

**Minutes of the March 7, 2019  
Meeting of the West Virginia Ethics Commission**

The March 7, 2019, 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. Also present in person were Commissioners Lindsey Ashley, Karen Disibbio, and Terry Walker. Participating by telephone were Commissioners Lynn Davis, Robert Harman, and Suzan Singleton. Commissioners Lawrence Tweel and Monté Williams were absent. Executive Director Rebecca L. Stepto, General Counsel Kimberly B. Weber, Staff Attorney Theresa M. Kirk, Staff Attorney Derek A. Knopp, and Special Assistant to the Executive Director M. Ellen Briggs, all from the Commission staff, were present.

WHEREUPON, Chairperson Wolfe asked for approval of the February 7, 2019, Commission meeting minutes.

WHEREUPON, Commissioner Disibbio made a motion to approve the minutes of February 7, 2019. Commissioner Ashley gave a second, and the motion passed.

WHEREUPON, Chairperson Wolfe changed the order of the agenda to move agenda item AO 2019-04 after agenda item CE 2019-01 to accommodate a Commissioner's conflict of interest.

WHEREUPON, Ms. Stepto gave a recap of the previous month.

WHEREUPON, Chairperson Wolfe called upon Ms. Stepto to present the Employment Exemption requests.

WHEREUPON, Ms. Stepto presented Employment Exemption 2019-21 requested by Charles "Neal" Vance IV, Executive Director, Department of Transportation, Public Port Authority; Employment Exemption 2019-22 requested by Keith Loar, Area Construction Supervisor, Department of Transportation, Division of Highways; Employment Exemption 2019-23 requested by Lawrence E. Heater, Transportation Worker 3, Department of Transportation, Division of Highways, and Employment Exemption 2019-24 requested by Erin K. Hunter, Acting Deputy Commissioner (temporary) and General Counsel, Offices of the Insurance Commissioner. Commissioner Walker made a motion that Employment Exemptions 2019-21, 2019-22, 2019-23, and 2019-24 be ratified. Commissioner Singleton gave a second, and the motion carried.

WHEREUPON, Chairperson Wolfe called upon Mr. Knopp to present proposed Advisory Opinion 2019-03 for consideration.

WHEREUPON, Mr. Knopp presented proposed Advisory Opinion 2019-03. After discussion, a motion was made by Commissioner Disibbio to accept proposed Advisory

Opinion 2019-03 as presented. Commissioner Harman gave a second, and the motion carried.

WHEREUPON, Chairperson Wolfe called upon Ms. Weber to present proposed Advisory Opinion 2019-05 for consideration.

WHEREUPON, Ms. Weber presented proposed Advisory Opinion 2019-05. After discussion, a motion was made by Commissioner Ashley to accept proposed Advisory Opinion 2019-05 as presented. Commissioner Disibbio gave a second, and the motion carried.

WHEREUPON, Chairperson Wolfe called upon Mr. Knopp to present proposed Advisory Opinion 2019-06 for consideration.

WHEREUPON, Mr. Knopp presented proposed Advisory Opinion 2019-06. After discussion, a motion was made by Commissioner Walker to accept proposed Advisory Opinion 2019-06 as presented. Commissioner Ashley gave a second, and the motion carried.

WHEREUPON, Chairperson Wolfe called upon Mr. Knopp to present proposed Advisory Opinion 2019-07 for consideration.

WHEREUPON, Mr. Knopp presented proposed Advisory Opinion 2019-07. After discussion, a motion was made by Commissioner Walker to accept proposed Advisory Opinion 2019-07 as presented. Commissioner Disibbio gave a second, and the motion carried with Commissioner Singleton opposed.

WHEREUPON, Chairperson Wolfe called upon Ms. Kirk to present proposed Contract Exemption 2019-01 for consideration.

WHEREUPON, Ms. Kirk presented proposed Contract Exemption 2019-01. After discussion, a motion was made by Commissioner Disibbio to accept proposed Contract Exemption 2019-01 as presented. Commissioner Walker gave a second, and the motion carried.

WHEREUPON, Chairperson Wolfe called upon Ms. Kirk to present proposed Advisory Opinion 2019-04 for consideration. Commissioner Singleton declared a conflict of interest in this matter, left the conference call, and did not return for the remainder of the meeting.

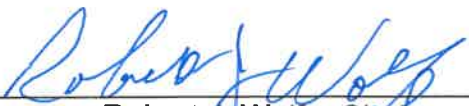
WHEREUPON, Ms. Kirk presented proposed Advisory Opinion 2019-04. After discussion, a motion was made by Commissioner Walker to accept proposed Advisory Opinion 2019-04 as presented. Commissioner Ashley gave a second, and the motion carried.

WHEREUPON, the Commission reviewed purchases on the P-Card monthly report for January. Commissioner Harman moved, and Commissioner Disibbio seconded, that the report be accepted. The motion carried.

WHEREUPON, Chairperson Wolfe stated there were no more items for discussion.

WHEREUPON, Commissioner Walker made a motion to adjourn, and Commissioner Disibbio seconded. The motion passed, and the meeting was adjourned.

The foregoing minutes of the West Virginia Ethics Commission were approved at the Commission's April 4, 2019, meeting.

  
\_\_\_\_\_  
Robert J. Wolfe, Chairperson  
West Virginia Ethics Commission

ATTEST:

  
\_\_\_\_\_  
M. Ellen Briggs, Special Assistant  
to the Executive Director  
West Virginia Ethics Commission