

**West Virginia Ethics Commission  
Open Governmental Meetings Committee**

**Meeting Minutes  
February 6, 2025**

The February 6, 2025, meeting of the Open Governmental Meetings Committee was called to order in the Commission's office at 210 Brooks Street, Charleston, West Virginia, at 9:30 a.m. by Acting Chairperson Suzan Singleton. Chairperson Davis requested Ms. Singleton serve as chair, as Ms. Davis was uncertain if she would be at the meeting on time.

**Present**

Suzan Singleton, Acting Committee chairperson (by telephone)  
Lynn Davis, Committee chairperson (by telephone)  
Terry Walker, Committee member (by telephone)  
Kimberly B. Weber, Executive Director  
John N. Ellem, Staff Attorney  
Rachel Carpenter, Executive Assistant

**Approval of Minutes**

Ms. Singleton requested that a roll call be taken. After the roll call was taken, Ms. Davis made a motion to approve the minutes of the Committee's September 5, 2024, meeting. Mr. Walker seconded the motion, which carried as follows:

Davis – aye  
Harman - aye  
Herrick - aye  
Singleton – aye  
Walker – aye

**Open Meetings Advisory Opinion 2025-01**

Ms. Singleton called upon Ms. Weber to present Open Meetings Advisory Opinion 2025-01 to the Committee for consideration. Mr. Walker made a motion that the Open Meetings Advisory Opinion be approved as presented. Mr. Harman seconded the motion, which passed as follows:

Davis – aye  
Harman - aye  
Herrick - aye

Singleton – aye  
Walker – aye

**Open Meetings Advisory Opinion 2025-02**

Ms. Singleton called upon Mr. Roush to present Open Meetings Advisory Opinion 2025-02 to the Committee for consideration. Mr. Walker made a motion that the Open Meetings Advisory Opinion be approved as presented. Mr. Herrick seconded the motion, which passed as follows:

Davis – aye  
Harman - aye  
Herrick - aye  
Singleton – aye  
Walker – aye

**Adjournment**

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

Davis – aye  
Harman - aye  
Herrick - aye  
Singleton – aye  
Walker – aye

The foregoing minutes of the West Virginia Ethics Commission’s Open Governmental Meetings Committee were approved at a regular meeting of the Committee on August 7, 2025.

*Suzan Singleton*

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Suzan Singleton, Acting Chairperson  
Open Governmental Meetings Committee  
West Virginia Ethics Commission

ATTEST:

*M. Ellen Briggs*

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M. Ellen Briggs, Executive Assistant  
West Virginia Ethics Commission