

## 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