

Pete W. Stout, III, Chair  
Patricia L. West, Vice-Chair  
G. Stewart Petoe, Executive Director



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**Meeting Minutes  
November 8, 2018, 11:00 a.m.  
Senate Room 3, Capitol Building**

Council Members present:

Delegate Todd Gilbert  
Delegate Matthew James  
Walter C. Erwin  
Bernard L. Henderson, Jr.  
Sharon E. Pandak

Council Members absent:

Senator Thomas K. Norment, Jr.  
The Honorable Pete W. Stout, III, Chair  
The Honorable Patricia L. West, Vice-Chair  
Senator Janet D. Howell

Staff present:

Stewart Petoe, Executive Director  
Rebekah Stefanski, Attorney  
Elizabeth Sundberg, Filing Coordinator  
Valerie Mizzell, Administrative

**Summary:**

- I. Mr. Erwin made a motion to have a temporary Chair preside over the meeting in the absence of Judge Stout and Judge West. The motion was seconded by Delegate James and unanimously approved by the Council. Delegate Gilbert made motion for Delegate James to be temporary Chair. The motion was seconded by Mr. Erwin and unanimously approved by the Council. Delegate James called the meeting to order at 11:16 a.m.
- II. Ms. Pandak requested a motion to approve meeting minutes from the July 2018 Council Meeting. The motion was seconded by Mr. Erwin and unanimously approved by the Council.
- III. Mr. Petoe presented the following proposed legislative change to the Council for their approval: Amending subsection D of § 30-355 of the Code of Virginia, which provides that the Council would no longer be required to meet quarterly, but instead would meet upon a call of a majority of the members. The Council also would continue to meet upon the call of the Chair, as is currently stated in the subsection. Mr. Erwin made a motion to approve this change in the required meeting schedule of the Council. The motion was seconded and unanimously approved by the Council.

- IV. Mr. Petoe presented for approval the Annual Report. Ms. Pandak made a motion to include in the Annual Report a statement that the Council was willing to work with the General Assembly in making any necessary changes to the Conflict(s) of Interests Acts, and with this inclusion to approve the Annual Report. The motion was seconded and unanimously approved by the Council.
- V. There was no additional public comment.
- VI. Delegate James adjourned the meeting at 11:27 a.m.

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