

**West Virginia Ethics Commission
Meeting Minutes
January 8, 2026**

The January 8, 2026, 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, Commissioner member (virtual)
Lynn Davis, Commission member (by telephone)
Karen Disibbio, Commission member (by telephone)
Jordan K. Herrick, Commission member (virtual)
Suzan Singleton, Commission member (virtual)
Terry Walker, Commission member (virtual)
Kimberly B. Weber, Executive Director
John N. Ellem, Deputy General Counsel
Rachel Carpenter, Executive Assistant

Absent

Kayla Kessinger, Commission member

Call to Order

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

Approval of Minutes

Ms. Davis made a motion to approve the minutes of the Commission's November 6, 2025, meeting. Ms. Singleton seconded the motion, and the motion carried as follows:

Carter - aye
Cottle - abstain
Davis – aye
Disibbio – aye
Herrick - aye
Singleton – aye
Walker - 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 2025-51

Katrina High, Transportation Environmental Resources Program Manager 2, Department of Transportation, Division of Highways

EE 2025-52

Joylynn Fix, Insurance Program Manager (Life and Health Director), WV Offices of the Insurance Commissioner

EE 2025-53

Jacob Thompson, Development Engineer, Department of Transportation, Division of Highways

EE 2025-54

Seth Eberle, TRET, Department of Transportation, Division of Highways

EE 2025-55

Kiana Welch, Transportation Engineering Trainee, Department of Transportation, Division of Highways

EE 2025-56

Cheri Harpold, Chief Financial Officer, WV Offices of the Insurance Commissioner

EE 2025-57

Rhonda Hartwell, Financial Reporting Manager, WV Offices of the Insurance Commissioner

EE 2025-58

Debbie Hughes, Assistant Commissioner, Operations, WV Offices of the Insurance Commissioner

EE 2025-59

Victoria Peyton, Highway Engineer Trainee 1, Department of Transportation, Division of Highways

EE 2025-60

Kaden Richmond, Transportation Engineer, Department of Transportation, Division of Highways

EE 2025-61

Jason Hamilton, Regional Construction Engineer, Department of Transportation,
Division of Highways

Mr. Carter moved that Employment Exemptions 2025-51 through 2025-61 be ratified.
Ms. Singleton seconded the motion, and the motion carried as follows:

Carter - aye
Cottle - aye
Davis – aye
Disibbio – aye
Herrick - no response
Singleton – aye
Walker - aye
Wolfe - aye

Contract Exemptions

Mr. Wolfe called upon Ms. Weber to present **Contract Exemption 2026-01** to the Commission for consideration. Ms. Weber presented the proposed Contract Exemption. Ms. Singleton made a motion that the Contract Exemption be approved as presented. Mr. Carter seconded the motion. After some discussion, Mr. Wolfe asked for a motion to add the provision, “The Parks Board is obligated to advertise the vacant director position and exercise due diligence in the search for a qualified individual to fill the role,” to the Contract Exemption. Ms. Singleton made a motion to amend the Contract Exemption with the added provision, and Mr. Carter seconded the motion. The amended motion carried as follows:

Carter - aye
Cottle - aye
Davis – aye
Disibbio – aye
Herrick - no response
Singleton – aye
Walker - aye
Wolfe - aye

Mr. Wolfe called upon Ms. Weber to present **Contract Exemption 2026-02** to the Commission for consideration. Ms. Weber 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:

Carter - aye
Cottle - abstain
Davis – aye
Disibbio – aye
Herrick - no response

Singleton – aye
Walker - aye
Wolfe - aye

Mr. Wolfe called upon Ms. Weber to present **Contract Exemption 2026-03** to the Commission for consideration. Ms. Weber presented the proposed Contract Exemption. After discussion, Ms. Singleton made a motion that the Contract Exemption be approved with the addition of an appraisal of property and the selling price cannot exceed the appraisal. Mr. Carter seconded the motion, and the motion carried as follows:

Carter - aye
Cottle - aye
Davis – aye
Disibbio – aye
Herrick - no response
Singleton – aye
Walker - aye
Wolfe - aye

Approve Purchasing Card Monthly Report

The Commission reviewed the monthly purchasing card report for November/December 2025. Ms. Weber reported that invoices were available for review and recommended that the purchases be approved. A motion was made by Mr. Carter to approve the report as presented. Ms. Singleton seconded the motion, and the motion carried as follows. The purchasing card monthly report is available upon request and incorporated herein.

Carter - aye
Cottle - aye
Davis – aye
Disibbio – aye
Herrick - no response
Singleton – aye
Walker - aye
Wolfe - aye

Lobbyist Audit Resolution

Mr. Wolfe called on Mr. Ellem to read the resolution out loud. Mr. Wolfe asked for a motion to accept the lobbyist audit resolution as presented. A motion was made by Ms. Singleton and seconded by Mr. Carter. The motion carried as follows:

Carter - aye
Cottle - aye
Davis – aye
Disibbio – aye

Herrick - no response
Singleton – aye
Walker - aye
Wolfe - aye

Executive Session

Mr. Carter moved to go into executive session, pursuant to W. Va. Code § 6B-2-4(s), W. Va. Code § 6-9A-4(12), the attorney-client privilege, deliberative process privilege, and the exception in the Open Meetings Act for adjudicatory sessions, to consider the Hearing Examiner’s Recommended Decision and issue a Final Decision in Verified Complaints 2023-44 and VCRB 2023-47.

Mr. Carter also moved to go into executive session, pursuant to W. Va. Code § 6B-2-4(s), W. Va. Code § 6-9A-4(12), the attorney-client privilege, deliberative process privilege, and the exception in the Open Meetings Act for adjudicatory sessions, to consider the Conciliation Agreement in VCRB 2024-05.

Ms. Singleton seconded the motions and the motion carried as follows:

Carter - aye
Cottle - aye
Davis – aye
Disibbio – aye
Herrick - no response
Singleton – aye
Walker - aye
Wolfe - aye

Public Session

The Commission returned to public session. Mr. Carter moved that the Commission accept the “Final Decision and Order” presented to the Commission, which adopts the Hearing Examiner’s “Recommended Decision” in the matters VCRB 2023-44 Roger Leatherman and VCRB 2023-47 Jerry Whisner. Ms. Singleton seconded the motion and the motion follows as:

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

Mr. Carter moved that the Commission accept the proposed Conciliation Agreement in VCRB 2024-05, Matthew “Scotty” Adams, former Chief Deputy, Brooke County Sheriff’s Department. Ms. Singleton seconded the motion and the motion carried as follows:

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

Adjournment

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

Carter - aye
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 5, 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



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WEST VIRGINIA ETHICS COMMISSION
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RESOLUTION

WHEREAS, W. Va. Code § 6B-3-11(a) provides that the Commission shall initiate, by lottery, random audits of lobbyist registration statements and disclosure reports.

WHEREAS, the Commission may hold up to four lotteries per year. The number of lotteries held within a given year will be a matter within the Commission's discretion. W. Va. Code § 6B-3-11(b).

WHEREAS, the number of audits to be conducted will be determined by the Commission through resolutions adopted at public meetings and based on various factors, including the complexity, results, and time required to complete the audits. W. Va. Code § 6B-3-11(b).

WHEREAS, the Ethics Commission has determined, by passage of a proper motion of the full Commission on January 8, 2026, that it will conduct one lobbyist lottery auditing 20 lobbyists in 2026 and each subsequent year unless changed by a subsequent resolution.

It is RESOLVED, that the Executive Director of the Commission is directed to initiate one lottery auditing 20 lobbyists' registration statements and disclosure reports per year in accordance with the West Virginia Ethics Act and W. Va. Code R. § 158-15-1 through 6.I.i.

It is RESOLVED FURTHER, that the **RESOLUTION** be recorded in the official minutes of the West Virginia Ethics Commission this 8th day of January 2026.

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

A handwritten signature in black ink, appearing to read "Robert J. Wolfe".

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

Transaction Date	Vendor	Item Description	Date Reconciled	Amount
11/20/2025	WV State Bar	Add CLE Course	12/22/2025	\$50.00
11/20/2025	WV State Bar	Add CLE Course	12/22/2025	\$100.00
11/21/2025	WV State Bar	Add CLE Course	12/22/2025	\$100.00
12/1/2025	WV Court Pay	E-Filing to Enforce Sanctions; Ethics Commission v. Elliott	12/22/2025	\$56.16
12/3/2025	Amazon Business	Hand Soap and scissors	12/22/2025	\$25.30
12/2/2025	Stationers	Office Supplies: paper, pens, hand sanitizer, disposable teaspoons	12/22/2025	\$215.23
12/9/2025	Mailmeteor	FDS Emailing Service	12/22/2025	\$24.99
			Total	\$571.68