

# **West Virginia Ethics Commission**

## **Meeting Minutes January 2, 2020**

The January 2, 2020, meeting of the West Virginia Ethics Commission was called to order in the Commission's office at 210 Brooks Street, Charleston, West Virginia, at 10:00 a.m. by Chairperson Robert J. Wolfe.

### **Present**

Robert J. Wolfe, Commission chairperson  
Lynn Davis, Commission member  
Terry Walker, Commission member  
Lindsey C. Ashley, Commission member (by telephone)  
Robert Harman, Commission member (by telephone)  
Suzan Singleton, Commission member (by telephone)  
Larry Tweel, Commission member (by telephone)  
Rebecca L. Stepto, Executive Director  
Kimberly B. Weber, General Counsel  
Theresa M. Kirk, Staff Attorney  
Derek Knopp, Staff Attorney  
M. Ellen Briggs, Special Assistant to the Executive Director

### **Absent**

Karen Disibbio, Commission member  
Monté Williams, Commission member

### **Approval of minutes**

Mr. Harman made a motion to approve the minutes of the Commission's November 7, 2019, meeting. Ms. Singleton seconded the motion, which passed with Ms. Davis abstaining since she was not present at that meeting.

### **Recap of previous month**

Ms. Stepto provided a summary of news and developments relating to the Ethics Commission during the previous month.

### **Employment Exemptions**

EE 2019-55: Aaron Gillispie, State Highway Engineer, Division of Highways, Department of Transportation

EE 2019-56: Edwin Clarkson, Technical Analyst, Gas Pipeline Safety Commission, Public Service Commission

EE 2019-57: Michael S. Adkins, Regional Program Manager, Division of Highways, Department of Transportation

EE 2019-58: James T. Collins, Assistant District Engineer, Division of Highways, Department of Transportation

EE 2019-59: Joseph A. Pack, Transportation Engineering Technician-Senior, Division of Highways, Department of Transportation

Mr. Walker moved that Employment Exemptions 2019-55, 2019-56, 2019-57, 2019-58 and 2019-59 be ratified. Ms. Davis seconded the motion, which passed unanimously.

#### **Contract Exemption 2020-01**

Mr. Wolfe called upon Ms. Kirk to present Contract Exemption 2020-01, which was requested by the Town of Fairview, to the Commission for its consideration. Ms. Kirk presented the proposed Contract Exemption. Ms. Singleton moved to accept the Contract Exemption. Mr. Walker seconded the motion, which passed unanimously.

#### **Contract Exemption 2020-02**

Mr. Wolfe called upon Ms. Kirk to present Contract Exemption 2020-02, which was requested by the Town of Fairview, to the Commission for its consideration. Ms. Kirk presented the proposed Contract Exemption. Ms. Singleton moved to accept the Contract Exemption. Mr. Harman seconded the motion, which passed unanimously.

#### **Approve Modified Guideline**

Mr. Wolfe called upon Ms. Stepto to give a summary of the proposed changes to the Guideline entitled "W. Va. Code § 61-10-15 Governing County Officials and County Schools." A motion was made by Mr. Walker to approve this Guideline as presented. Ms. Davis seconded the motion, which passed unanimously.

#### **Approve P-card Monthly Report**

The Commission reviewed purchases on the P-card monthly report for November 2019. Mr. Walker moved that the report be accepted as presented. Ms. Davis seconded the motion, which passed unanimously.

### **Report from Administrative Law Judge Committee**

Mr. Knopp summarized for the Commission Administrative Law Judge Advisory Opinion 2019-01-R, which was issued by the Administrative Law Judge Committee during a meeting on November 7, 2019.

### **Report from Personnel Committee**

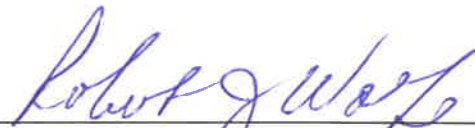
A motion was made by Ms. Davis that the Commission go into executive session pursuant to W. Va. Code § 6-9A-4(b)(2)(A), relating to matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee. Mr. Harman seconded the motion, which passed unanimously. All staff, except Ms. Stepto, left the meeting room. Ms. Stepto left the meeting room for a portion of the meeting.

The Commission returned to public session, and Ms. Stepto and Ms. Briggs returned to the meeting room. A motion was made by Mr. Walker that the Commission accept the evaluations of all staff as presented by Ms. Stepto. Ms. Singleton seconded the motion, which passed unanimously.

### **Adjournment**

Ms. Davis made a motion to adjourn, and Mr. Harman seconded the motion. The motion passed unanimously, and the meeting was adjourned.

The foregoing minutes of the West Virginia Ethics Commission were approved at the Commission's February 6, 2020, meeting.



Robert J. Wolfe, Chairperson  
West Virginia Ethics Commission

ATTEST:



M. Ellen Briggs, Special Assistant  
to the Executive Director  
West Virginia Ethics Commission