

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

The September 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 9:30 a.m., by Committee Chairperson Betty S. Ireland. Present in person at the meeting were Committee Chairperson Ireland, Committee Member Terry Walker, and Ex-Officio Committee Member Robert J. Wolfe. Committee Member Karen Disibbio was present via teleconference. Executive Director Rebecca L. Stepto and Special Assistant to the Executive Director M. Ellen Briggs, both from the Commission staff, were present.

WHEREUPON, Committee Chairperson Ireland asked for approval of the Personnel Committee meeting minutes from March 31, 2017.

WHEREUPON, Committee Member Walker made a motion to approve the minutes of the March 31, 2017, meeting. Committee Member Disibbio gave a second, and the motion passed.

WHEREUPON, Committee Chairperson Ireland requested Ms. Stepto to report on the revised Safety Policy for the Ethics Commission. After discussion, a motion was made by Committee Member Wolfe that the Safety Policy be accepted as presented. Committee Member Disibbio gave a second, and the motion carried.

WHEREUPON, Committee Chairperson Ireland requested Ms. Stepto to report on the revised Privacy Policy for the Ethics Commission. After discussion, a motion was made by Committee Member Disibbio that the Privacy Policy be accepted as presented. Committee Member Walker gave a second, and the motion carried.

WHEREUPON, a motion was made by Committee Member Walker 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 Committee Member Disibbio, and the motion carried. Ms. Briggs left the meeting room for a portion of the Executive Session discussion.

WHEREUPON, the Committee returned to Public Session.

WHEREUPON, a motion was made by Committee Member Walker that the Personnel Committee accept the employee evaluations of Teresa Anderson and Andrew Herrick as presented and that Ms. Anderson be given a \$3,000 yearly pay increase. Committee Member Wolfe seconded, and the motion carried.

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


WHEREUPON, Committee Member Wolfe made a motion to adjourn, and Committee Member Walker 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 7, 2017, 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