

MINUTES

**BOARD MEETING
WEST VIRGINIA BOARD OF BARBERS AND COSMETOLOGISTS
BOARD OFFICE, DUNBAR, WV
10:00 A.M.**

JANUARY 9, 2017

Members Present

Sarah Hamrick, President
Michael Belcher, Vice President
Susan Poveromo
Khuong Nguyen
Sean Stevens
Melissa Delaney

Members Absent

Justina Gabbert

The meeting was called to order by Sarah Hamrick, President of the West Virginia Board of Barbers and Cosmetologists at 10:00 a.m. at the Board office, Dunbar, WV.

The first item on the agenda was **Roll Call**.

The next item on the agenda was **Board Minutes Approval**. The Chair entertained a motion to approve the minutes for November 20, 2016 as presented. On motion duly made by Susan Poveromo and seconded by Khuong Nguyen; the motion carried unanimously.

The next item on the agenda was **Board to Hear 3rd + Offenses**. The Chair recognized Charles Persinger, Acting Executive Director. Mr. Persinger presented the following 3rd + offense(s):

K-352: 4th offense; 2.4; operating a shop with an expired shop license. Shop owner did not appear to answer for 4th offense violation. The Chair entertained a motion to revoke the shop license and notify the owner by certified mail. On motion duly made by Michael Belcher and seconded by Melissa Delaney; the motion carried unanimously.

G-1139: 3rd offense; 2.4; operating a shop with an expired shop license. Shop owner did appear to answer for 3rd offense violation. The Chair entertained a motion to assess a fine in the amount of \$500.00. On motion duly made by Michael Belcher and seconded by Khuong Nguyen; the motion carried unanimously.

L-512: 3rd offense; 2.4; operating a shop with an expired shop license. Shop owner did not appear to answer for 3rd offense violation. The Chair entertained a motion to revoke the shop license and notify the owner by certified mail. On motion duly made by Susan Poveromo and seconded by Michael Belcher; the motion carried unanimously.

H-873: 4th offense; 2.43; failing in a shop or as a booth renter to disinfect tools and implements. Shop owner did appear to answer for 4th offense violation. The Chair entertained a motion to assess a fine in the amount of \$300.00 and to dismiss violation H-858. On motion duly made by Khuong Nguyen and seconded by Michael Belcher; the motion carried unanimously.

The next item on the agenda was **Fine Appeals – in Writing**. The Chair recognized Charles Persinger, Acting Executive Director. Mr. Persinger presented the following fine appeal(s) that were submitted in writing:

K-402: 1st offense; 2.4; operating a shop with an expired shop license. The Chair entertained a motion to uphold the fine as presented. On motion duly made by Susan Poveromo and seconded by Khuong Nguyen; the motion carried unanimously.

L-505: 1st offense; 2.4; operating a shop with an expired shop license. The Chair entertained a motion to uphold the fine as presented. On motion duly made by Susan Poveromo and seconded by Melissa Delaney; the motion carried unanimously.

The next item on the agenda was **P-Card Purchases**. The Chair recognized Danielle Wattie, Deputy Director. Ms. Wattie presented the p-card purchases for October 2016 and November 2016. The total amount for p-card purchases for the month of October 2016 was \$4,972.38 and the total amount for p-card purchases for the month of November 2016 was \$2,473.42.

The Chair entertained a motion to approve the p-card purchases for October 2016. On motion duly made by Susan Poveromo and seconded by Khuong Nguyen; the motion carried unanimously. The Chair entertained a motion to discontinue service through surveymonkey.com. On motion duly made by Susan Poveromo and seconded by Khuong Nguyen; the motion carried unanimously. The Chair entertained a motion to approve the p-card purchases for November 2016. On motion duly made by Michael Belcher and seconded by Khuong Nguyen; the motion carried unanimously.

The next item on the agenda was **Public Requests**.

- **Gene Nelson** – Mr. Nelson appeared before the Board to discuss procedures pertaining to registering as a continuing education provider and presented a continuing education provider application. It was determined that the Continuing Education Subcommittee will further correspond with Mr. Nelson after his application has been reviewed.
- **Richard Yates** – Mr. Yates requested that the Board consider crediting the time he has spent as an examiner for D.L. Roope for continuing education hours. The Chair entertained a motion to

deny the request. On motion duly made by Susan Poveromo and seconded by Melissa Delaney; the motion carried unanimously.

The next item on the agenda was **Discussion of Make-Up Artistry**. The Board and staff discussed make-up artistry. It was determined that make-up artistry, hair braiding, and threading are to be considered unregulated practices in West Virginia. However, it was concluded that these practices cannot be performed by unlicensed individuals in licensed shops.

The next item on the agenda was **Waxing Specialist**. The Board and staff discussed the waxing specialist certification. It was determined that any individual can apply for a waxing specialist certification; provided, that the individual completes 125 clock hours at an approved cosmetology school and passes the NIC practical, written, and state law exams.

The next item on the agenda was **Beauty School Operations**. The Board and staff discussed operations for cosmetology and barber schools.

The next item on the agenda was **Award Beauty School 300 – hour Barber Crossover Program**. The Chair recognized Charles Persinger, Acting Executive Director. Mr. Persinger presented a request from Award Beauty School. Award Beauty School requested that the Board consider authorizing Award Beauty School to implement the barber crossover program. No motion was made because the Board does not have any authority over schools of barbering or cosmetology that are located outside the state of West Virginia.

The next item on the agenda was **Sen Text Solutions**. The Chair entertained a motion to discontinue services from Sen Text Solutions. On motion duly made by Khuong Nguyen and seconded by Susan Poveromo; the motion carried unanimously.

The next item on the agenda was **Board Financials**. The Chair recognized Charles Persinger, Acting Executive Director. Mr. Persinger presented the financials. The Chair entertained a motion to approve the financials as presented. On motion duly made by Susan Poveromo and seconded by Melissa Delaney; the motion carried unanimously.

The next item on the agenda was **Review of November 2016 Board Meeting**. The Chair recognized Charles Persinger, Acting Executive Director. Mr. Persinger gave an overview and conclusions of agenda items that were discussed at the last meeting on November 20, 2016.

Executive Session: The Chair entertained a motion to adjourn regular session and reconvene into executive session to discuss personnel matters/office positions. On motion duly made by Michael Belcher and seconded by Khuong Nguyen; the motion carried unanimously.

Regular Session: The Chair entertained a motion to adjourn executive session and reconvene into regular session. On motion duly made by Susan Poveromo and seconded by Michael Belcher; the motion carried unanimously.

The next item on the agenda was **Personnel Matters**:

- **Inspector II:** The Chair entertained a motion to grant Jason Graves a salary increase in the amount of \$6,000.00.
- **Executive Director Position:** The Chair entertained a motion to promote Charles Persinger to the position of Executive Director.
- **Receptionist Position:** The Chair entertained a motion to hire Kristen Portillo as the receptionist with a salary starting at \$20,000.00 per year.
- The Chair entertained a motion to grant Chassidy Kinser a salary increase in the amount of \$2,000.00 and to grant Kenyon Warner and Stacie Harper a salary increase in the amount of \$1,000.00.


On motion(s) duly made by Susan Poveromo and seconded by Khuong Nguyen, the motion(s) carried unanimously.

Adjournment: The Chair entertained a motion to adjourn the meeting. On motion duly made by Susan Poveromo and seconded by Michael Belcher; the motion carried unanimously. The meeting was adjourned at 1:35 p.m.

Others Present

Charles Persinger, Executive Director
Danielle Wattie, Deputy Director
Jason Graves, Senior Inspector
Kenyon Warner, Inspector
Chassidy Kinser, Inspector
Linda Johnson, Carver
Shonda Young, Shirley's Tanning
Kristi Johnson, Personal Reflection Spa
Gene Nelson
Bobby Nelson
Ann Thomas, ACT

Prepared by:



Danielle J. Wattie, Deputy Director/Secretary



Date