

**MINUTES OF THE OCTOBER 6, 2016
MEETING OF THE WEST VIRGINIA ETHICS COMMISSION**

The October 6, 2016, meeting of the West Virginia Ethics Commission was called to order in the Commission's Office located at 210 Brooks Street, Charleston, West Virginia, at 10:00 a.m., by Chairperson Robert J. Wolfe. Present in person at the meeting were Chairperson Wolfe and Commissioners Betty S. Ireland and Terry Walker. Commissioners Karen Disibbio, Suzan Singleton, and Monté Williams participated by telephone. Commissioner Lawrence Tweel was 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 September 1, 2016, Commission meeting minutes.

WHEREUPON, Commissioner Ireland made a motion to approve the minutes of September 1, 2016. Commissioner Walker gave a second. The motion passed.

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

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

WHEREUPON, Ms. Stepto presented Employment Exemption 2016-28 requested by Karen L. Bowling, Cabinet Secretary, West Virginia Department of Health and Human Resources; Employment Exemption 2016-29 requested by Mark Matkovich, Tax Commissioner, West Virginia State Tax Department; Employment Exemption 2016-30 requested by Robert W. Wilson, Environmental Resources Analyst, West Virginia Department of Environmental Protection, Division of Mining and Reclamation; Employment Exemption 2016-31 requested by Robert E. Roswall, Commissioner, West Virginia Bureau of Senior Services; Employment Exemption 2016-32 requested by John F. Herholdt, Jr., Director, Division of Energy, West Virginia Department of Commerce; Employment Exemption 2016-33 requested by Robert S. Kiss, Cabinet Secretary, West Virginia Department of Revenue; Employment Exemption 2016-34 requested by Dixie M. Billheimer, Chief Executive Officer, West Virginia Center for Professional Development; Employment Exemption 2016-35 requested by Jennelle H. Jones, Deputy General Counsel, West Virginia Department of Administration; and Employment Exemption 2016-36 Jeremiah Samples, Deputy Secretary, West Virginia Department of Health and Human Resources. After discussion, Commissioner Ireland made a motion that Employment Exemptions 2016-28, 2016-29, 2016-30, 2016-31, 2016-32, 2016-33, 2016-34, 2016-35, and 2016-36 be ratified. Commissioner Walker gave a second, and the motion carried.

WHEREUPON, Chairperson Wolfe called upon Ms. Weber to present proposed Advisory Opinion 2016-13 for consideration.

WHEREUPON, Ms. Weber presented proposed Advisory Opinion 2016-13 to the Commission for consideration. A motion was made by Commissioner Ireland to accept the proposed Advisory Opinion. Commissioner Walker gave a second, and the motion passed unanimously.

WHEREUPON, Chairperson Wolfe called upon Mr. Knopp to present proposed Contract Exemption 2016-03 for consideration.

WHEREUPON, Mr. Knopp presented proposed Contract Exemption 2016-03 to the Commission for consideration. A motion was made by Commissioner Ireland to accept the proposed Contract Exemption. Commissioner Walker gave a second, and the motion passed unanimously.

WHEREUPON, Chairperson Wolfe called upon Mr. Knopp to present proposed Contract Exemption 2016-04 for consideration.

WHEREUPON, Mr. Knopp presented proposed Contract Exemption 2016-04 to the Commission for consideration. A motion was made by Commissioner Ireland to accept the proposed Contract Exemption. Commissioner Singleton gave a second, and the motion passed.

WHEREUPON, Chairperson Wolfe called upon Ms. Kirk to present proposed Contract Exemption 2016-05 for consideration.

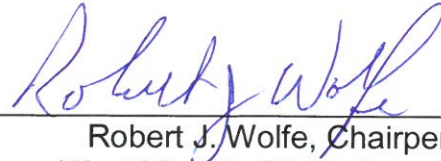
WHEREUPON, Ms. Kirk presented proposed Contract Exemption 2016-05 to the Commission for consideration. A motion was made by Commissioner Ireland to accept the proposed Contract Exemption. Commissioner Singleton gave a second, and the motion passed unanimously.

WHEREUPON, Chairperson Wolfe called upon Ms. Stepto to present Miscellaneous matters.

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

WHEREUPON, Chairperson Wolfe stated there were no more items for discussion. Commissioner Ireland 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 November 3, 2016, meeting.



Robert J. Wolfe, Chairperson
West Virginia Ethics Commission

ATTEST:



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