

West Virginia Ethics Commission

Meeting Minutes November 6, 2025

The November 6, 2025, 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, Chairperson (in person)
Lynn Davis, Commission member (by telephone)
Karen Disibbio, Commission member (by telephone)
Jordan K. Herrick, Commission member (virtual)
Suzan Singleton, Commission member (virtual)
Kimberly B. Weber, Executive Director
John E. Roush, General Counsel
John N. Ellem, Deputy General Counsel
Rachel Carpenter, Executive Assistant

Absent

JR Carter, Commission member
Josh Cottle, Commission member
Kayla Kessinger, Commission member
Terry Walker, Commission member

Call to Order

Mr. Wolfe called the meeting to order and asked for a roll call.

Approval of Minutes

Ms. Singleton made a motion to approve the minutes of the Commission's October 2, 2025, meeting. Ms. Davis seconded the motion, and the motion carried as follows:

Davis – aye
Disibbio – aye
Herrick - aye
Singleton – aye
Wolfe - aye (Mr. Wolfe was absent from Oct. Meeting)

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 2025-43

Erin Hunter, Deputy Commissioner and General Counsel, West Virginia Offices of the Insurance Commissioner

EE 2025-44

Shawn Jack, Asphalt Section Supervisor, Department of Transportation, Division of Highways

EE 2025-45

Laura Wagner, Lab Support Section Supervisor, Department of Transportation, Division of Highways

EE 2025-46

Keith Phillips, Transportation County Administrator, Department of Transportation, Division of Highways

EE 2025-47

Cynthia Beane, Commissioner, Department of Human Services/Bureau for Medical Services

EE 2025-48

Todd Keplinger, Material Supervisor, Department of Transportation, Division of Highways

EE 2025-49

Brad Wright, Chief Inspector (Environmental Resource Program Administrator), Department of Environmental Protection

EE 2025-50

Kevin Lewis, TRECNO Utilities Supervisor, Department of Transportation, Division of Highways

Ms. Singleton moved that Employment Exemptions 2025-43 through 2025-50 be ratified. Mr. Herrick seconded the motion, and the motion carried as follows:

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

Contract Exemptions

Mr. Wolfe called upon Mr. Roush to present **Contract Exemption 2025-04** to the Commission for consideration. Mr. Roush presented the proposed Contract Exemption. Ms. Singleton made a motion that the Contract Exemption be approved as presented. Ms. Davis seconded the motion, and the motion carried as follows:

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

Advisory Opinion

Mr. Wolfe called upon Mr. Ellem to present **Advisory Opinion 2025-11** to the Commission for consideration. Mr. Ellem presented the proposed Advisory Opinion. Ms. Singleton made a motion that the Advisory Opinion be approved as presented. Mr. Herrick seconded the motion, and the motion carried as follows:

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

Approve Purchasing Card Monthly Report

The Commission reviewed the monthly purchasing card report for September 2025. 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. Disibbio seconded the motion, and the motion carried as follows. The purchasing card monthly report is available upon request and incorporated herein.

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

Executive Session

Mr. Wolfe announced the agenda items to vote to accept, reject, or modify proposed conciliation agreements, in lieu of proceeding to hearing, for **VCRB 2025-63, Larry Thomas, Member, Tyler County Board of Education, VCRB 2022-44, Stephen L. DeWeese, Former Sheriff of Putnam County, and VCRB 2024-116, Richard Martin, Mayor, Town of Reedy, WV**, and asked for a motion to move to Executive Session. A motion was made by Ms. Singleton to move to Executive Session pursuant to *W. Va. Code § 6-9A-4 (b)(12) of the Open Meetings Act, and W. Va. Code §§ 6B-2-4(s) and (t) of the Ethics Act*. Ms. Disibbio seconded, and the motion was carried as follows:

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

Public Session

The Commission returned to public session. Mr. Wolfe asked for a motion to accept the proposed conciliation agreement: **VCRB 2025-63, Larry Thomas, Member, Tyler County Board of Education**. A motion was made by Ms. Singleton and was seconded by Ms. Disibbio. The motion carried as follows:

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

Mr. Wolfe asked for a motion to accept the proposed conciliation agreement: **VCRB 2022-44, Stephen L DeWeese, Former Sheriff of Putnam County**. A motion was made by Ms. Singleton and was seconded by Ms. Disibbio. The motion carried as follows:

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

Mr. Wolfe asked for a motion to accept the proposed conciliation agreement: **VCRB 2024-116, Richard Martin, Mayor, Town of Reedy, WV**. A motion was made by Ms. Singleton and was seconded by Ms. Davis. The motion carried as follows:

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

Adjournment

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

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

The foregoing minutes of the West Virginia Ethics Commission were approved at the Commission's January 8, 2026, meeting.

/s/ Robert J. Wolfe
Robert J. Wolfe, Chairperson
West Virginia Ethics Commission

ATTEST:

/s/ Rachel Y. Carpenter
Rachel Y. Carpenter, Executive Assistant
West Virginia Ethics Commission

West Virginia Ethics Commission P-Card Report for September 2025 prepared by Rachel Carpenter

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