West Virginia Ethics Commission
Meeting Minutes
August 6, 2026

The August 6, 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 Roush, General Counsel
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 motion to approve the minutes of the Commission's June 4, 2026 meeting.

Approval of Minutes

Ms. Singleton made a motion to approve the minutes of the Commission's June 4, 2026, meeting. Mr. Cottle seconded the motion, and the motion carried as follows:

Cottle - aye
Davis – aye
Disibbio - aye
Herrick - no response (technical error)
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 2026-36 Josh McCloud, County Administrator, Department of Transportation, Division of Highways

EE 2026-37 Josh Howell, Construction Engineer, Department of Transportation, Division of Highways

EE 2026-38 Luke Miller, Highway Engineer Trainee 2, Department of Transportation, Division of Highways

EE 2026-39 Matthew Johnson, Transportation District Administrative Manager 2, Department of Transportation, Division of Highways

EE 2026-40 Leslie Graham, Transportation Engineer Senior, Department of Transportation, Division of Highways

EE 2026-41 Jordan Cole, Financial Specialist 1, Department of Transportation, Division of Highways

EE 2026-42 Mackenzie Lambert, Financial Associate, Department of Transportation, Division of Highways

EE 2026-43 Anthony Bass, Equipment Operator 3, Department of Transportation, Division of Highways

EE 2026-44 Mary Lewis, Senior Financial Examiner, West Virginia Offices of the Insurance Commissioner

EE 2026-45 Britney McKinney, Transportation County Supply Specialist, Department of Transportation, Division of Highways

EE 2026-46 Teresa Mayle, Transportation Engineer Associate, Senior, Department of Transportation, Division of Highways

EE 2026-47 Luke Chambers, Transportation Engineer, Department of Transportation, Division on Highways

EE 2026-48 Steven Mullenax, Construction Area Manager, Department of Transportation, Division of Highways

Ms. Singleton moved that Employment Exemptions 2026-36 and 2026-48 be ratified. Ms. Davis seconded the motion, and the motion carried as follows:

Cottle - aye
Davis – aye
Disibbio – aye
Herrick - no response (technical error)
Kessinger - aye
Singleton - aye
Walker - aye
Wolfe - aye

Contract Exemption

Mr. Wolfe called upon Ms. Weber to present Contract Exemption 2026-08 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:

Cottle - aye
Davis – aye
Disibbio – aye
Herrick - no response (technical error)
Kessinger -aye
Singleton - aye
Walker - aye
Wolfe - aye

Proposed Legislation

Mr. Wolfe called upon Mr. Ellem to present the proposal for amending *W. Va. Code § 6B-2-6* to permit the Ethics Commission to charge a processing fee of $25 for any person who chooses to file their financial disclosure statement (FDS) by paper rather than using the Ethics Commission's electronic portal located on its website. Ms. Singleton made a motion to approve the proposed amendment, and Ms. Davis 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 Reports

The Commission reviewed the monthly purchasing card reports for June and July 2026. Ms. Weber reported that invoices were available for review and recommended that the purchases be approved. The purchases included:

Transaction Date: 6-20-2026
Vendor: Adobe
Item Description: AI Monthly Subscription
Date Reconciled: 7-24-2026
Amount: $5.34

Transaction Date: 6-11-2026
Vendor: Pitney Bowes
Item Description: Mail machine lease
Date Reconciled: 6-24-2026
Amount: $216

Transaction Date: 6-06-2026
Vendor: Pitney Bowes
Item Description: Ink for mail machine
Date Reconciled: 6-24-2026
Amount: $173.97

A motion was made by Ms. Singleton to approve the reports as presented. Mr. Herrick 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. Singleton made a motion to adjourn, and Mr. Herrick 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

Robert J. Wolfe, Chairperson
West Virginia Ethics Commission

ATTEST:

Rachel Y. Carpenter, Executive Assistant
West Virginia Ethics Commission