**DRAFT MINUTES**

**STATE ETHICS COMMISSION**

Special Meeting -November 27, 2018

6 Baldwin Street

Room 315

Montpelier, VT 05633

Present were Commission members Madeline Motta, Chris Davis, Julie Hulburd and Suzanne Lowensohn, and Executive Director, Brian Leven. Commission member Sarah Biolsi Vangel participated by teleconference.

1. Madeline Motta called the meeting to order at 10:03 am.
2. The purpose of the meeting was to discuss personnel issues raised by the Executive Director. Given the nature of the issues to be addressed, Chris Davis moved to enter into executive session for that discussion; Sarah Biolsi Vangel seconded; motion passed unanimously.
3. Chris Davis moved to exit executive session; Julie Hulbard seconded; motion passed unanimously.
4. As a result of the Commission’s discussion and consideration of the employment and personnel issues raised, the Commission voted to act as follows:
   1. Sarah Biolsi Vangel moved that the Commission accept the Executive Director’s offer to resign his position; Chris Davis seconded and the motion passed unanimously. The motion was amended by Sarah Biolsi Vangel to include that the resignation will be effective as soon as a meeting could be scheduled with Madeline Motta, Julie Hulburd and Brian Leven; Chris Davis seconded and the amendment was unanimously approved.
   2. Sarah Biolsi Vangel moved that the Commission extend an offer of employment for the executive director position to a prior candidate and that the Chair, Madeline Motta, have authority to negotiate the terms of that offer with a salary between the original starting salary of the current executive director and up to seven percent more; Suzanne Lowensohn seconded and the motion passed unanimously.
   3. Sarah Biolsi Vangel moved to authorize the Chair to approach another prior candidate, with experience with ethics commissions, regarding acting as a consultant for the Commission and to obtain a proposal from that person regarding their terms of service for the Commission to consider at its next meeting; Chris Davis seconded and the motion passed unanimously.
5. The Commission confirmed the dates and times set for its next two regular meetings as December 5, 2018 at 1 pm and January 9, 2018 at 10 am.
6. Chris Davis moved to adjourn; Suzanne Lowensohn seconded; motion passed unanimously. The Commission adjourned at 11:42 am.