

# Minutes

## **Board Meeting West Virginia Board of Barbers and Cosmetologists Winfield, WV 11:00 a.m.**

**March 10, 2013**

### **Members Present:**

Michael Belcher  
Justina Gabbert  
Sarah Hamrick

James (Jim) Ryan

### **Others Present:**

Adam L. Higginbotham  
Amanda D. Smith  
Charlie Persinger

(See Attached Sign-In Sheet)

The meeting was called to order by Sarah Hamrick, Chairman of the State Board of Barbers and Cosmetologists at 11:00 a.m. on Sunday, March 10, 2013 at Hampton Inn, Winfield, WV. Roll call was taken.

### **The first item on the agenda was the approval of the December 9, 2012 & January 4, 2013.**

The Chair entertained a motion to approve the December 9, 2012 & January 4, 2013 minutes as presented. On motion duly made by Justina Gabbert and seconded by Michael Belcher the motion carried.

**The next item on the agenda was PCARD purchases for December 2012, January & February 2013.** The Chair recognized Mr. Adam L. Higginbotham, Executive Director, of the West Virginia State Board of Barbers and Cosmetologists. Mr. Higginbotham presented the PCARD purchases for December 2012, January/February 2013. The Chair entertained a motion to approve the PCARD purchases as presented. On motion duly made by Justina Gabbert and seconded by Michael Belcher the motion carried.

**The next item on the agenda was Board Financials (July 2012 – January, 2013) (Exhibit A).** The Chair recognized Mr. Adam L. Higginbotham, Executive Director, of the West Virginia State Board of Barbers and Cosmetologists. Mr. Higginbotham presented a financial review from July 2012 to January 2013. The Chair entertained a motion to approve the financials as presented. On motion duly made by Michael Belcher and seconded by Justina Gabbert the motion carried.

**The next item on the agenda was Examination RFP Appointment:** No motion needed

**The next item on the agenda was Kevin Pham License Reinstatement Request:** The Chair entertained a motion to reapply to the Board for further consideration in 5 years. On motion duly made by Michael Belcher and seconded by Jim Ryan the motion carried.

**The next item on the agenda was Shanna Lutz Lapsed License Waiver Request:** The Chair entertained a motion to have licensee pay the \$205 to renew license. On motion duly made by Justina Gabbert and seconded by Michael Belcher the motion carried.

**Appeal of Fines:**

- ▶ A-0741 – The Chair entertained a motion to **UPHOLD** the fine. On motion duly made by Justina Gabbert and seconded by Michael Belcher the motion carried.
- ▶ A-0742 – The Chair entertained a motion to **UPHOLD** the fine. On motion duly made by Justina Gabbert and seconded by Michael Belcher the motion carried.
- ▶ A-0743 – The Chair entertained a motion to **UPHOLD** the fine. On motion duly made by Justina Gabbert and seconded by Michael Belcher the motion carried.
- ▶ A-0811 – The Chair entertained a motion to **UPHOLD** the fine. On motion duly made by Justina Gabbert and seconded by Michael Belcher the motion carried.
- ▶ A-0683 – The Chair entertained a motion to **DISMISS** the fine. On motion duly made by Justina Gabbert and seconded by Jim Ryan the motion carried.
- ▶ A-0785 – The Chair entertained a motion to **UPHOLD** the fine and write a letter with detailed amount (itemized) of what she has paid. On motion duly made by Justina Gabbert and seconded Jim Ryan the motion carried.
- ▶ C-0476 – The Chair entertained a motion to **DISMISS** the fine. On motion duly made by Justina Gabbert and seconded by Jim Ryan the motion carried.

**The next item on the agenda was Recommended Order from Herb Inscoe Hearing:** The Chair entertained a motion to approve the recommendations of the law judge and revoke Herb Inscoe's instructor license for a period of 1 year, from the day of submission of license. Have the Attorney General's office prepare the letter. On motion duly made by Justina Gabbert and seconded by Michael Belcher the motion carried.

The Chair opened the floor to the public.

The Chair entertained a motion to adjourn regular session and go into executive session. On motion duly made by Jim Ryan and seconded by Michael Belcher the motion carried.

The following decisions were made in reference to matters discussed in Executive Session:

**The next item on the agenda was case 2013-05 Consent Agreement/Decree:** The Chair entertained a motion to change the following: \$685 administrative, \$1000 fine and 1 year probation. On motion duly made by Justina Gabbert and seconded Jim Ryan by the motion carried.

**The next item on the agenda was case 2013-06 Charging Statements:** The Chair entertained a motion to file charging statements against case #2013-06 and allow the Attorney General's office to proceed. On motion duly made by Justina Gabbert and seconded by Michael Belcher the motion carried.

**The next item on the agenda is C2013-29:** Board was updated on this information.

The Chair entertained a motion to adjourn. On motion duly made by Justina Gabbert and seconded by Michael Belcher the motion carried.

**Drafted by Amanda D. Smith**