

West Virginia Ethics Commission

Meeting Minutes

April 4, 2024

The April 4, 2024, 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. Commissioners and the public were invited to attend in person, via video link, and via telephone.

Present

Robert J. Wolfe, Commission chairperson
D. Blake Carter, Jr., Commission member (by telephone)
Lynn Davis, Commission member (by telephone)
Robert Harman, Commission member (by telephone)
Suzan Singleton, Commission member (virtually)
Terry L. Walker, Commission member (by telephone)
Kimberly B. Weber, Executive Director
Theresa M. Kirk, General Counsel
Andrew R. Herrick, Staff Attorney
John E. Roush, Staff Attorney
M. Ellen Briggs, Executive Assistant

Absent

Joshua Cottle, Commission member
Karen Disibbio, Commission member

Approval of Minutes

Mr. Carter made a motion to approve the minutes of the Commission's March 7, 2024, meeting. Ms. Singleton seconded the motion, and the motion carried as follows:

Carter – aye
Davis – aye
Harman – 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. She reported that Mr. Herrick resigned his

position as Staff Attorney to accept a position in the private sector. His last day is April 12, 2024. Mr. Wolfe thanked Mr. Herrick for his many years of service.

Mr. Wolfe also thanked Commission members who served on more than one Committee over the last several years. In light of the new appointments of Mr. Cottle and Mr. Carter to the Commission, Mr. Wolfe reported that he made the following changes and additions to the Committees:

Administrative Law Judge Committee: Suzan Singleton (Chairperson), Joshua Cottle, Karen Disibbio, Robert Harman, J.R. Carter (alternate)

Open Governmental Meetings Act Committee: Lynn Davis (chairperson), Suzan Singleton, Terry Walker, Robert Harman (alternate)

Personnel Committee: Terry Walker (Chairperson), Lynn Davis, Karen Disibbio, Joshua Cottle (alternate), Bob Wolfe, Ex-Officio

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 2024-14

Justin B. Smith, District 3 Engineer/Manager, Department of Transportation, Division of Highways

EE 2024-15

Matthew A. Mongold, Highway Engineer Trainee, Department of Transportation, Division of Highways

EE 2024-16

Steven D. Boggs, Assistant Director, Publications, Department of Transportation, Division of Highways

EE 2024-17

Cecil B. Shrader, III, Assistant Director, Right of Way, Department of Transportation, Division of Highways

EE 2024-18

Steven T. Egnor, District Surface Inspector, Office of Miners' Health, Safety, and Training

EE 2024-19

Jennelle H. Jones, Attorney, Office of Technology

EE 2024-20

Deidra Begley, Assistant Director, Alternative Project Delivery, Technical Support, Department of Transportation, Division of Highways

EE 2024-21

Rebecca Epperly, Project Manager, Department of Transportation, Division of Highways

EE 2024-22

Travis M. Rose, Data Manager, TRET, Senior, Department of Transportation, Division of Highways

Ms. Singleton moved that Employment Exemptions 2024-14 through 2024-22 be ratified. Ms. Davis seconded the motion, and the motion carried as follows:

Carter – aye
Davis – aye
Harman – aye
Singleton – aye
Walker – aye
Wolfe – aye

Advisory Opinion 2024-02

Mr. Wolfe called upon Mr. Herrick to present [Advisory Opinion 2024-02](#) to the Commission for consideration. Mr. Herrick presented the proposed Advisory Opinion and answered questions from the Commission. Ms. Singleton 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
Harman – aye
Singleton – aye
Walker – aye
Wolfe – aye

Approve Purchasing Card Monthly Report

The Commission reviewed the purchasing card monthly report for February 2024. Ms. Weber reported that invoices were available for review and recommended that the purchases be approved. A motion was made by Mr. Harman to approve the report as presented. Mr. Carter seconded the motion, and the motion carried as follows:

Carter – aye
Davis – aye
Harman – aye
Singleton – aye
Walker – aye
Wolfe – aye

Public Employee Recognition and Retirement Guideline

Ms. Kirk reported that staff updated the guideline for public employee recognition and retirement. Ms. Kirk discussed the changes with the Commission. A motion was made by Ms. Singleton that the guideline, [Public Employee Recognition and Retirement Guideline](#), be approved as presented. Mr. Harman seconded the motion, and the motion carried as follows:

Carter – aye
Davis – aye
Harman – aye
Singleton – aye
Walker – aye
Wolfe – aye

Open Governmental Meetings Committee Report

Ms. Davis, Chair of the Open Governmental Meetings Committee, reported that the Committee met and issued [Open Meetings Advisory Opinion 2024-02](#) for the Jefferson County Commission.


Ms. Davis also reported that the Open Governmental Meetings Committee approved the guideline titled [The Open Meetings Act and Executive Sessions Q & A](#).

Adjournment

Mr. Carter made a motion to adjourn, and Ms. Davis seconded the motion. The motion passed as follows, and the meeting was adjourned.

Carter – aye
Davis – aye
Harman – aye
Singleton – aye
Walker – aye
Wolfe – aye

The foregoing minutes of the West Virginia Ethics Commission were approved at the Commission's May 2, 2024, meeting.



Robert J. Wolfe, Chairperson
West Virginia Ethics Commission

ATTEST:



M. Ellen Briggs, Executive Assistant
West Virginia Ethics Commission