

MINUTES

BOARD MEETING

WEST VIRGINIA BOARD OF BARBERS AND COSMETOLOGISTS
SOUTHERN WV COMMUNITY & TECHNICAL COLLEGE, MOUNT GAY, WV
1:00 P.M.

OCTOBER 16, 2016

Members Present

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

Members Absent

Justina Gabbert
Sean Stevens

The meeting was called to order by Sarah Hamrick, President of the West Virginia Board of Barbers and Cosmetologists at 1:00 p.m. at Southern WV Community & Technical College, Mount Gay, 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 August 14, 2016 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 **Purchasing (PCARD) Purchases**. The Chair recognized Danielle Wattie, Secretary. Mrs. Wattie presented the purchasing (PCARD) purchases for July 2016 – August 2016 (see attachment A). The Chair entertained a motion to approve the purchasing (PCARD) purchases for July 2016. On motion duly made by Michael Belcher and seconded by Susan Poveromo; the motion carried unanimously. The Chair entertained a motion to approve the purchasing (PCARD) purchases for August 2016. On motion duly made by Michael Belcher and seconded by Melissa Delaney; the motion carried unanimously.

Executive Session: The Chair entertained a motion to adjourn regular session and reconvene into executive session to discuss payroll issues, state mandated office hours, state recommendation for granting comp time, and procedures for approving sick/annual leave. On motion duly made by Khuong Nguyen and seconded by Michael Belcher; 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 Michael Belcher and seconded by Susan Poveromo; the motion carried unanimously.

The next item on the agenda was **Payroll Issues (Jason P. Graves)**. The Chair entertained a motion to approve disbursing Mr. Graves a check in the amount of \$2,325.18. Mr. Graves' current salary did not rollover when Kronos/bi-weekly pay took effect in June 2016 and Mr. Graves was being compensated his old salary from June 2016 until September 2016. On motion duly made by Michael Belcher and seconded by Khuong Nguyen; the motion carried unanimously.

The next item on the agenda was **Program Approval Application: Roane-Jackson Technical Center**. The Chair entertained a motion to approve Roane-Jackson Technical Center as a school of cosmetology. The Chair also entertained a motion to authorize Jason Graves to perform a school opening inspection for Roane-Jackson Technical Center and to also perform any future school opening inspections. On motions duly made by Michael Belcher and seconded by Khuong Nguyen; the motions carried unanimously.

The next item on the agenda was **Public Requests: Travis Francisco & Curtis Rollins**. The Board reviewed and discussed a request from Travis Francisco and Curtis Rollins. Mr. Rollins and Mr. Francisco completed a barber apprenticeship program in Virginia and requested that the Board consider allowing them to take the National Practical, Written, and State Law exams in West Virginia instead of obtaining their barber licenses in Virginia and transferring by reciprocity. The Chair entertained a motion to approve 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 **Temporary Employee Request**. The Chair entertained a motion to approve hiring a temporary employee for the office. On motion duly made by Khuong Nguyen and seconded by Michael Belcher; the motion carried unanimously.

The next item on the agenda was **Discussion of State Mandated Office Hours (lunch) hours**. The Chair stated that as discussed at previous meetings, required hours for the office staff are 9 a.m. until 5 p.m. from Monday – Friday. The Chair entertained a motion to purchase laptop computers for the Inspectors so the Inspectors can enter their time each week in Kronos. On motion duly made by Susan Poveromo and seconded by Khuong Nguyen; the motion carried unanimously.

The next item on the agenda was **State Recommendation for Granting Comp Time**. The Board discussed procedures for granting comp time. It was determined that comp time must be preapproved by the Board.

The next item on the agenda was **Procedure for Approving Leave (Sick) (Annual)**. The Board discussed procedures for approving sick and annual leave. It was determined that all annual and sick leave hours for employees must be sent to the Board electronically each week.

Adjournment: The Chair entertained a motion to adjourn the meeting. On motion duly made by Khuong Nguyen and seconded by Michael Belcher; the motion carried unanimously. The meeting was adjourned at 3:07 p.m.

Others Present

Charles Persinger, Deputy Director

Danielle Wattie, Secretary

Jason Graves, Inspector II

Stacie Harper, Inspector

Chassidy Kinser, Inspector

Irma Colegrove, SWCTC

Bri LaVorgna, EWVCTC

Kimberly Ross, SWCTC

Brandi Hunt, SWCTC

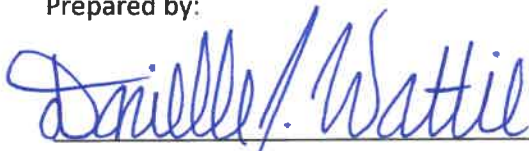
Amanda Bias, SWCTC

Victoria Fadden, SWCTC

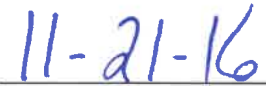
Alena Richardson

Brandi Neace, SWCTC

Prepared by:



Danielle J. Wattie, Secretary



Date

