

West Virginia Ethics Commission

Meeting Minutes March 6, 2025

The March 6, 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
Joshua Cottle, Commission member (by telephone)
Lynn Davis, Commission member (by telephone)
Karen Disibbio, 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
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 February 6, 2025, meeting. Ms. Davis seconded the motion, and the motion carried as follows:

Cottle – aye
Davis – aye
Disibbio – 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 2025-07

James Wilkinson, TRET Materials Technician Inspector, Department of Transportation, Division of Highways

EE 2025-08

Carlos Semple-Perriea, Senior Transportation Chemist, Material Controls, Soils and Testing Division, Department of Transportation, Division of Highways

EE 2025-09

Joseph D. Little, Transportation Engineering Technician, Department of Transportation, Division of Highways

Ms. Singleton moved that Employment Exemptions 2025-07 through 2025-09 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 Request

Mr. Wolfe called upon Ms. Weber to present [Advisory Opinion 2025-03](#) to the Commission for consideration. Ms. Weber presented the proposed Advisory Opinion. Ms. Davis made a motion that the Advisory Opinion be approved as presented. Ms. Singleton seconded the motion, and the motion carried as follows:

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

School Board Advisory Opinion Request

Mr. Wolfe called upon Mr. Roush to present [School Board Advisory Opinion 2025-01](#) to the Commission for consideration. Mr. Roush 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. Disibbio seconded the motion, and the motion carried as follows:

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

Contract Exemption Requests

Mr. Wolfe called upon Ms. Weber to present [Contract Exemption 2025-01](#) to the Commission for consideration. Ms. Weber presented the proposed Contract Exemption and answered questions from the Commission. After discussion, Ms. Singleton made a motion that the Contract Exemption be approved as presented. Ms. Davis seconded the motion, and the motion carried as follows:

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

Mr. Wolfe called upon Ms. Weber to present [Contract Exemption 2025-02](#) to the Commission for consideration. Ms. Weber presented the proposed Contract Exemption and answered questions from the Commission. Ms. Singleton made a motion that the Contract Exemption be approved as presented. Mr. Cottle 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 (attached) purchasing card monthly report for January 2025. 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. Disibbio seconded the motion, and the motion carried as follows. The purchasing card monthly report is attached to these minutes and incorporated herein.

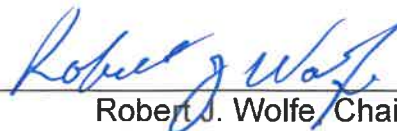
Cottle – aye
Davis – aye
Disibbio – aye
Herrick - aye
Singleton – aye
Walker - aye
Wolfe – aye

Adjournment

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

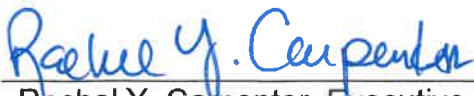
Cottle – aye
Davis – aye
Disibbio – aye
Herrick – aye
Singleton – aye
Walker - aye
Wolfe – aye

The foregoing minutes of the West Virginia Ethics Commission were approved at the Commission's April 3, 2025, meeting.



Robert J. Wolfe, Chairperson
West Virginia Ethics Commission

ATTEST:



Rachel Y. Carpenter, Executive Assistant
West Virginia Ethics Commission