



**AGENDA**

**Full Council Meeting  
March 23, 2026 at 12P  
109 War Memorial Drive  
Berkeley Springs, WV 25411**

**Join Zoom Meeting:  
<https://us02web.zoom.us/j/87584646834>  
Meeting ID: 875 8464 6834  
One tap mobile  
+13017158592,,87584646834# US**

1. Welcome and Introductions
  - a. Roll call of members and guests
2. Call to Order
3. Approval of Agenda
4. Approval of Minutes from December 8, 2025 Meeting
5. Approval of Financial Report as of February 28, 2026 (unaudited)
6. Staff Reports
  - a. MPO Director Report
  - b. Executive Director Report
7. Discussion and Action Item
  - a. Presentation of Financial Statements – Charli Heilmann
    - i. Acceptance of FY25 audit
  - b. Approval of minutes from the February 13, 2026 meeting of the Finance Committee
  - c. Approval of minutes from the February 17, 2026 meeting of the Personnel Committee
    - i. Approval of recommendation to adopt proposed Social Media Policy
    - ii. Approval of recommendation to adopt proposed Artificial Intelligence Policy
    - iii. Approval of recommendation to adopt proposed Trump Accounts Policy
  - d. Approval of recommendation from the Finance and Personnel Committees with respect to the adoption of the proposed Employee Incentive Policy
  - e. Discussion regarding credit card limit proposed amounts; approval of recommendation to increase credit card limits, as discussed
  - f. Discussion regarding Assistant Director compensation during Executive Director FMLA; recommendation to increase compensation during absence
  - g. Discussion regarding FOIA fee schedule; recommendation to adopt FOIA fee policy

8. Executive Session, possible – Regarding legal action as it relates to development project
9. Citizen and Member Comments
10. Next Full Council Meeting – June 8, 2025, Berkeley County, Location TBD
11. Adjournment