

WEST VIRGINIA STATE BOARD OF BARBERS AND COSMETOLOGISTS

Board Meeting Minutes

1201 Dunbar Avenue

Dunbar, WV 25064

April 15, 2018

10:00 a.m.

Members Present

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

Others Present:

Danielle J. Cordle, Executive Director
Jason P. Graves, Deputy Director
Crystal Severson, Administrative Assistant II

Members Absent

Sean Stevens
Justina Gabbert

The meeting was called to order by Sarah Hamrick, President of the West Virginia State Board of Barbers and Cosmetologists at 10:03 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 – 2/4/2018**. The Chair entertained a motion to approve the meeting minutes for February 4, 2018 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 **P-Card Purchases – January 2018**. The Chair recognized Danielle Cordle. Ms. Cordle presented the p-card purchases for January 2018 (Attachment A). The total amount of p-card purchases for January was \$5,189.02. The Chair entertained a motion to approve the purchases as presented. On motion duly made by Susan Poveromo and seconded by Khuong Nguyen; the motion carried unanimously.

The next item on the agenda was **Financials – February 2018**. The Chair recognized Danielle Cordle. Ms. Cordle presented the Board's revenue and expenses for February 2018 and cash balance as of March 9, 2018 (Attachment B). The Chair entertained a motion to approve the financials as presented. On motion duly made by Susan Poveromo and seconded by Melissa Delaney; the motion carried unanimously.

The next item on the agenda was **West Virginia State Law Exam**. The Chair recognized Danielle Cordle. Ms. Cordle presented a new West Virginia State Law Exam. The Chair entertained a motion to approve the new West Virginia State Law Exam. On motion duly made by Michael Belcher and seconded by Susan Poveromo; the motion carried unanimously.

The next item on the agenda was **Micro-needling & Electrolysis**. The Chair recognized Danielle Cordle. Ms. Cordle initiated discussion about Micro-needling & Electrolysis. Susan Poveromo stated that the board purchase the Advanced Aesthetics text book before a decision be made. The Chair entertained a motion to table Micro-needling & Electrolysis until more research is done. On motion duly made by Susan Poveromo and seconded by Michael Belcher; the motion carried unanimously.

The next item on the agenda was **Amtrust North America**. The Chair recognized Danielle Cordle. Ms. Cordle presented a letter from Amtrust North America, the provider of the Board's Workers Compensation policy explaining the additional charges were in response to the increase in employee salaries. The Board requested that Ms. Cordle to obtain bids from other Workers Compensation providers.

The Chair entertained a motion to adjourn regular session and convene into **Executive Session** to discuss **Personnel Matters**. On motion duly made by Michael Belcher and seconded by Khuong Nguyen; the motion carried unanimously.

The Chair entertained a motion to adjourn Executive Session and reconvene into **Regular Session**. On motion duly made by Michael Belcher and seconded by Melissa Delaney; the motion carried unanimously.

The Chair entertained a motion to grant the 5% pay raise to all board employees. On motion duly made by Susan Poveromo and seconded by Michael Belcher; the motion carried unanimously.

The next item on the agenda was **Board Examinations**. The Chair instructed Ms. Cordle to put out an RFP Request for Proposals to secure bids from other vendors.

The next item on the agenda was **Booth/Chair Rental Registration Laws & Rules**. The Chair recognized Danielle Cordle. Ms. Cordle informed the board that per chapter 30 article 27 section 19 booth/chair renters must register with the state Tax Division and present the registration to the board in order to receive a booth/chair rental certificate.

The next item on the agenda **Board Initiated Complaint(s)**. The Chair recognized Danielle Cordle. Ms. Cordle presented the following board-initiated complaint:

C2017-63 – The chair entertained a motion to fine Mr. McKinney \$1,000.00 and place him on a Consent Agreement. On motion duly made by Susan Poveromo and seconded by Michael Belcher; the motion carried unanimously.

The next item on the agenda was **Barber Apprenticeship Program**. The Chair recognized Danielle Cordle. Ms. Cordle explained that she is in the process of conducting an audit of Barber Apprentices and dispatching Inspectors to investigate when necessary.

The next item on the agenda was **Complaint(s)**. The Chair recognized Danielle Cordle. Ms. Cordle presented the following complaints:

C2017-04 – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Melissa Delaney and seconded by Khuong Nguyen; the motion carried unanimously.

C2018-47 – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Melissa Delaney and seconded by Khuong Nguyen; the motion carried unanimously.

C2018-48 – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Melissa Delaney and seconded by Khuong Nguyen; the motion carried unanimously.

C2018-51 – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Melissa Delaney and seconded by Khuong Nguyen; the motion carried unanimously.

C2018-53 – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Melissa Delaney and seconded by Khuong Nguyen; the motion carried unanimously.

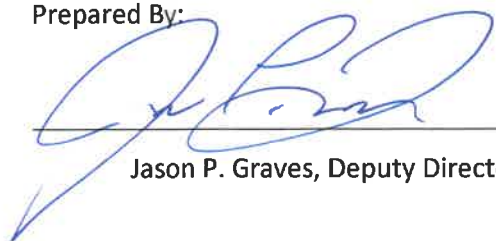
C2018-56 – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Melissa Delaney and seconded by Khuong Nguyen; the motion carried unanimously.

C2018-58 – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Melissa Delaney and seconded by Khuong Nguyen; the motion carried unanimously.

The next item on the agenda was **Future Meeting Dates**. The Chair recognized Danielle Cordle. Ms. Cordle confirmed future meeting dates.

The last item on the agenda was **Adjournment**: The Chair entertained a motion to adjourn the meeting. On motion duly made by Michael Belcher and seconded by Susan Poveromo; the motion carried unanimously. The meeting was adjourned at 12:19 p.m.

Prepared By:



Jason P. Graves, Deputy Director

6-8-18
Date