

# West Virginia Ethics Commission

## Meeting Minutes June 6, 2024

The June 6, 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  
D. Blake Carter, Jr., Commission member (by telephone)  
Joshua Cottle, Commission member (by telephone)  
Lynn Davis, Commission member (by telephone)  
Karen Disibbio, Commission member (by telephone)  
Robert Harman, 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

### Approval of Minutes

Ms. Singleton made a motion to approve the minutes of the Commission's May 2, 2024, meeting. Ms. Disibbio seconded the motion, and the motion carried as follows:

Carter – aye  
Cottle – not present  
Davis – aye  
Disibbio – aye  
Harman – aye  
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 2024-32**

Danielle Cox, Chief Information Security Officer, Office of Technology

### **EE 2024-33**

Daniel J. Rollins, Transportation Engineer Associate, District 5, Department of Transportation, Division of Highways

### **EE 2024-34**

Andrew Lore, IT Procurement and Business Services Manager, Office of Technology

### **EE 2024-35**

Joshua Howell, Construction Engineer, Department of Transportation, Division of Highways

### **EE 2024-36**

Donna J. Hardy, Assistant Director, Safety Advancement, Department of Transportation, Division of Highways

### **EE 2024-37**

Tommy Hively, HTRETCN – D-1 Utilities Supervisor, Department of Transportation, Division of Highways

### **EE 2024-38**

Raymond Scott Eplin, Assistant Deputy Secretary of Transportation, Department of Transportation

### **EE 2024-39**

Sarah Leigh Runyon, Assistant Director (Transportation Engineer Senior), Department of Transportation, Division of Highways

### **EE 2024-40**

Marvin W. Carder, Jr., D06, Construction Area Supervisor (HTRETCN), Department of Transportation, Division of Highways

### **EE 2024-41**

Levi I. Whetzel, TENGTR, Department of Transportation, Division of Highways

**EE 2024-42**

Robert L. Pennington, District Engineer, Department of Transportation,  
Division of Highways

Mr. Harman moved that Employment Exemptions 2024-32 through 2024-42 be ratified. Ms. Disibbio seconded the motion, and the motion carried as follows:

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

**Advisory Opinion 2024-03**

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

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

**Contract Exemption 2024-01**

Mr. Wolfe called upon Ms. Weber to present [Contract Exemption 2024-01](#) to the Commission for consideration. Ms. Weber presented the proposed Contract Exemption and answered questions from the Commission. Mr. Walker made a motion that the Contract Exemption be approved as presented. Ms. Davis seconded the motion, and the motion carried as follows:

Carter – aye  
Cottle – aye  
Davis – aye  
Disibbio – aye  
Harman – aye

Singleton – aye  
Walker – aye  
Wolfe – aye

### **Contract Exemption 2024-02**

Mr. Wolfe called upon Ms. Kirk to present [Contract Exemption 2024-02](#) to the Commission for consideration. Ms. Kirk presented the proposed Contract Exemption and answered questions from the Commission. Mr. Carter made a motion that the Contract Exemption be approved as presented. Ms. Disibbio seconded the motion, and the motion carried as follows:

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

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

The Commission reviewed the purchasing card monthly report for April 2024. Ms. Weber reported that invoices were available for review and recommended that the purchases be approved. A motion was made by Mr. Carter to approve the report as presented. Ms. Disibbio seconded the motion, and the motion carried as follows:

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

### **Proposed Legislative Rules Governing Lobbyists and Forms**

Ms. Kirk reported on proposed Legislative Rules governing lobbyists, Title 158, Series 12, Lobbying, and Title 158, Series 20, Forms. Ms. Kirk discussed the technical changes to the Rules and outlined one substantive provision relating to the grassroots lobbying provision. After questions from the Commission, a motion was made by Mr. Carter that the Commission authorize staff to file the proposed legislative rules with the Secretary of State's Office for public comment. Ms. Davis seconded the motion, and the motion carried as follows:


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

### Adjournment

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

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

The foregoing minutes of the West Virginia Ethics Commission were approved at the Commission's July 11, 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