

WEST VIRGINIA STATE BOARD OF BARBERS AND COSMETOLOGISTS

Board Meeting Minutes

1201 Dunbar Avenue

Dunbar, WV 25064

June 10, 2019

10:00 a.m.

Members Present

Sarah Hamrick, President

Michael Belcher, Vice President

Susan Poveromo

Melissa Delaney

Donnie Snyder

Others Present:

Danielle J. Cordle, Executive Director

Jason P. Graves, Deputy Director

Chassidy Kinser, Inspector

Stacie Harper, Inspector

Kenyon Warner, Inspector

Erik Lucas, Inspector

Linda Johnson, Carver Career Center

Barbara Utt, Attorney

Jonathan Wriston, Carver Career Center

Members Absent

None

The meeting was called to order by Sarah Hamrick, President of the West Virginia State Board of Barbers and Cosmetologists at 10:00 a.m. at the Board office, located at 1201 Dunbar Avenue, Dunbar WV.

The first item on the agenda was **Call to Order/Roll Call**.

The next item on the agenda was **Meeting Minutes Approval – 5/06/2019**. The Chair entertained a motion to approve the meeting minutes for May 6, 2019 as presented. On motion duly made by Michael Belcher and seconded by Melissa Delaney; the motion carried unanimously.

The next item on the agenda was **Complaint No. C2019-123**. The Chair entertained a motion to adjourn regular session and convene into **Executive Session** to discuss Complaint No. C2019-123. On motion duly made by Susan Poveromo and seconded by Michael Belcher; the motion carried unanimously.

The Chair entertained a motion to adjourn Executive Session and reconvene into **Regular Session**. On motion duly made by Michael Belcher and seconded by Melissa Delaney; the motion carried unanimously.

The Chair recognized Barbara Utt, Attorney representing Jonathan Wriston for Complaint No. C2019-123. Ms. Utt addressed the Board.

The Chair entertained a motion to refer **Complaint No. C2019-123** to the Attorney General's Office. On motion duly made by Susan Poveromo and seconded by Michael Belcher; the motion carried unanimously.

The next item on the agenda was **P-Card Purchases – January 2019 – April 2019**. The Chair recognized Danielle Cordle, Executive Director. Ms. Cordle presented P-Card purchases in the amount of \$9,578.95 for January 2019 (Attachment A), \$6,278.20 for February 2019 (Attachment B), \$4,477.72 for March 2019 (Attachment C), and \$10,896.04 for April 2019 (Attachment D). The Chair entertained a motion to approve the purchases as presented. On motion duly made by Susan Poveromo and seconded by Donnie Snyder; the motion carried unanimously.

The next item on the agenda was **Complaint Review**. The Chair recognized Danielle Cordle. Ms. Cordle presented the following Complaints:

C2018-34 & C2018-35 – The Chair entertained a motion to table the complaint until the August 12, 2019 meeting. On motion duly made by Michael Belcher and seconded by Susan Poveromo; the motion carried unanimously.

C2019-32 – The Chair entertained a motion to send the inspector to the location to continue the investigation. On motion duly made by Susan Poveromo and seconded by Donnie Snyder; the motion carried unanimously.

C2019-47 – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Susan Poveromo and seconded by Michael Belcher; the motion carried unanimously.

C2019-61 – The Chair entertained a motion to send the inspector along with local law enforcement to the location to continue the investigation. On motion duly made by Susan Poveromo and seconded by Donnie Snyder; the motion carried unanimously.

C2019-62 – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Michael Belcher and seconded by Susan Poveromo; the motion carried unanimously.

C2019-70 – The Chair entertained a motion to dismiss the complaint 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 **Continuing Education Audits**. The Chair recognized Danielle Cordle. Ms. Cordle provided a status update on current continuing education audits.

The next item on the agenda was **Written Fine Appeals**. The Chair recognized Danielle Cordle. Ms. Cordle presented the following Written Fine Appeals:

K-1151; K-1152 – The Chair entertained a motion to uphold the fines as presented. On motion duly made by Susan Poveromo and seconded by Michael Belcher; the motion carried unanimously.

L-971 – The Chair entertained a motion to uphold the fines as presented. On motion duly made by Susan Poveromo and seconded by Donnie Snyder; the motion carried unanimously.

L-972 – The Chair entertained a motion to uphold the fines as presented. On motion duly made by Susan Poveromo and seconded by Donnie Snyder; the motion carried unanimously.

CE-1903 – The Chair entertained a motion to uphold the fines 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 **Service Animals in Salons/Shops**. The Chair recognized Chassidy Kinser, Inspector. Inspector Kinser presented recommendations for dealing with service animals in salons/shops. The Chair entertained a motion to adopt recommendations presented by Inspector Kinser regarding service animals in salons/shops 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 **Website Updates**. The Chair recognized Danielle Cordle. Ms. Cordle provided a status update on the design process for the website.

The next item on the agenda was **Legislative Rules**. The Chair recognized Danielle Cordle. Ms. Cordle discussed the need for a future meeting date to update legislative rules.

The next item on the agenda was **Personnel Matters: Consideration of Salary Increases for Board Staff**. The Chair entertained a motion to adjourn regular session and convene into **Executive Session** to discuss Personnel Matters: Consideration of Salary Increases for Board Staff. On motion duly made by Susan Poveromo and seconded by Melissa Delaney; the motion carried unanimously.

The Chair entertained a motion to adjourn Executive Session and reconvene into **Regular Session**. On motion duly made by Susan Poveromo and seconded by Melissa Delaney; the motion carried unanimously.

The Chair entertained a motion for current Board Staff to undergo performance evaluations to be submitted to the Board prior to the November 18, 2019 meeting for consideration of salary increases effective January 1, 2020 and to hire Kiana Carroll as Secretary with the minimum allowable starting salary to be determined by Director Cordle. On motion duly made by Michael Belcher and seconded by Susan Poveromo; the motion carried unanimously.

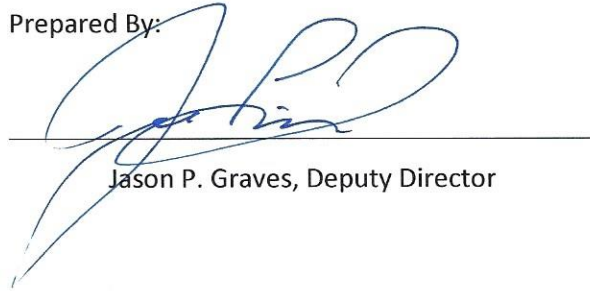
The next item on the agenda was **Future Meeting/Hearing Dates**. The Chair recognized Danielle Cordle. Ms. Cordle confirmed the following dates:

August 12, 2019

November 18, 2019

The last item on the agenda was **Adjournment**: The Chair entertained a motion to adjourn the meeting. On motion duly made by Susan Poveromo and seconded by Donnie Snyder; the motion carried unanimously.

Prepared By:

A handwritten signature in blue ink, appearing to read "JP Graves", is written over a horizontal line. Below the line, the name "Jason P. Graves, Deputy Director" is printed.

Jason P. Graves, Deputy Director

7-14-19

Date