

**Minutes of the October 4, 2018  
Meeting of the West Virginia Ethics Commission**

The October 4, 2018, 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 Betty S. Ireland, who was appointed by Chairperson Robert J. Wolfe to serve in his physical absence at today's meeting. Also present in person were Commissioners Suzan Singleton and Larry Tweel. Participating by telephone were Chairperson Wolfe and Commissioners Lynn Davis, Karen Disibbio, Robert Harman, and Terry Walker. Commissioner Monté Williams was absent. General Counsel Kimberly B. Weber, Staff Attorney Andrew Herrick, Staff Attorney Derek Knopp, and Special Assistant to the Executive Director M. Ellen Briggs, all from the Commission staff, were present.

WHEREUPON, Acting Chairperson Ireland asked for approval of the September 6, 2018, Commission meeting minutes.

WHEREUPON, Commissioner Tweel made a motion to approve the minutes of September 6, 2018. Commissioner Singleton gave a second, and the motion passed.

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

WHEREUPON, Acting Chairperson Ireland called upon Ms. Weber to present the Employment Exemption requests.

WHEREUPON, Ms. Weber presented Employment Exemption 2018-43 requested by Danielle Boyd, Managing General Counsel, Lottery Commission; Employment Exemption 2018-44 requested by J. Darby Clayton, Regional Construction Engineer, Department of Transportation, Division of Highways; Employment Exemption 2018-45 requested by Stephen T. Rumbaugh, PE, Deputy State Highway Engineer, Department of Transportation, Division of Highways; Employment Exemption 2018-46 requested by Jimmy Wriston, Chief Transportation Engineer/Special Programs Manager, Department of Transportation, Division of Highways; Employment Exemption 2018-47 requested by Terry Burns, Quality Assurance Training Program Administrator, Department of Transportation, Division of Highways; Employment Exemption 2018-48 requested by Donna J. Hardy, PE, Mobility and Safety Engineer, Department of Transportation, Division of Highways; Employment Exemption 2018-49 requested by Brandi G. Krofcheck, Intelligent Transportation System (ITS) and Lighting Engineer, Department of Transportation, Division of Highways; Employment Exemption 2018-50 requested by Bruce F. Miller, Transportation Engineering Technician Senior, Department of Transportation, Division of Highways, and Employment Exemption 2018-51 requested by Kimberly D. Hoover, Chemist I, Department of Transportation, Division of Highways. Commissioner Singleton made a motion that Employment Exemptions 2018-43, 2018-44, 2018-45, 2018-46, 2018-47, 2018-48, 2018-49, 2018-50, and 2018-51 be ratified. Commissioner Tweel gave a second, and the motion carried.

WHEREUPON, Acting Chairperson Ireland called upon Mr. Knopp to present proposed Contract Exemption 2018-06 for consideration.

WHEREUPON, Mr. Knopp presented proposed Contract Exemption 2018-06. A motion was made by Commissioner Singleton to accept proposed Contract Exemption 2018-06. Commissioner Tweel gave a second and discussion ensued. After discussion, a motion for amendment was given by Commissioner Singleton. Commissioner Walker seconded the motion, and the motion carried. Upon further discussion, Commissioner Tweel made a motion to further amend the proposed Contract Exemption. Commissioner Singleton gave a second, and the motion carried. A motion was made by Commissioner Singleton and seconded by Commissioner Tweel that Contract Exemption 2018-06 be accepted with the two amendments. The motion carried.

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

WHEREUPON, Acting Chairperson Ireland requested Ms. Weber to discuss the revisions to the Commission's Records Retention and Disposal Schedule.

WHEREUPON, Ms. Weber reported on the following two minor changes: (1) to correct "Commission-Created Documents" to "Commission-Specific Documents" on the Table of Contents, and (2) to add "Disclosures of Interested Parties to Contracts" to the listing of records to be retained as a "Support Services Record" on page 11. A motion was made by Commissioner Singleton to approve the Commission's Records Retention and Disposal Schedule with the two aforementioned changes. Commissioner Tweel gave a second, and the motion carried.

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

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

The foregoing minutes of the West Virginia Ethics Commission were approved at the Commission's November 1, 2018, meeting.

*FOR Robert J. Wolfe*  
Betty S. Ireland, Acting Chairperson  
West Virginia Ethics Commission

ATTEST:  
*M. Ellen Briggs*  
M. Ellen Briggs, Special Assistant  
to the Executive Director  
West Virginia Ethics Commission