

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

The March 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)
Terry Walker, Commission member (virtual)
Kimberly B. Weber, Executive Director
John N. Ellem, Deputy General Counsel
Rachel Carpenter, Executive Assistant

Absent

Suzan Singleton, Commission member

Call to Order

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

Approval of Minutes

Ms. Disibbio made a motion to approve the minutes of the Commission's February 5, 2026, meeting. Mr. Carter seconded the motion, and the motion carried as follows:

Carter - aye
Cottle - aye
Davis - aye
Disibbio - aye
Herrick - aye
Kessinger - 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 2026-06

Steven Holmes, TMNASST, Department of Transportation, Division of Highways

EE 2026-07

Michael Davis, Staff Engineer, Department of Transportation, Division of Highways

EE 2026-08

Brandi Nunn, Materials Office Coordinator-TRETSR, Department of Transportation, Division of Highways

EE 2026-09

Douglas Kirk, Deputy State Highway Engineer of Env. Compliance, Department of Transportation, Division of Highways

EE 2026-10

Trever Turner, Transportation Engineer Trainee, Department of Transportation, Division of Highways

EE 2026-11

Larry Stewart, TRETSR Construction Supervisor, Department of Transportation, Division of Highways

EE 2026-12

Nawamee Shrestha, District Bridge Engineer, Department of Transportation, Division of Highways

EE 2026-13

Brandon Lewis, Chief of Technology and Information Systems, Department of Human Services

Mr. Carter moved that Employment Exemptions 2026-06 through 2026-13 be ratified. Mr. Walker seconded the motion, and the motion carried as follows:

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

Advisory Opinion

Mr. Wolfe called upon Mr. Ellem to present Advisory Opinion 2026-01 to the Commission for consideration. Mr. Ellem presented the proposed Advisory Opinion. After discussion an amendment was made to the Advisory Opinion. Ms. Disibbio made a motion that the amended Advisory Opinion be approved as presented. Ms. Davis seconded the motion. The motion carried as follows:

Carter - aye
Cottle - aye
Davis – aye
Disibbio – aye
Herrick - aye
Kessinger - 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. The purchases included:

1/29/2026
ADOBE ACROBAT PRO 2020 for \$256.67

A motion was made by Ms. Disibbio to approve the report as presented. Mr. Carter seconded the motion, and the motion carried as follows.

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

Wolfe - aye

Adjournment

Mr. Wolfe asked for a motion to adjourn the meeting. Ms. Disibbio 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
Kessinger - aye
Walker - aye
Wolfe - aye

The foregoing minutes of the West Virginia Ethics Commission were approved at the Commission's April 2, 2026, meeting.


Robert J. Wolfe, Chairperson
West Virginia Ethics Commission

ATTEST:



Rachel Y. Carpenter, Executive Assistant
West Virginia Ethics Commission

P-Card Report for January and February 2026

Transaction Date: 1-29-2026

Vendor: Adobe

Item Description: Purchase of Acrobat Pro 2020 for Kim's PC

Date Reconciled: 2-23-2026

Amount: 256.67