

**West Virginia Ethics Commission
Meeting Minutes
February 5, 2026**

The February 5, 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 (in person)
Jordan K. Herrick, Commission member (virtual)
Kayla Kessinger, 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

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 January 8, 2026, meeting. Ms. Davis seconded the motion, and the motion carried as follows:

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

Mr. Cottle and Ms. Kessinger joined the meeting after roll call was taken, and the January 8, 2026, minutes were approved.

Recap of Previous Month

Ms. Weber provided a summary of news and developments relating to the Ethics Commission during the previous month.

Ms. Disibbio joined the meeting in person while Ms. Weber provided a recap of 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

Ms. Disibbio moved that Employment Exemptions 2025-51 through 2025-61 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
Walker - aye
Wolfe - aye

Contract Exemptions

Mr. Wolfe called upon Ms. Weber to present [Contract Exemption 2026-04](#) 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. Disibbio seconded the motion. The amended motion carried as follows:

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

Mr. Wolfe called upon Ms. Weber to present [Contract Exemption 2026-05](#) to the Commission for consideration. Ms. Weber presented the proposed Contract Exemption. Ms. Disibbio made a motion that the Contract Exemption be approved as presented. Ms. Singleton seconded the motion, and the motion carried as follows:

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

School Board Advisory Opinion

Mr. Wolfe called upon Mr. Roush to present [School Board Advisory Opinion 2026-01](#) to the Commission for consideration. After discussion, Ms. Singleton made a motion that the Contract Exemption be approved. 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
Walker - aye
Wolfe - aye

Approve Purchasing Card Monthly Report

The Commission reviewed the monthly purchasing card report for January 2026. Ms. Weber reported that invoices were available for review and recommended that the purchases be approved. A motion was made by Ms. Disibbio to approve the report 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 – aye
Walker - aye
Wolfe - aye

The public may contact the Ethics Commission to view the purchasing card purchases that were approved.

Lobbyist Audit Findings

Mr. Wolfe asked for a motion to accept the annual audit of lobbyists' lobbying activity reports conducted by an independent CPA. A motion was made by Ms. Singleton and seconded by Ms. Disibbio. The motion carried as follows:

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

Adjournment

Mr. Wolfe asked for a motion to adjourn the meeting. Ms. Davis made a motion to adjourn, and Ms. Disibbio 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
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

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

Transaction Date	Vendor	Item Description	Date Reconciled	Amount
12/17/2025	Pitney Bowes	Mail Machine Lease	1/26/2026	\$216.00
12/22/2025	Pitney Bowes	Ink Cartridges for mail machine	1/26/2026	\$173.97
1/2/2026	Stationers	AA Batteries, AAA Batteries, Toner Cartridge for Inkjet Printer	1/26/2026	\$147.58
1/6/2026	COGEL	Council on Governmental Ethics Yearly Dues	1/26/2026	\$500.00
1/8/2026	Amazon Business	2 ethics date stamps for front desk	1/26/2026	\$72.44
1/8/2026	Adobe	Yearly Adobe Acrobat Subscripton	1/26/2026	\$256.67
1/12/2026	Mail Meteor	monthly subscription charge	1/26/2026	\$24.99
1/13/2026	WV State Bar	CLE Course Credit	1/26/2026	\$20.00
			Total	\$1,411.65