOLUTION** be recorded in the official minutes of the West Virginia Ethics Commission this 7th day of April 2016.

A motion was made by Commissioner Singleton, seconded by Commissioner Tweel, and carried that this RESOLUTION be approved and the original be sent to Commissioner Buckalew's family.

WHEREUPON, Commissioner Wolfe asked for approval of the March 3, 2016, Commission meeting minutes.

WHEREUPON, Commissioner Tweel made a motion to approve the minutes of March 3, 2016. Commissioner Singleton gave a second. The motion passed.

WHEREUPON, Chairperson Wolfe reported on the 2016 dates for Commission meetings as:

May 5	June 2	July 7	August 4
September 1	October 6	November 3	December 1

WHEREUPON, Chairperson Wolfe called upon Ms. Stepto to give a recap of the previous month.

Ms. Stepto reported that Financial Disclosure Statements continue to be submitted. Staff has sent the Secretary of State a list of candidates for the Legislature, the Supreme Court and positions on the Board of Public Works who have not filed their Financial Disclosure Statements. Also, staff continues to correspond with county clerks regarding candidates for county offices who have not filed their Statements.

A report was given by Ms. Stepto that as of today, 50 complaints are on the docket. She reported that staff has made great progress in cutting the number of pending complaints in half, as compared to a year ago. This calendar year, as of yesterday, 39 verified complaints have been submitted, which is down from the last calendar year where 44 complaints were submitted. Ms. Stepto reported that a few complaints are stayed due to the upcoming election. Chairperson Wolfe thanked the staff and the Executive Director for working diligently on the backlog of complaints.

WHEREUPON, Chairperson Wolfe called upon Ms. Kirk to present proposed Contract Exemption 2016-01 for consideration.

WHEREUPON, Ms. Kirk presented proposed Contract Exemption 2016-01 to the Commission for consideration. After discussion, a motion was made by Commissioner Tweel to accept the proposed Contract Exemption as presented. The motion was seconded by Commissioner Singleton, and the motion passed unanimously.

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

WHEREUPON, Ms. Stepto presented Employment Exemption 2016-03 requested by Chuck Joseph, Environmental Inspector, West Virginia DEP Office of Environmental Enforcement; Employment Exemption 2016-04 requested by Karen Villanueva-Matkovich, General Counsel, West Virginia Department of Health and Human Resources; Employment Exemption 2016-05 requested by Andrew R. Pauley, Esq., General Counsel, West Virginia Offices of the Insurance Commissioner; and Employment Exemption 2016-06 requested by Ronald G. Smith, Deputy State Highway Engineer, Division of Highways. After discussion, Commissioner Singleton made a motion that Employment Exemptions 2016-03, 2016-04, 2016-05, and 2016-06 be ratified. Commissioner Tweel gave a second, and the motion carried.

WHEREUPON, Chairperson Wolfe called upon Ms. Stepto to present miscellaneous matters.

WHEREUPON, the Commission reviewed purchases on the P-Card monthly report for February. No corrections or additions were made to the report.

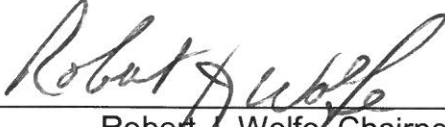
Ms. Stepto reported on the proposed revisions to 158 CSR 6 Legislative Rule relating to private gain. After discussion, a motion was made by Commissioner Singleton to accept the revisions made to the Rule and that the procedure be started to obtain Legislative approval of the Rule. Commissioner Ireland gave a second, and the motion carried.

Commissioner Ireland gave the report of the Personnel Committee. She reported that it is the recommendation of the Personnel Committee that the West Virginia Department of Administration's Employee Handbook be adopted as the Employee Handbook of the Ethics Commission and that the Ethics Commission policies (Notice of Taking Annual Leave; Communications Policy Statement; and Privacy Policy) be adopted. After discussion, a motion was made by Commissioner Ireland that the Personnel Committee's recommendations be ratified. A second was given by Commissioner Tweel, and the motion carried.

Commissioner Tweel requested an update on the William Perry matter. Ms. Stepto reported that no appeal was filed and the time period to file an appeal has passed.

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

The foregoing minutes of the West Virginia Ethics Commission were approved at the May 5, 2016, meeting.



Robert J. Wolfe, Chairperson
West Virginia Ethics Commission

ATTEST:



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