

MINUTES

BOARD MEETING

WEST VIRGINIA BOARD OF BARBERS AND COSMETOLOGISTS

DAYS INN, FLATWOODS, WV

1:00 P.M.

OCTOBER 25, 2015

Members Present

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

Others Present

Amanda Smith, Executive Director
David Scarpelli, Deputy Director
Danielle Cordle, Secretary
Jason Graves, Inspector
Charlie Persinger, Records Management
Stacie Harper, Inspector

Members Absent

Sean Stevens, Member
Justina Gabbert, Member

The meeting was called to order by Sarah Hamrick, President of the West Virginia Board of Barbers and Cosmetologists at 1:05 p.m. at the Days Inn, Flatwoods, WV.

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

The next item on the agenda was the **Board Minutes Approval for August 9, 2015 and October 4, 2015**. The Chair entertained a motion to approve the minutes for August 9, 2015 as presented. On motion duly made by Michael Belcher and seconded by Susan Poveromo the motion carried unanimously. The Chair entertained a motion to approve the minutes for October 4, 2015 as presented. On motion duly made by Michael Belcher and seconded by Susan Poveromo the motion carried unanimously.

The next item on the agenda was the **Purchasing (PCARD) Purchases for July 2015 and August 2015**. The Chair recognized Amanda Smith, Executive Director. Ms. Smith presented the purchasing card (PCARD) purchases for July 2015 and August 2015 (see attachment A). The Chair entertained a motion to approve the purchasing card (PCARD) purchases for July 2015 as presented. On motion duly made by Susan Poveromo and seconded by Khuong Nguyen the motion carried unanimously. The Chair entertained a motion to approve the purchasing card (PCARD) purchases for August 2015 as presented. On motion duly made by Susan Poveromo and seconded by Michael Belcher the motion carried unanimously.

The next item on the agenda was the **Board Financials for July 2015 – September 2015**. The Chair recognized Amanda Smith, Executive Director. Ms. Smith presented the Board financials for July 2015 – September 2015 (see attachment B). The Chair entertained a motion to approve financials as presented. On motion duly made by Michael Belcher and seconded by Khuong Nguyen the motion carried unanimously.

The next item on the agenda was **Lynda Ware’s Settlement Agreement**. The Chair recognized Gretchen Murphy, Assistant Attorney General. Ms. Murphy presented the terms of Lynda Ware’s settlement agreement. Ms. Ware accepted the settlement agreement and Ms. Murphy has considered the matter concluded. The Chair entertained a motion to let today’s date and Ms. Murphy’s presentation regarding the settlement conclude Lynda Ware’s settlement agreement. On motion duly made by Michael Belcher and seconded by Susan Poveromo the motion carried unanimously.

The next item on the agenda was **Continuing Education Sub-Committee**. The Chair entertained a motion to select Susan Poveromo, Melissa Delaney, and Danielle Cordle as members of the continuing education sub-committee. On motion duly made by Michael Belcher and seconded by Khuong Nguyen the motion carried unanimously.

The next item on the agenda was **Upcoming Legislation/Proposed Changes**. Upcoming legislation and proposed changes were discussed.

The next item on the agenda was **Consider renewal of Virginia Lewis’ contract for 1 year**. The Chair entertained a motion to approve renewing Virginia Lewis’s contract for 1 year. On motion duly made by Susan Poveromo, seconded by Khuong Nguyen, and opposed by Michael Belcher the motion carried unanimously.

The next item on the agenda was **Consider renewal of DL Roope’s contract for 1 year**. The Chair entertained a motion to approve renewing DL Roope’s contract for 1 year. On motion duly made by Susan Poveromo and seconded by Khuong Nguyen the motion carried unanimously.

The next item on the agenda was **AEQUO International**. The Chair recognized Amanda Smith, Executive Director. Ms. Smith requested that the Board consider using AEQUO International to evaluate all international transcripts/diplomas, domestic online high school diplomas, and transcripts/diplomas from beauty schools that have been flagged. The Chair entertained a motion to approve using AEQUO International to evaluate all international transcripts/diplomas, domestic online high school diplomas, and transcripts/diplomas from beauty schools that have been flagged. On motion duly made by Susan Poveromo and seconded by Michael Belcher the motion carried unanimously.

The next item on the agenda was **Review Kha Nguyen’s application**. The Chair entertained a motion to request that the applicant submit their education documents to AEQUO International. On motion duly made by Susan Poveromo and seconded by Khuong Nguyen the motion carried unanimously.

The next item on the agenda was **Review Ve Ngo's application**. The Chair entertained a motion to request that the applicant submit their education documents to AEQUO International. On motion duly made by Michael Belcher and seconded by Khuong Nguyen the motion carried unanimously.

The next item on the agenda was **Request from Janet Svingo to waive CE hour requirement**. The Chair entertained a motion to **DENY** the request as presented. On motion duly made by Michael Belcher and seconded by Khuong Nguyen the motion carried unanimously.

The next item on the agenda was **Fine Appeals in Writing**. The Chair recognized Charlie Persinger, Records Management. Mr. Persinger presented the following fine appeal(s):

Fine Appeals in Writing – Licensing and Sanitation

G-909: 1st offense, 2.64, failing to renew booth rental certificate annually. The Chair entertained a motion to **UPHOLD** the fine as presented. On motion duly made by Michael Belcher and seconded by Khuong Nguyen the motion carried unanimously.

G-922: 1st offense, 2.64, failing to renew booth rental certificate annually. The Chair entertained a motion to **UPHOLD** the fine as presented. On motion duly made by Michael Belcher and seconded by Khuong Nguyen the motion carried unanimously.

H-746: 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 Michael Belcher and seconded by Khuong Nguyen the motion carried unanimously.

L-361: 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 Michael Belcher and seconded by Khuong Nguyen the motion carried unanimously.

L-359: 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 Michael Belcher and seconded by Khuong Nguyen the motion carried unanimously.

H-741: 1st offense, 2.5, operating a shop by a practitioner without first filing a shop application, paying the fee, and receiving a license. **H-736:** 1st offense, 2.2, working with an expired license. **H-737:** 1st offense, 2.6, performing services as a practitioner while working in an unlicensed shop. **H-738:** 1st offense, 2.31, failing to use a neck strip or a towel to prevent contact between the skin of a client's neck and a hair cloth or cape. The Chair entertained a motion to **UPHOLD** the fines as presented and to inspect the shop periodically to ensure that the shop is not open. On motion duly made by Michael Belcher and seconded by Khuong Nguyen the motion carried unanimously.

The next item on the agenda was **Board to hear 3rd + offenses.**

H-758: 4th offense, 2.40, failing to discard a disposable emery board, sponge, buffer, or orangewood stick after use on a client or to give the emery board, sponge, buffer, or orangewood stick to the client. Licensee did appear to answer for 4th offense violation. The Chair entertained a motion to table discussion for H-758 until executive session. On motion duly made by Susan Poveromo and seconded by Michael Belcher the motion carried unanimously.

G-927: 4th offense, 2.55, failing to keep a licensed facility's walls, floors, baseboards, and ceiling clean and free of excessive spots, mildew, scuff marks, gathered dirt, mold, condensation or peeling paint. Licensee was unable to appear to answer for 4th offense violation. However, the licensee did submit a letter in response to the 4th offense violation to Amanda Smith, Executive Director. The Chair entertained a motion to approve issuing a citation for the 4th offense violation in the amount of \$100. On motion duly made by Susan Poveromo and seconded by Khuong Nguyen the motion carried unanimously.

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

The next item on the agenda was **Personnel Matters.** Personnel matters were discussed during executive session.

The next item on the agenda was **Complaints.** The Chair entertained a motion to **CLOSE** complaints C2016-21, C2016-18, C2016-15, C2016-08, C2016-07, C2015-54, C2015-49, and C2015-43 and to **DISMISS** complaints C2016-14, C2016-06, C2015-03, and C2015-66. On motion duly made by Khuong Nguyen and seconded by Michael Belcher the motion carried unanimously.

H-758: 4th offense, 2.40, failing to discard a disposable emery board, sponge, buffer, or orangewood stick after use on a client or to give the emery board, sponge, buffer, or orangewood stick to the client. The Chair entertained a motion to table discussion for H-758 until the next meeting on December 6, 2015. On motion duly made by Susan Poveromo and seconded by Michael Belcher the motion carried unanimously.

Adjournment: The Chair entertained a motion to adjourn the meeting. On motion duly made by Michael Belcher and seconded by Susan Poveromo the motion carried unanimously. The meeting was adjourned at 4:22 p.m.

Prepared by:

Danielle J. Cordle, Secretary

Date