

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



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**Meeting Minutes**  
**August 17, 2016, 12:00 p.m.**  
**Senate Room B, General Assembly Building**

Council members present:

The Honorable Patricia L. West, Chair  
Senator Thomas K. Norment, Jr.  
Senator Janet D. Howell  
Delegate Jennifer L. McClellan  
Bernard L. Henderson, Jr.  
Walter C. Erwin  
Sharon E. Pandak

Staff present:

Stewart Petoe, Executive Director  
Mark Vucci, Acting Director of the Division of Legislative Services  
Rebekah Stefanski, Staff Attorney

Council members absent:

Delegate Todd Gilbert  
The Honorable Pete W. Stout, III, Vice-Chair

**Summary:**

- I. Judge West called the meeting to order at 12:07 p.m. She informed the Council and the public that there would be no public comment on the subject of the new proposed forms that day due to time constraints. She stated that the Council will be accepting public comment on the proposed forms by email for 30 days after the meeting.
- II. Mr. Vucci introduced Stewart Petoe, Executive Director.
- III. Ms. Stefanski presented the draft versions of the Conflict of Interest forms. She explained that the goal in creating the new forms was to promote consistency, with a focus on making the forms more user friendly. Ms. Stefanski explained each form in detail, pointing out the changes that were made to the current forms.

- IV. Mr. Vucci made a presentation recapping the June 15 filing deadline and discussed what an appeals process for Filing Deadline Extensions would involve.
- V. Mr. Vucci recommended that the Council extend the ability to grant extension requests to Mr. Petoe. Mr. Erwin made a motion to do so. The motion was seconded by Senator Howell and unanimously approved by the Council.
- VI. Judge West asked for public comment on any matter other than the draft forms. She noted that the forms are available for review on the Council website. She stated again that public comment on the draft forms would be accepted via email for 30 days after the meeting.
- VII. Judge West adjourned the meeting at 1:42 p.m.