

West Virginia Ethics Commission

Meeting Minutes

April 3, 2025

The April 3, 2025, 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
JR Carter, Commission member (virtual)
Lynn Davis, Commission member (by telephone)
Karen Disibbio, Commission member (by telephone)
Robert Harman, Commission member (by telephone)
Jordan K. Herrick, Commission member (virtual)
Suzan Singleton, Commission member (virtual)
Terry Walker, Commission member (virtual)
Kimberly B. Weber, Executive Director
John Roush, Interim General Counsel
John N. Ellem, Deputy General Counsel
Rachel Carpenter, Executive Assistant

Absent

Joshua Cottle, Commission member

Approval of Minutes

Ms. Singleton made a motion to approve the minutes of the Commission's March 6, 2025, meeting. Ms. Disibbio seconded the motion, and the motion carried as follows:

Carter – aye
Davis – aye
Disibbio – aye
Harman - aye
Herrick - 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 2025-10

Dakota R. Smith, Transportation Engineer Associate, Department of Transportation, Division of Highways

EE 2025-11

Chad Toney, Director Right of Way Division, Department of Transportation, Division of Highways

EE 2025-12

Eric Mauzy, Environmental Inspector Supervisor, Department of Environmental Protection

EE 2025-13

Shane McComas, Civil Rights Compliance Systems Manager, Department of Transportation, Division of Highways

Mr. Carter moved that Employment Exemptions 2025-10 through 2025-13 be ratified. Mr. Walker seconded the motion, and the motion carried as follows:

Carter - aye
Davis – aye
Disibbio – aye
Harman - aye
Herrick – aye
Singleton – aye
Walker - aye
Wolfe – aye

Advisory Opinion Request

Mr. Wolfe called upon Mr. Ellem to present Advisory Opinion 2025-04 to the Commission for consideration. Mr. Ellem presented the proposed Advisory Opinion. Ms. Disibbio made a motion that the Advisory Opinion be approved as presented. Mr. Carter seconded the motion, and the motion carried as follows:

Carter – aye
Davis – aye
Disibbio – aye
Harman - aye
Herrick – aye
Singleton – aye
Walker - aye
Wolfe – aye

Contract Exemption Request

Mr. Wolfe called upon Ms. Weber to present Contract Exemption 2025-03 to the Commission for consideration. Ms. Weber presented the proposed Contract Exemption and answered questions from the Commission. After discussion, 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
Davis – aye
Disibbio – aye
Harman - aye
Herrick - aye
Singleton – aye
Walker - aye
Wolfe – aye

Approve Purchasing Card Monthly Report

The Commission reviewed the (attached) purchasing card monthly report for February 2025. 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. The purchasing card monthly report is attached to these minutes and incorporated herein.

Carter – aye
Davis – aye
Disibbio – aye
Harman - aye
Herrick - aye
Singleton – aye
Walker - aye
Wolfe – aye

Executive Session

Mr. Wolfe announced the agenda item to discuss and approve attorney personnel changes 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. Mr. Carter seconded, and the motion was carried as follows:


Carter - aye
Davis - aye
Disibbio -aye
Harman - aye
Herrick - aye
Singleton - aye
Walker- aye
Wolfe - aye

Adjournment

The Commission returned to public session. Mr. Wolfe asked for a motion to adjourn the meeting. Mr. Carter made a motion to adjourn, and Ms. Singleton seconded the motion. The motion carried as follows, and the meeting was adjourned.

Carter – 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 June 5, 2025, meeting.



Terry Walker, Acting Chairperson
West Virginia Ethics Commission

ATTEST:



Rachel Y. Carpenter, Executive Assistant
West Virginia Ethics Commission