

West Virginia Ethics Commission

Meeting Minutes August 7, 2025

The August 7, 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, after roll call was taken. He introduced the newest appointed Commissioner, Kayla Kessinger. She was appointed on August 5, 2025, with a term ending date of June 30, 2023. Ms. Kessinger introduced herself to the rest of the Commission. She did not vote on any of the matters before the Commission at this meeting. Mr. Wolfe also read a letter from newly resigned Commission member, Robert Harman.

Approval of Minutes

Ms. Singleton made a motion to approve the minutes of the Commission's June 5, 2025, meeting. Ms. Disibbio seconded the motion, and the motion carried as follows:

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

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 2025-25

David Gross, Transportation Engineering Technician Associate, Department of Transportation, Division of Highways

EE 2025-26

Paul Miller, Insurance Complaints Specialist, WV Offices of the Insurance Commissioner

EE 2025-27

Devin Piraino, Transportation Engineering Technician-Senior, Materials Office Coordinator, Department of Transportation, Division of Highways

EE 2025-28

Shawn Smith, Director, Contract Administration Division, Department of Transportation, Division of Highways

EE 2025-29

Jack Poore, District 5 Bridge Evaluation Engineer, Department of Transportation, Division of Highways

EE 2025-30

Adam Holley, General Counsel/Director of Legal Division, Department of Motor Vehicles

EE 2025-31

Alex Wriston, Transportation Maintenance Assistant, Department of Transportation

EE 2025-32

Suman Thapa, Transportation Engineer, Area Construction Engineer, Department of Transportation, Division of Highways

Ms. Singleton moved that Employment Exemptions 2025-25 through 2025-32 be ratified. Mr. Carter seconded the motion, and the motion carried as follows:

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

Contract Exemption Request

Ms. Weber explained that the exemption request made by the Ritchie County Solid Waste Authority (CE 2025-04) was on hold until more information could be gathered. This matter will be taken up at a future meeting of the Commission.

Approve Purchasing Card Monthly Report

The Commission reviewed the (attached) purchasing card monthly reports for May and June 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 reports for May and June 2025. Ms. Singleton made the motion to approve. Mr. Cottle seconded the motion, and the motion carried as follows:

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

Guideline for Soliciting for Charity

The Commission reviewed the updated guideline for [Soliciting for Charity](#). Ms. Weber asked that the Commission approve the updated guideline for publishing on the Commission’s website. Mr. Wolfe called for a motion to approve. Mr. Cottle made a motion that the updated guideline be approved as presented. Ms. Disibbio seconded the motion, and the motion carried as follows:

Transaction Date	Vendor	Item Description	Date Reconciled	Amount
5/13/2025	AMAZON	HP Docking Stations for attorney's new laptops	5/26/2025	\$360.98
5/8/2025	Amazon	Ethernet Adapter for office laptops	5/26/2025	\$12.90
5/6/2025	Amazon	Wireless Door Chime for front door	5/26/2025	\$18.99
4/24/2025	AMAZON	Wireless Doorbell For Front Window	5/26/2025	\$24.99
4/22/2025	AMAZON	labels for Dymo machine	5/26/2025	\$49.10
4/16/2025	Amazon	Duracell 6V Lithium Batteries	5/26/2025	\$15.82
			Total	\$482.78

Transaction Date	Vendor	Item Description	Date Reconciled	Amount
6/18/2025	Pitney Bowes	MAIL MACHINE LEASE	7/10/2025	\$216.00
6/23/2025	Stationers, Inc	3 boxes of Paper, Hand Soap, Dish Detergent-Invoice Date 3/20/25	7/10/2025	\$226.96
			Total	\$442.96

Carter – aye
Cottle - aye
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 Mr. Cottle 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
Wolfe - aye

The foregoing minutes of the West Virginia Ethics Commission were approved at the Commission's September 4, 2025, meeting.



Robert J. Wolfe, Chairperson
West Virginia Ethics Commission

ATTEST:



Rachel Y. Carpenter, Executive Assistant
West Virginia Ethics Commission