

# West Virginia Ethics Commission

## Meeting Minutes

May 2, 2024

The May 2, 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 Robert J. 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)  
Suzan Singleton, Commission member (virtually)  
Terry L. Walker, Commission member (by telephone)  
Kimberly B. Weber, Executive Director  
Theresa M. Kirk, General Counsel  
M. Ellen Briggs, 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 April 4, 2024, meeting. Ms. Davis seconded the motion, and the motion carried as follows:

Cottle – aye  
Davis – aye  
Disibbio – abstained  
Singleton – aye  
Walker – aye  
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 2024-23**

Joshua D. Norris, Transportation Engineering Technologist (TRETENO),  
Department of Transportation, Division of Highways

### **EE 2024-24**

Michael R. Jones, Chemist 3, Environmental and Coatings Section,  
Department of Transportation, Division of Highways

### **EE 2024-25**

Gary Franklin Foster, Director, West Virginia Office of Miners' Health,  
Safety, and Training

### **EE 2024-26**

Laken R. Workman, Transportation Engineering Technician Associate,  
Department of Transportation, Division of Highways

### **EE 2024-27**

Chase T. Lindsey, Bridge Engineer (Acting), Department of Transportation,  
Division of Highways

### **EE 2024-28**

Hannah F. Urban, D5 Environmental Coordinator (Acting), Department of  
Transportation, Division of Highways

### **EE 2024-29**

Emilee Hitt, Transportation Engineer Trainee 2, Engineering Division,  
Department of Transportation, Division of Highways

### **EE 2024-30**

Nancy L. Davidson, Division Manager II, Department of Transportation,  
Division of Highways

### **EE 2024-31**

Brett R. Settles, Transportation Engineer Trainee 3, Department of  
Transportation, Division of Highways

Ms. Davis moved that Employment Exemptions 2024-23 through 2024-31 be ratified.  
Ms. Singleton seconded the motion, and the motion carried as follows:

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

### **School Board Advisory Opinion 2024-02**

Mr. Wolfe called upon Ms. Weber to present [School Board Advisory Opinion 2024-02](#) to the Commission for consideration. Ms. Weber presented the proposed School Board Advisory Opinion. Ms. Singleton made a motion that the School Board Advisory Opinion be approved as presented. Ms. Disibbio seconded the motion, and the motion carried as follows:

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

### **School Board Advisory Opinion 2024-03**

Mr. Wolfe called upon Ms. Kirk to present [School Board Advisory Opinion 2024-03](#) to the Commission for consideration. Ms. Kirk presented the proposed School Board Advisory Opinion and answered questions from the Commission. Ms. Singleton made a motion that the School Board Advisory Opinion be approved as presented. Ms. Davis seconded the motion, and the motion carried as follows:

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

### **Approve Purchasing Card Monthly Report**

The Commission reviewed the purchasing card monthly report for March 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:

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

**Guideline - Prohibited County Contracts with County Officials and County School Board Employees**

Ms. Kirk reported that staff developed a guideline titled [Prohibited County Contracts with County Officials and County School Board Employees](#). A motion was made by Ms. Singleton that this guideline be approved as presented. Ms. Davis seconded the motion, and the motion carried as follows:

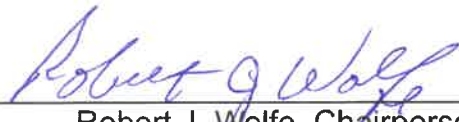
Cottle – aye  
Davis – aye  
Disibbio – aye  
Singleton – aye  
Walker – aye  
Wolfe – aye

**Adjournment**


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

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

The foregoing minutes of the West Virginia Ethics Commission were approved at the Commission's June 6, 2024, meeting.

  
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Robert J. Wolfe, Chairperson  
West Virginia Ethics Commission

ATTEST:

  
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M. Ellen Briggs, Executive Assistant  
West Virginia Ethics Commission