

# Commonwealth of Virginia

Walter S. Felton, Jr., Chair  
Patricia L. West, Vice Chair  
Chris Piper, Executive Director



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## Virginia Conflict of Interest and Ethics Advisory Council

### Meeting Minutes

December 10, 2015, 10:00 a.m.

Senate Room B, General Assembly Building

#### Council members present:

The Honorable Patricia L. West, Vice-Chair  
Senator Thomas K. Norment, Jr.  
Senator Janet D. Howell  
Delegate Jennifer L. McClellan  
Delegate Todd Gilbert  
Bernard L. Henderson, Jr.  
Sharon E. Pandak

#### Staff present:

Chris Piper, Executive Director  
Rebekah Stefanski, Staff Attorney  
Michelle LeGates, Filing Coordinator  
Iris Fuentes, Senior Operations Assistant

#### Council member absent:

Walter C. Erwin

#### Summary:

- I. Judge West called the meeting to order.
- II. The Council voted unanimously to elect Judge West as Chair.
- III. Mr. Piper presented the Executive Director report to the Council.
- IV. Old Business
  - A. Ms. Stefanski presented a memo on the Council duty of confidentiality.
  - B. Mr. Piper provided an update on filing deadline extensions.
- V. New Business

A. Formal Advisory Opinions

1. A motion was made to approve formal advisory opinion *2015-F-001 § 2.2-3103.1 Applicability of gift cap*, and the motion was seconded. The Council unanimously approved the formal advisory opinion.
2. A motion was made to approve formal advisory opinion *2015-F-002 § 2.2-3115 Commission filers*, and the motion was seconded. The Council unanimously approved the formal advisory opinion.
3. A motion was made to approve formal advisory opinion *2015-F-003 § 30-101 Professional organization membership*, and the motion was seconded. The Council unanimously approved the formal advisory opinion.
4. A motion was made to approve formal advisory opinion *2015-F-004 § 2.2-426 Lobbyist reporting of a banquet*, and the motion was seconded. The Council unanimously approved the formal advisory opinion.

B. Mr. Piper presented a staff recommendation for procedures for handling complaints submitted to the House and Senate Ethics Advisory Panels. A motion was made to approve staff's recommendation, and the motion was seconded. The Council unanimously approved the procedures.

C. Mr. Piper presented a staff recommendation for procedures for disputing gifts. A motion was made to approve staff's recommendation, and the motion was seconded. The Council unanimously approved the procedures.

D. Mr. Piper presented a staff recommendation for the travel waiver form and procedures. A motion was made to approve staff's recommendation, and the motion was seconded. The Council unanimously approved the procedures.

E. Mr. Piper presented the Council with the Conflict of Interest and Ethics Advisory Council report to the General Assembly and Governor. A motion was made to approve the report, and the motion was seconded. The Council unanimously approved the report.

VI. Judge West asked for public comment.

LaBravia Jenkins spoke to the Council regarding transactional immunity. Va. Code § 2.2-3121.

VII. Judge West made a motion to adjourn; it was seconded and confirmed unanimously.