

West Virginia Ethics Commission

Meeting Minutes

June 5, 2025

The June 5, 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 Acting Chairperson Walker. Commissioners and the public were invited to attend in person, via video link, and via telephone.

Present

Terry Walker, Acting Chairperson (in-person)
JR Carter, Commission member (virtual)
Josh Cottle 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)
Kimberly B. Weber, Executive Director
John Roush, General Counsel
John N. Ellem, Deputy General Counsel
Rachel Carpenter, Executive Assistant

Absent

Robert Wolfe, Commission Chairperson

Approval of Minutes

Ms. Singleton made a motion to approve the minutes of the Commission's April 3, 2025, meeting. Mr. Harman seconded the motion, and the motion carried as follows:

Carter – aye
Cottle -aye
Davis – aye
Disibbio – aye
Harman - aye
Herrick - aye
Singleton – aye
Walker - 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 2025-14

Janie Adkins, Transportation Engineer Trainee 2, Department of Transportation, Division of Highways

EE 2025-15

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

EE 2025-16

Jason Wandling, General Counsel, Department of Environmental Protection

EE 2025-17

Grant Dickson, Transportation Contract Specialist, Department of Transportation, Division of Highways

EE 2025-18

Travis M. Rose, Data Manager, TRET-Senior, Department of Transportation, Division of Highways

EE 2025-19

Scott G. Mandirola, Deputy Cabinet Secretary, Department of Environmental Protection

EE 2025-20

Myra Couch, Transportation Engineering Technician, Department of Transportation, Division of Highways

EE 2025-21

Jason Foster, Chief Engineer of Development and Interim District 2 Engineer, Department of Transportation, Division of Highways

EE 2025-22

Aaron Kahle, Highway Engineer Trainee 2, Department of Transportation, Division of Highways

EE 2025-23

Tommy George, Environmental Resource Program Manager I, Department of Transportation, Division of Highways

EE 2025-24

Jamie Hoffmann, Program Manager, Department of Economic Development, Office of Broadband

Mr. Harman moved that Employment Exemptions 2025-14 through 2025-24 be ratified. Ms. Singleton seconded the motion, and the motion carried as follows:

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

Advisory Opinion Request

Mr. Walker called upon Mr. Roush to present [Advisory Opinion 2025-05](#) 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:

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

Approve Purchasing Card Monthly Report

The Commission reviewed the (attached) purchasing card monthly report for April 2025. Ms. Weber reported that invoices were available for review and recommended that the purchases be approved. Mr. Walker asked for a vote to be made by the Commission to approve the purchasing card report for April 2025 by asking Ms. Carpenter to take roll call. The purchasing card monthly report is attached to these minutes and incorporated herein. The roll call went as follows for approval:

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

Prohibited County Contracts with County Officials and County School Employees Guideline

The Commission reviewed the updated guideline for [Prohibited County Contracts for County Officials and County School Employees](#). Ms. Weber asked that the Commission approve the updated Guideline for publishing on the Commission's website. Mr. Walker called for a motion to approve. Mr. Harman made a motion that the updated Guideline 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
Herrick - aye
Singleton – aye
Walker - aye

Executive Session

Mr. Walker announced the agenda item to discuss the Personnel Committee Report. A motion was made by Ms. Singleton to move to 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. Walker then called for the roll. The roll call went as follows to approve moving to Executive Session:

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

Personnel Committee Report

The Commission returned to public session. Mr. Walker asked for roll call. Mr. Harman did not return to the public meeting. Mr. Walker then asked for a motion to accept the report submitted by the Personnel Committee. Ms. Singleton made a motion to accept the report, and Ms. Davis seconded the motion. The motion carried as follows:

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

Adjournment

Mr. Walker asked for a motion to adjourn the meeting. Mr. Carter made a motion to adjourn, and Ms. Davis seconded the motion. The motion carried as follows, and the meeting was adjourned.

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

The foregoing minutes of the West Virginia Ethics Commission were approved at the Commission's August 7, 2025, meeting.



Terry Walker, Acting Chairperson
West Virginia Ethics Commission

ATTEST:



Rachel Y. Carpenter, Executive Assistant
West Virginia Ethics Commission