

**West Virginia Ethics Commission Meeting Minutes**  
**April 2, 2026**

The April 2, 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) Josh Cottle, Commissioner member (virtual)  
Lynn Davis, Commission member (by telephone) Karen Disibbio, Commission member (by telephone)  
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

**Absent**

JR Carter, 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 March 5, 2026, meeting. Ms. Disibbio seconded the motion, and the motion carried as follows:

Cottle - aye  
Davis – aye  
Disibbio - aye  
Herrick – aye  
Kessinger - 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 2026-14 Jeffrey Vaughn, TRETAS, Department of Transportation, Division of Highways

EE 2026-15 Melissa Bentley, Transportation Division Manager 2, Department of Transportation, Division of Highways

Ms. Singleton moved that Employment Exemptions 2026-14 and 2026-15 be ratified. Ms. Davis seconded the motion, and the motion carried as follows:

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

## Advisory Opinions

Mr. Wolfe called upon Mr. Ellem to present [Advisory Opinion 2026-02](#) to the Commission for consideration. Mr. Ellem presented the proposed Advisory Opinion. After discussion, an amendment was made to the Advisory Opinion. Ms. Singleton made a motion that the amended Advisory Opinion be approved as presented. Ms. Disibbio seconded the motion. The motion carried as follows:

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

Ms. Weber reported that the requester in Advisory Opinion 2026-03 asked that the opinion be considered at a later meeting of the Commission and stated that further information concerning this request would be forthcoming. Therefore, the Commission did not discuss Advisory Opinion 2026-03 at this meeting.

Mr. Wolfe called upon Ms. Weber to present Advisory Opinion 2026-04 to the Commission for consideration. Ms. Weber presented the proposed Advisory Opinion. After discussion, an amendment was made to the Advisory Opinion. Ms. Singleton made a motion that the amended Advisory Opinion be approved as presented. Ms. Disibbio seconded the motion. The motion carried as follows:

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 March 2026. Ms. Weber reported that invoices were available for review and recommended that the purchases be approved. The purchases included:

3-11-2026 PITNEY BOWES \$216.00  
3-11-2026 ADOBE \$256.67

A motion was made by Ms. Singleton to approve the report as presented. Ms. Davis seconded the motion, and the motion carried as follows.

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

### Executive Session

Mr. Walker moved that the Ethics Commission go into Executive Session pursuant to W. Va. Code § 6-9A-4(b)(2)(A), relating to matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee.

### Public Session

Following the executive session, in public session, Mr. Wolfe asked for a motion to accept the approved staff evaluations and 2026 Commission goals and 2025 accomplishments report.. Ms. Singleton made the motion to accept the report, Mr. Walker seconded the motion, and the motion carried as follows:

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.

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 May 7, 2026, meeting.

/s/ Robert J. Wolfe

Robert J. Wolfe, Chairperson

ATTEST:

West Virginia Ethics Commission

/s/ Rachel Y. Carpenter

Rachel Y. Carpenter, Executive Assistant

West Virginia Ethics Commission