

West Virginia Ethics Commission

Meeting Minutes September 4, 2025

The September 4, 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)
JR Carter, Commission member (by telephone)
Josh Cottle, Commission member (virtual)
Lynn Davis, Commission member (by telephone)
Karen Disibbio, Commission member (by telephone)
Jordan K. Herrick, Commission member (by telephone)
Kayla Kessinger, 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

Terry Walker, Commission member

Call to Order

Mr. Wolfe called the meeting to order, asking Ms. Davis to read the Resolution for Mr. Robert Harman. Mr. Wolfe then asked for a motion to accept the Resolution. Ms. Singleton made a motion to accept the Resolution. Mr. Carter seconded the motion, and the motion carried as follows. The Resolution is attached to these minutes and incorporated by reference herein.

Carter – aye
Cottle - aye
Davis – aye
Disibbio – aye
Herrick - aye
Kessinger - aye
Singleton – aye
Wolfe - aye

Approval of Minutes

Ms. Davis made a motion to approve the minutes of the Commission's August 7, 2025, meeting. Ms. Disibbio seconded the motion, and the motion carried as follows:

Carter – aye
Cottle - aye
Davis – aye
Disibbio – aye
Herrick - aye
Kessinger - aye
Singleton – 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

Ms. Weber asked the Commission to ratify the following temporary employment exemptions that she had granted since the last Commission meeting.

EE 2025-33

Charles Ramsey, HTRETCN-D-1 Construction Engineer, Department of Transportation, Division of Highways

EE 2025-34

Raina Shamblin, TRET, Department of Transportation. Division of Highways

EE 2025-35

Ted Whitmore, Traffic Engineering Division Director, Department of Transportation, Division of Highways

EE 2025-36

Raymond J. Scites, Director of Engineering Division, Department of Transportation, Division of Highways

EE 2025-37

Joshua Howell, Construction Engineer, Department of Transportation, Division of Highways

EE 2025-38

Eliot Watson, District 1 Office Manager/Final Supervisor, Department of Transportation, Division of Highways

Ms. Singleton moved that Employment Exemptions 2025-33 through 2025-38 be ratified. Mr. Cottle seconded the motion, and the motion carried as follows:

Carter - aye
Cottle - aye
Davis – aye
Disibbio – aye
Herrick – aye
Kessinger - aye
Singleton – aye
Wolfe - aye

Advisory Opinions

Mr. Wolfe called upon Mr. Ellem to present [Advisory Opinion 2025-06](#) to the Commission for consideration. Mr. Ellem presented the proposed Advisory Opinion. Ms. Disibbio made a motion that the Advisory Opinion be approved as presented. Ms. Davis seconded the motion, and the motion carried as follows:

Carter - aye
Cottle - aye
Davis – aye
Disibbio – aye
Herrick – aye
Kessinger- aye
Singleton – nay
Wolfe - aye

Mr. Wolfe called upon Mr. Roush to present [Advisory Opinion 2025-07](#) 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. Mr. Carter seconded the motion, and the motion carried as follows:

Carter - aye
Cottle - aye
Davis – aye
Disibbio – aye
Herrick – aye
Kessinger- aye
Singleton – aye
Wolfe – aye

Approve Purchasing Card Monthly Report

The Commission reviewed the (attached) monthly purchasing card report for July 2025. Ms. Weber reported that invoices were available for review and recommended that the

purchases be approved. Mr. Wolfe asked for a motion to approve the purchasing card report for July 2025. Ms. Davis made the motion to approve. Ms. Disibbio seconded the motion, which carried. No roll call was taken.

Adjournment

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

Carter – aye
Cottle - aye
Davis – aye
Disibbio – aye
Herrick - aye
Kessinger - aye
Singleton – aye
Wolfe - aye

The foregoing minutes of the West Virginia Ethics Commission were approved at the Commission's October 2, 2025, meeting.



Robert J. Wolfe, Chairperson
West Virginia Ethics Commission

ATTEST:



Rachel Y. Carpenter, Executive Assistant
West Virginia Ethics Commission