

## West Virginia Ethics Commission

### Meeting Minutes December 5, 2024

The December 5, 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 Wolfe. Commissioners and the public were invited to attend in person, via video link, and via telephone.

#### Present

Robert J. Wolfe, Commission chairperson  
Joshua Cottle, Commission member (by telephone)  
Lynn Davis, Commission member (by telephone)  
Karen Disibbio, Commission member (by telephone)  
Jordan K. Herrick, Commission member  
Suzan Singleton, Commission member (virtual)  
Terry Walker, Commission member (virtual)  
Kimberly B. Weber, Executive Director  
John Roush, Interim General Counsel  
Rachel Carpenter, Executive Assistant

#### Absent

D. Blake Carter, Jr., Commission member  
Robert Harman, Commission member

#### Approval of Minutes

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

Cottle – aye  
Davis – aye  
Disibbio – aye  
Herrick - aye  
Singleton – aye  
Walker - abstain  
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 2024-75**

Alanna J. Keller, Deputy Secretary Transportation/Deputy Commissioner Highways, Department of Transportation, Division of Highways

### **EE 2024-76**

William R. Murray, Transportation Engineer Senior, Department of Transportation Division of Highways

### **EE 2024-77**

Toni L. Rogers, Statewide Inspection Supervisor, Department of Transportation, Division of Highways

### **EE 2024-78**

Matt D. Crum, Assistant Director-Construction, Department of Transportation, Division of Highways

### **EE 2024-79**

Cammie Chapman, Deputy Secretary, Department of Human Services, Children and Adult Services

### **EE 2024-80**

Larry Shea, Senior Highway Engineer, Department of Transportation, Division of Highways

Ms. Singleton moved that Employment Exemptions 2024-75 through 2024-80 be ratified. Ms. Disibbio seconded the motion, and the motion carried as follows:

Cottle – aye  
Davis – aye  
Disibbio – aye  
Herrick – aye  
Singleton – aye  
Walker - aye  
Wolfe – aye

## **Advisory Opinion Requests**

Mr. Wolfe called upon Mr. Roush to present [Advisory Opinion 2024-10](#) to the Commission for consideration. Mr. Roush presented the proposed Advisory Opinion. Ms. Singleton made a motion that the Advisory Opinion be approved as presented. Ms. Disibbio seconded the motion, and the motion carried as follows:

Cottle – aye  
Davis – aye  
Disibbio – aye  
Herrick – aye  
Singleton – aye  
Walker - aye  
Wolfe – aye

Mr. Wolfe called upon Ms. Weber to present [Advisory Opinion 2024-11](#) to the Commission for consideration. Ms. Weber presented the proposed Advisory Opinion. Ms. Singleton made a motion that the Advisory Opinion be approved as presented. Ms. Disibbio seconded the motion, and the motion carried as follows:

Cottle – aye  
Davis – aye  
Disibbio – aye  
Herrick – aye  
Singleton – aye  
Walker - aye  
Wolfe – aye

### **Approve Purchasing Card Monthly Report**

The Commission reviewed the purchasing card monthly report for October 2024. Ms. Weber reported that invoices were available for review and recommended that the purchases be approved. A motion was made by Ms. Singleton to approve the report as presented. Ms. Davis seconded the motion, and the motion carried as follows. The purchasing card monthly report is attached to these minutes and incorporated herein.

Cottle – aye  
Davis – aye  
Disibbio – aye  
Herrick - aye  
Singleton – aye  
Walker - aye  
Wolfe – aye

### **Executive Session**

Mr. Wolfe announced the agenda item to renew the lease agreement for office space located at 210 Brooks Street, Suite 300, Charleston 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: "(9) To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public,

might adversely affect the financial or other interest of the state or any political subdivision." Ms. Davis seconded, and the motion was carried as follows:

Cottle – aye  
Davis – aye  
Disibbio – aye  
Herrick - aye  
Singleton – aye  
Walker - aye  
Wolfe – aye

### **Public Session**

The Commission returned to public session. Mr. Wolfe asked for a motion to accept the new lease agreement. A motion was made by Mr. Herrick to renew the lease agreement for office space located at 210 Brooks Street, Suite 300, Charleston. Ms. Singleton seconded, and the motion carried as follows:


Cottle – aye  
Davis – aye  
Disibbio – aye  
Herrick - aye  
Singleton – aye  
Walker - aye  
Wolfe – aye

### **Adjournment**

Ms. Singleton made a motion to adjourn, and Ms. Davis seconded the motion. The motion carried as follows, and the meeting was adjourned.

Cottle – 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 February 6, 2025, meeting.



---

Robert J. Wolfe, Chairperson  
West Virginia Ethics Commission

ATTEST:



---

Rachel Y. Carpenter, Executive Assistant  
West Virginia Ethics Commission

Transaction Date	Vendor	Item Description	Date Reconciled	Amount
10/3/2024	ENTERPRISE RENT A CAR	RENTAL CAR FOR KIM TO TRAVEL FOR TRAINING		\$124.02
10/8/2024	AMAZON	LEXMARK PRINTER CARTRIDGE		\$149.95
10/9/2024	OGLEBAY	HOTEL FOR KIM FOR TRAINING		\$154.46
10/10/2024	PITNEY BOWES	MAIL MACHINE LEASE PAYMENT		\$216.00
10/7/2024	STATIONERS	LASER PRINTER TONER CARTRIDGE		\$148.78
10/8/2024	STATIONERS	STORAGE BOXES FOR OFFICE		\$53.52
10/14/2024	AMAZON	PLANTRONICS HEADSET FOR MR. ELLAM		\$158.00
			<b>Total</b>	<b>\$1,004.73</b>