

## **West Virginia Ethics Commission**

### **Meeting Minutes**

**March 4, 2021**

The March 4, 2021, 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. Most Commissioners attended via telephone due to the Coronavirus pandemic. The public was invited to attend via telephone due to the pandemic.

#### **Present**

Robert J. Wolfe, Commission chairperson  
Lindsey Ashley, Commission member (by telephone)  
Lynn Davis, Commission member (by telephone)  
Robert Harman, Commission member (by telephone)  
Suzan Singleton, Commission member (by telephone)  
Terry Walker, Commission member (by telephone)  
Monté Williams, Commission member (by telephone)  
Kimberly B. Weber, Executive Director  
Theresa M. Kirk, General Counsel  
Andrew R. Herrick, Staff Attorney (by telephone)  
M. Ellen Briggs, Executive Assistant

#### **Absent**

Karen Disibbio, Commission member

#### **Approve Minutes**

Mr. Harman made a motion to approve the minutes of the Commission's January 7, 2021, meeting. Ms. Singleton seconded the motion, which passed as follows:

Ashley – aye  
Davis – aye  
Harman – aye  
Singleton – aye  
Walker – aye  
Williams – 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.

## Employment Exemption Requests

### EE 2021-02

Edwin Clarkson, Technical Analyst, Public Service Commission of West Virginia

### EE 2021-03

Garrett M. Jacobs, Commissioner, Bureau for Child Support Enforcement, Department of Health and Human Resources

### EE 2021-05

Timothy J. Keller, Environmental Inspector, Department of Environmental Protection

### EE 2021-06

Chad E. Robinson, Assistant Director, Operations Division, Department of Transportation, Division of Highways

Ms. Singleton moved that Employment Exemptions 2021-02, 2021-03, 2021-05, and 2021-06 be ratified. Mr. Williams seconded the motion, which passed as follows:

Ashley – aye  
Davis – aye  
Harman – aye  
Singleton – aye  
Walker – aye  
Williams – aye  
Wolfe – aye

## Advisory Opinion 2021-02

Mr. Wolfe called upon Ms. Weber to present Advisory Opinion 2021-02 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. Davis seconded the motion, which passed as follows:

Ashley – aye  
Davis – aye  
Harman – aye  
Singleton – aye

Walker – aye  
Williams – aye  
Wolfe – aye

### **Advisory Opinion 2021-03**

Mr. Wolfe called upon Ms. Kirk to present Advisory Opinion 2021-03 to the Commission for consideration. Ms. Kirk presented the proposed Advisory Opinion. Ms. Singleton made a motion that the Advisory Opinion be approved as presented. Mr. Walker seconded the motion, which passed as follows:

Ashley – aye  
Davis – aye  
Harman – aye  
Singleton – aye  
Walker – aye  
Williams – aye  
Wolfe – aye

### **Advisory Opinion 2021-04**

Mr. Wolfe called upon Ms. Kirk to present Advisory Opinion 2021-04 to the Commission for consideration. Ms. Kirk presented the proposed Advisory Opinion. Mr. Harman made a motion that the Advisory Opinion be approved as presented. Mr. Walker seconded the motion, which passed as follows:

Ashley – aye  
Davis – aye  
Harman – aye  
Singleton – aye  
Walker – aye  
Williams – aye  
Wolfe – aye

### **Approve P-card Monthly Reports**

The Commission reviewed purchases on the P-card monthly reports for December 2020 and January 2021. Ms. Singleton moved that the reports be approved as presented. Mr. Harman seconded the motion, which passed as follows:

Ashley – aye  
Davis – aye  
Harman – aye  
Singleton – aye  
Walker – aye  
Williams – aye  
Wolfe – aye

**Legislative Rule, Title 158, Series 6, Use of Office for Private Gain, Including Nepotism**

Mr. Wolfe called upon Ms. Kirk to give a report on the proposed amendments to Legislative Rule, Title 158, Series 6, Use of Office for Private Gain, Including Nepotism. Ms. Kirk presented the proposed amendments. Ms. Davis made a motion that the proposed amendments be approved and that the Commission authorize staff to file the proposed amended rule for public comment. Mr. Walker seconded the motion, which passed as follows:

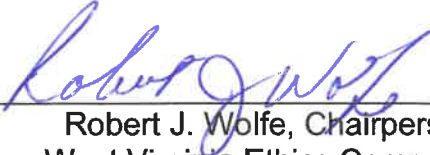
Ashley – aye  
Davis – aye  
Harman – aye  
Singleton – aye  
Walker – aye  
Williams – aye  
Wolfe – aye

**Adjournment**

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

Ashley – aye  
Davis – aye  
Harman – aye  
Singleton – aye  
Walker – aye  
Williams – aye  
Wolfe – aye

The foregoing minutes of the West Virginia Ethics Commission were approved at the Commission’s April 1, 2021, meeting.

  
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Robert J. Wolfe, Chairperson  
West Virginia Ethics Commission

ATTEST:

  
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M. Ellen Briggs, Executive Assistant  
West Virginia Ethics Commission