

West Virginia Ethics Commission

Meeting Minutes December 5, 2024

The December 5, 2024, 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 Wolfe. Commissioners and the public were invited to attend in person, via video link, and via telephone.

Present

Robert J. Wolfe, Commission chairperson
Joshua Cottle, Commission member (by telephone)
Lynn Davis, Commission member (by telephone)
Karen Disibbio, Commission member (by telephone)
Jordan K. Herrick, Commission member
Suzan Singleton, Commission member (virtual)
Terry Walker, Commission member (virtual)
Kimberly B. Weber, Executive Director
John Roush, Interim General Counsel
Rachel Carpenter, Executive Assistant

Absent

D. Blake Carter, Jr., Commission member
Robert Harman, Commission member

Approval of Minutes

Ms. Singleton made a motion to approve the minutes of the Commission's November 7, 2024, meeting. Ms. Disibbio seconded the motion, and the motion carried as follows:

Cottle – aye
Davis – aye
Disibbio – aye
Herrick - aye
Singleton – aye
Walker - abstain
Wolfe – aye

Recap of Previous Month

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

Employment Exemption Requests

Ms. Weber asked the Commission to ratify the following temporary employment exemptions that she had granted since the last Commission meeting.

EE 2024-75

Alanna J. Keller, Deputy Secretary Transportation/Deputy Commissioner Highways, Department of Transportation, Division of Highways

EE 2024-76

William R. Murray, Transportation Engineer Senior, Department of Transportation Division of Highways

EE 2024-77

Toni L. Rogers, Statewide Inspection Supervisor, Department of Transportation, Division of Highways

EE 2024-78

Matt D. Crum, Assistant Director-Construction, Department of Transportation, Division of Highways

EE 2024-79

Cammie Chapman, Deputy Secretary, Department of Human Services, Children and Adult Services

EE 2024-80

Larry Shea, Senior Highway Engineer, Department of Transportation, Division of Highways

Ms. Singleton moved that Employment Exemptions 2024-75 through 2024-80 be ratified. Ms. Disibbio seconded the motion, and the motion carried as follows:

Cottle – aye
Davis – aye
Disibbio – aye
Herrick – aye
Singleton – aye
Walker - aye
Wolfe – aye

Advisory Opinion Requests

Mr. Wolfe called upon Mr. Roush to present [Advisory Opinion 2024-10](#) to the Commission for consideration. Mr. Roush presented the proposed Advisory Opinion. Ms. Singleton made a motion that the Advisory Opinion be approved as presented. Ms. Disibbio seconded the motion, and the motion carried as follows:

Cottle – aye
Davis – aye
Disibbio – aye
Herrick – aye
Singleton – aye
Walker - aye
Wolfe – aye

Mr. Wolfe called upon Ms. Weber to present [Advisory Opinion 2024-11](#) to the Commission for consideration. Ms. Weber presented the proposed Advisory Opinion. Ms. Singleton made a motion that the Advisory Opinion be approved as presented. Ms. Disibbio seconded the motion, and the motion carried as follows:

Cottle – aye
Davis – aye
Disibbio – aye
Herrick – aye
Singleton – aye
Walker - aye
Wolfe – aye

Approve Purchasing Card Monthly Report

The Commission reviewed the purchasing card monthly report for October 2024. Ms. Weber reported that invoices were available for review and recommended that the purchases be approved. A motion was made by Ms. Singleton to approve the report as presented. Ms. Davis seconded the motion, and the motion carried as follows. The purchasing card monthly report is attached to these minutes and incorporated herein.

Cottle – aye
Davis – aye
Disibbio – aye
Herrick - aye
Singleton – aye
Walker - aye
Wolfe – aye

Executive Session

Mr. Wolfe announced the agenda item to renew the lease agreement for office space located at 210 Brooks Street, Suite 300, Charleston and asked for a motion to move to Executive Session. A motion was made by Ms. Singleton to move to Executive Session pursuant to the attorney-client privilege and W. Va. Code § 6-9A-4(9), which states that executive session is permissible: “(9) To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public,

might adversely affect the financial or other interest of the state or any political subdivision.” Ms. Davis seconded, and the motion was carried as follows:

- Cottle – aye
- Davis – aye
- Disibbio – aye
- Herrick - aye
- Singleton – aye
- Walker - aye
- Wolfe – aye

Public Session

The Commission returned to public session. Mr. Wolfe asked for a motion to accept the new lease agreement. A motion was made by Mr. Herrick to renew the lease agreement for office space located at 210 Brooks Street, Suite 300, Charleston. Ms. Singleton seconded, and the motion carried as follows:


- Cottle – aye
- Davis – aye
- Disibbio – aye
- Herrick - aye
- Singleton – aye
- Walker - aye
- Wolfe – aye

Adjournment

Ms. Singleton made a motion to adjourn, and Ms. Davis seconded the motion. The motion carried as follows, and the meeting was adjourned.

- Cottle – aye
- Davis – aye
- Disibbio – aye
- Herrick – aye
- Singleton – aye
- Walker - aye
- Wolfe – aye

The foregoing minutes of the West Virginia Ethics Commission were approved at the Commission's February 6, 2025, meeting.



Robert J. Wolfe, Chairperson
West Virginia Ethics Commission

ATTEST:



Rachel Y. Carpenter, Executive Assistant
West Virginia Ethics Commission

West Virginia Ethics Commission P-Card Report for October 2024 prepared by Rachel Carpenter

Transaction Date	Vendor	Item Description	Date Reconciled	Amount
10/3/2024	ENTERPRISE RENT A CAR	RENTAL CAR FOR KIM TO TRAVEL FOR TRAINING		\$124.02
10/8/2024	AMAZON	LEXMARK PRINTER CARTRIDGE		\$149.95
10/9/2024	OGLEBAY	HOTEL FOR KIM FOR TRAINING		\$154.46
10/10/2024	PITNEY BOWES	MAIL MACHINE LEASE PAYMENT		\$216.00
10/7/2024	STATIONERS	LASER PRINTER TONER CARTRIDGE		\$148.78
10/8/2024	STATIONERS	STORAGE BOXES FOR OFFICE		\$53.52
10/14/2024	AMAZON	PLANTRONICS HEADSET FOR MR. ELLAM		\$158.00
			Total	\$1,004.73