

Pete W. Stout, III
Chair

G. Stewart Petoe
Executive Director



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Meeting Minutes
November 19, 2019, 1:00 p.m.
Senate Room 3, Capitol Building

Council Members present:

Delegate C. Todd Gilbert
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
Senator Janet D. Howell

Staff Members present:

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

Staff Members absent:

Rebekah Stefanski, Attorney

Summary:

- I. Ms. Pandak made a motion to have Mr. Erwin act as Chairman Pro Tem in the absence of a Council Chair. The motion was seconded by Delegate Gilbert and unanimously approved by the Council. Mr. Erwin called the meeting to order at 1:30 p.m.
- II. Mr. Erwin requested a motion to approve meeting minutes from the November 8, 2018, Council meeting. Delegate Gilbert made a motion to approve. The motion was seconded by Ms. Pandak and unanimously approved by the Council.
- III. Mr. Petoe presented for approval a memorandum describing a new Council operational procedure: Destruction of Old Disclosure Forms. Ms. Pandak made a motion to approve. The motion was seconded by Mr. Henderson and unanimously approved by the Council.

- IV. Mr. Petoe presented for approval a memorandum describing a new Council operational procedure: Erroneously Filed Disclosure Forms. After discussion, Mr. Henderson made a motion to approve. The motion was seconded by Ms. Pandak and unanimously approved by the Council.
- V. Ms. Sundberg presented a sample of the new COIA training modules. It was well-received by Council.
- VI. Mr. Petoe presented two possible legislative recommendations:
 - 1. Clarifying that the Council can provide guidance to constitutional officers and legislators on employment opportunities and Virginia's revolving-door statutes.
 - 2. Authorizing the Council and local clerks to redact email address from forms that are publicly disclosed.

After discussion, Ms. Pandak made a motion to approve both recommendations. The motion was seconded by Delegate Gilbert and unanimously approved by the Council.

- VII. Mr. Petoe presented a draft of the Council's Annual Report. Mr. Henderson made a motion to approve the Annual Report. The motion was seconded by Ms. Pandak and unanimously approved by the Council.
- VIII. Mr. Erwin asked for public comment. No public comment was given.
- IX. Mr. Erwin adjourned the meeting at 2:10 p.m.