

**WEST VIRGINIA STATE BOARD OF BARBERS AND COSMETOLOGISTS**

**Board Meeting Minutes**

1201 Dunbar Avenue

Dunbar, WV 25064

February 4, 2018

10:00 a.m.

**Members Present**

Sarah Hamrick, President  
Michael Belcher, Vice President  
Justina Gabbert  
Susan Poveromo  
Khuong Nguyen

**Others Present:**

Danielle J. Cordle, Executive Director  
Jason P. Graves, Deputy Director  
Stacie Harper, Inspector  
Chassidy Kinser, Inspector  
Erik Lucas, Inspector

**Members Absent**

Sean Stevens  
Melissa Delaney

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 – 1/7/2018**. The Chair entertained a motion to approve the meeting minutes for January 7, 2018 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 **P-Card Purchases – December 2017**. The Chair recognized Danielle Cordle, Executive Director. Ms. Cordle presented the p-card purchases for December 2017 (Attachment A). The total amount of p-card purchases for December was \$3,365.55. The Chair entertained a motion to approve the purchases 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 **Financials**. The Chair recognized Danielle Cordle, Acting Executive Director. Ms. Cordle presented the Board's revenue and expenses for January 2018 and cash balance as of February 1, 2018 (Attachment B).

The next item on the agenda **Board Initiated Complaints**. The Chair recognized Danielle Cordle, Executive Director. Ms. Cordle presented the following board-initiated complaints:

Tony McKinney – The Chair recognized Mark Weiler, Assistant Attorney General. Mr. Weiler presented a final order revoking McKinney’s individual license (No. 027186), McKinney’s Tony’s Beauty Salon shop license (No. 011840), ordering McKinney pay accumulated fines in the amount of \$1,300, and ordering McKinney reimburse the Board the sum of \$2,471 for cost incurred by the Board. The Chair entertained a motion to adopt the final order as presented. On motion duly made by Justina Gabbert and seconded by Susan Poveromo; the motion carried unanimously.

The next item on the agenda was **National-Interstate Council of State Boards of Cosmetology Region Meeting, Charlotte, NC – April 19<sup>th</sup> – 22<sup>nd</sup>**. The Chair initiated discussion regarding who should attend the regional meeting, it was determined that Danielle Cordle, Executive Director and Susan Poveromo, Board member will attend.

The next item on the agenda was **National Certified Investigator & Inspector Training – Basic Program**. The Chair recognized Danielle Cordle, Executive Director. Ms. Cordle requested authorization to send Jason Graves – Deputy Director, Stacie Harper – Inspector, Chassidy Kinser – Inspector, Kenyon Warner – Inspector, and Erik Lucas – Inspector to the upcoming training in Raleigh, NC. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen; the motion carried unanimously.

The next item on the agenda was **Requests**.

Roxana Havaei – Ms. Havaei was not in attendance.

The next item on the agenda was **Complaints**. The Chair recognized Danielle Cordle, Executive Director. Ms. Cordle presented the following complaints:

**C2017-01** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen; the motion carried unanimously.

**C2017-02** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen; the motion carried unanimously.

**C2017-03** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen; the motion carried unanimously.

**C2017-05** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen; the motion carried unanimously.

**C2017-12** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen; the motion carried unanimously.

**C2018-04** – The Chair entertained a motion to instruct Inspector Warner to perform a follow up inspection. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen; the motion carried unanimously.

**C2018-06** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen; the motion carried unanimously.

**C2018-12** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen; the motion carried unanimously.

**C2018-31** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen; the motion carried unanimously.

**C2018-36** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen; the motion carried unanimously.

**C2018-37** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen; the motion carried unanimously.

**C2018-41** – The Chair entertained a motion to dismiss the complaint as presented and to instruct Inspector Lucas to perform a follow up inspection. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen; the motion carried unanimously.

**C2018-42** – The Chair entertained a motion to require payment of fine for violation K-645 be made within 30 days and to instruct Inspector Warner to perform a follow up inspection. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen; the motion carried unanimously.

**C2018-46** – The Chair entertained a motion to dismiss the complaint 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 **Contract with D.L. Roope Administrations**. The Chair instructed Danielle Cordle, Executive Director to request information from other testing companies and to complete a feasibility study on the Board conducting its own testing.

**Adjournment:** The Chair entertained a motion to adjourn the meeting. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen; the motion carried unanimously. The meeting was adjourned at 1:22 p.m.

Prepared By:

  
Jason P. Graves, Deputy Director

3-13-2018

Date