

**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 of the following:
  - a. December 8, 2025 Full Council Meeting
  - b. February 13, 2026 Finance Committee Meeting
  - c. February 17, 2026 Personnel Committee Meeting
5. Approval of Financial Report as of February 28, 2026 (unaudited)
6. Presentation of Financial Statements – Charli Heilmann
7. Executive Session, possible – Regarding legal action as it relates to development project
8. Discussion and Action Item
  - a. Approval of recommendation from the Finance and Personnel Committees with respect to the adoption of the proposed Employee Incentive Policy (see committee minutes)
  - b. Approval of recommendation to adopt proposed Social Media Policy (see committee minutes)
  - c. Approval of recommendation to adopt proposed Artificial Intelligence Policy (see committee minutes)
  - d. Approval of recommendation to adopt proposed Trump Accounts Policy (see committee minutes)
  - e. Discussion/action regarding credit card limit proposed amounts; approval of recommendation to increase credit card limits (see committee minutes)

- f. Discussion/action regarding Assistant Director compensation during Executive Director FMLA; recommendation to increase compensation during absence (see committee minutes)
  - g. Discussion/action regarding FOIA fee schedule; recommendation to adopt FOIA fee policy
  - h. Acceptance of FY25 audit
9. Staff Reports
- a. MPO Director Report
  - b. Executive Director Report
10. Citizen and Member Comments
11. Next Full Council Meeting – June 8, 2025, Berkeley County, Location TBD
12. Adjournment