

WEST VIRGINIA STATE BOARD OF BARBERS AND COSMETOLOGISTS

Board Meeting Minutes

1201 Dunbar Avenue

Dunbar, WV 25064

December 10, 2017

10:00 a.m.

Members Present

Sarah Hamrick, President

Michael Belcher, Vice President

Justina Gabbert

Khuong Nguyen

Members Absent

Susan Poveromo

Melissa Delaney

Sean Stevens

The meeting was called to order by Sarah Hamrick, President of the West Virginia State Board of Barbers and Cosmetologists at 10:57 a.m. at the Board office, Dunbar, WV.

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

The next item on the agenda was **Meeting Minutes Approval – 10/15/17 & 10/29/17**. The Chair entertained a motion to approve the meeting minutes for October 15, 2017 and October 29, 2017 as presented. On motion duly made by Khuong Nguyen and seconded by Justina Gabbert; the motion carried unanimously.

The next item on the agenda was **P-Card Purchases – August 2017, September 2017 & October 2017**. The Chair recognized Danielle Cordle, Acting Executive Director. Ms. Cordle presented the p-card purchases for August 2017 – October 2017. The total amount of p-card purchases for August 2017 was \$2,359.43; the total amount of p-card purchases for September 2017 was \$2,345.69; and the total amount of p-card purchases for October 2017 was \$2,580.40. The Chair entertained a motion to approve the purchases made by p-card for August 2017 – October 2017 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 **Financials**. The Chair recognized Danielle Cordle, Acting Executive Director. Ms. Cordle presented the Board's revenue for October 2017 and budget for FY 2017 and FY 2018. 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 unanimously.

The next item on the agenda was **Expenditures – September 2017 & October 2017**. The Chair recognized Danielle Cordle, Acting Executive Director. Ms. Cordle presented the Board's expenditures for September and October 2017. The Chair entertained motion to approve the expenditures for

September 2017 and October 2017 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 **Confidentiality of Meeting Discussions**. The Chair recognized members and staff. The Chair advised that internal discussions that occur during executive session must remain confidential and cannot be discussed with others.

The next item on the agenda was **Review of an Applicants' Nail Technology School Documents**. The Chair recognized Danielle Cordle, Acting Executive Director. Ms. Cordle provided a copy of an applicants' nail technology school training documents to the Board for review. The Chair entertained a motion to accept the training documents because the documents appear to be authentic and are sufficient in proving that the applicant graduated from an accredited beauty school. On motion duly made by Michael Belcher and seconded by Justina Gabbert; the motion carried unanimously.

The next item on the agenda was **Microblading**. The Chair recognized Danielle Cordle, Acting Executive Director. Ms. Cordle explained that the practice of microblading is now being recognized by the Office of Environmental Health as a form of tattooing and if anyone wishes to perform microblading, he or she would have to apply for a permit from their local Health Department.

The next item on the agenda was **Inspector Warner's Salary**. The Chair recognized Danielle Cordle, Acting Executive Director. Ms. Cordle explained that beginning June 1, 2016, Inspector Warner's annual salary was inadvertently decreased by \$1,000 when payroll was integrated to wvOasis in error. Ms. Cordle presented a settlement agreement that would require the Board to reimburse Inspector Warner in the amount of \$1,538.46 because of the error and also correct Inspector Warner's salary in wvOasis. The Chair entertained a motion to approve the settlement agreement and to reimburse Inspector Warner additionally if needed after Inspector's Warner's salary has been corrected. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen; the motion carried unanimously.

The next item on the agenda was **Hearing & Complaint Procedures**. The Chair recognized Danielle Cordle, Acting Executive Director. Ms. Cordle and the Board discussed new procedures regarding licensees, permittees, and certificate holders that are summoned before the Board for repeated violations and complaints.

The next item on the agenda was **Terms of Consent Decree – Tony McKinney**. The Chair recognized Danielle Cordle, Acting Executive Director. Ms. Cordle requested that the Board consider authorizing Mark Weiler from the Attorney General's Office to negotiate terms of a consent decree with Tony McKinney. The Chair entertained a motion to approve Ms. Cordle's request. On motion duly made by Justina Gabbert and seconded by Michael Belcher; the motion carried unanimously.

The next item on the agenda was **Update on Office Staff Responsibilities**. The Chair recognized Danielle Cordle, Acting Executive Director. Ms. Cordle provided the Board with an update regarding office staff responsibilities and future goals. Ms. Cordle requested that the Board give permission to proceed with hiring an Inspector through a staffing agency. Their entertained a motion to approve Ms. Cordle's

request. On motion duly made by Justina Gabbert and seconded by Michael Belcher; the motion carried unanimously.

The next item on the agenda was **Election of Officers**. Members that were present voted for positions of President, Vice President, and Secretary for the Board. The following individuals were elected, by acclamation, as the new President, Vice President, and Secretary to serve for the ensuring year and until their successors are elected and qualified:

Sarah Hamrick, President
Michael Belcher, Vice President
Jason Graves, Secretary

Adjournment: The Chair entertained a motion to adjourn the meeting. On motion duly made by Michael Belcher and seconded by Khuong Nguyen; the motion carried unanimously. The meeting was adjourned at 12:22 p.m.


Others Present

Danielle J. Cordle, Acting Executive Director
Jason Graves, Senior Inspector/Acting Deputy Director
Kenyon Warner, Inspector
Staci Issf
Trang Nguyen
Ha Tran

Prepared By:



Danielle J. Cordle, Acting Executive Director



Date

