

MINUTES

BOARD MEETING

WEST VIRGINIA BOARD OF BARBERS AND COSMETOLOGISTS

BOARD OFFICE, DUNBAR, WV

10:00 A.M.

NOVEMBER 20, 2016

Members Present

Sarah Hamrick, President

Michael Belcher, Vice President

Justina Gabbert

Susan Poveromo

Khuong Nguyen

Sean Stevens

Melissa Delaney

The meeting was called to order by Sarah Hamrick, President of the West Virginia Board of Barbers and Cosmetologists at 10:02 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 October 16, 2016 as presented. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen; the motion carried unanimously.

The next item on the agenda was **Personnel Matters; Salary Increase – Chassidy Kinser; Positions – Charles Persinger & Danielle Wattie**. Item(s) were tabled to be discussed until after executive session.

The next item on the agenda was **Purchasing (PCARD) Purchases**. The Chair recognized Danielle Wattie, Secretary. Ms. Wattie presented the purchasing (PCARD) purchases for September 2016. The Chair entertained a motion to approve the p-card purchases for September 2016 as presented. On motion duly made by Susan Poveromo and seconded by Justina Gabbert; the motion carried unanimously.

The next item on the agenda was Request from **Eastern WV Community and Technical College; Dr. Terrell**. The Chair recognized Dr. Terrell, President of Eastern WV Community and Technical College. Dr. Terrell proposed that the Board consider authorizing Eastern WV Community and Technical College to branch out their cosmetology program to technical centers in different counties. Dr. Terrell proposed that their students' complete the first portion of theory of the cosmetology curriculum at the technical

centers and complete the remaining portion of the program at Eastern WV Community and Technical College. It was determined that the technical centers will need to be inspected prior to approval from the Board and the request from Eastern WV Community and Technical College will be tabled until the next meeting.

The next item on the agenda was **Discussion of possible Revisions of Employee Handbook; Page 74-77; Page 82 # 4**. The Board discussed possible revisions to the employee handbook. No revisions were made.

The Chair entertained a motion to cancel the meeting for December 11, 2016 at 1 p.m at the Board office in Dunbar, WV. On motion duly made by Melissa Delaney and seconded by Khuong Nguyen; the motion carried unanimously. The Chair entertained a motion to hold a meeting on January 9, 2017 at 10 a.m. at the Board office in Dunbar, WV. On motion duly made by Justina Gabbert 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, Deputy Director. Mr. Persinger presented the following fine appeal(s):

L-507: 1st offense; 2.3; practicing in a shop with an expired work permit/certificate. 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.

H-875: 2nd 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 Justina Gabbert and seconded by Khuong Nguyen; the motion carried unanimously.

K-351: 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.

K-316: 2nd offense; 2.38; Failing to have sealable plastic bags and sealable rigid containers available for use of blood or other bodily fluids, and sharp edged materials at all times services are being performed. 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-445: 1st offense; 2.64; failing to renew booth rental certificate annually. G-446: 2nd offense; 2.64; failing to renew booth rental certificate annually. The Chair entertained a motion to **UPHOLD** the fines as presented. On motion duly made by Justina Gabbert and seconded by Michael Belcher; the motion carried unanimously.

The next item on the agenda was **Board to hear 3rd + offenses**. The Chair recognized Charles Persinger, Deputy 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. It was determined that the Board office will send a certified letter summoning the shop owner to appear before the Board at the next meeting.

G-1151: 4th offense; 2.62; failing to maintain a sanitary and clean facility free of insects. Shop owner did appear to answer for 4th offense violation. It was determined that the shop owner will have to supply a contract that indicates that the shop is undergoing an extermination by a pest control company and a follow inspection will be performed by a Board Inspector.

G-1141: 4th offense; 2.4; operating a shop with an expired shop license. Shop owner did appear to answer for 4th offense violation. Shop owner submitted payment for unpaid fines and annual shop license – no further action was taken.

G-1139: 3rd offense; 2.4; operating a shop with an expired shop license. Shop owner did not appear to answer for 3rd offense violation. It was determined that the Board office will send a certified letter summoning the shop owner to appear before the Board at the next meeting.

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. It was determined that the Board office will send a certified letter summoning the shop owner to appear before the Board at the next meeting.

A shop owner appeared in person to appeal the following violation(s):

K-302: 1st offense; 2.3; practicing in a shop with an expired work permit/certificate and **K-357:** 1st offense; 2.4; operating a shop with an expired shop license. The Chair entertained a motion to **DISMISS** K-302 and to **UPHOLD** K-357. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen the motion carried unanimously.

Executive Session: The Chair adjourned regular session to reconvene into executive session to discuss a salary increase for Chassidy Kinser and positions for Charles Persinger and Danielle Wattie.

Regular Session: The Chair adjourned executive session to reconvene into regular session.

The next item on the agenda that was previously tabled until after executive session was **Personnel Matters; Salary Increase – Chassidy Kinser; Positions – Charles Persinger & Danielle Wattie:**

It was concluded by the Board to table discussion for a salary increase for Chassidy Kinser until the next meeting.

The Chair entertained a motion to accept Amanda Cunningham's resignation as Executive Director and to proceed with paying Ms. Cunningham her annual leave. It was also discussed and concluded by the Board to postpone advertising the Executive Director position. On motion duly made by Susan Poveromo and seconded by Melissa Delaney; the motion carried unanimously.

The Chair entertained a motion to appoint Charles Persinger as the Acting Executive Director and to also approve a salary increase in the amount of \$50,000.00. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen; the motion carried unanimously.

The Chair entertained a motion to promote Danielle Wattie to Deputy Director and to approve a salary increase in the amount of \$47,000.00. On motion duly made by Justina Gabbert and seconded by Michael Belcher; the motion carried unanimously.

The Chair entertained a motion to prohibit employees from obtaining compensatory time without approval from the Board. On motion duly made by Susan Poveromo and seconded by Khuong Nguyen; the motion carried unanimously.

Adjournment: The Chair entertained a motion to adjourn the meeting. On motion duly made by Susan Poveromo and seconded by Khuong Nguyen; the motion carried unanimously. The meeting was adjourned at 3:08 p.m.

Others Present

Amanda Cunningham, Executive Director

Charles Persinger, Deputy Director

Danielle Wattie, Secretary

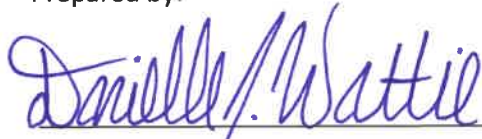
Bilal Adams, Classic Cutz

Dan Brisker, Fantastic Sams


Laura Workman, Face to Face

Chuck Terrell, Eastern WVCTC

Prepared by:



Danielle J. Wattie, Secretary



Date