

WEST VIRGINIA STATE BOARD OF BARBERS AND COSMETOLOGISTS

Board Meeting Minutes

1201 Dunbar Avenue

Dunbar, WV 25064

August 12, 2018

10:00 a.m.

Members Present

Sarah Hamrick, President

Michael Belcher, Vice President

Susan Poveromo

Khuong Nguyen

Melissa Delaney

Justina Gabbert

Others Present

Danielle J. Cordle, Executive Director

Jason P. Graves, Deputy Director

Stacie Harper, Inspector

Chassidy Kinser, Inspector

Erik Lucas, Inspector

Alyssa Hartwell, Secretary

Members Absent

Sean Stevens

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 – June 10, 2018 & June 11, 2018**. The Chair entertained a motion to approve the meeting minutes for June 10, 2018 and June 11, 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 – April 2018 & May 2018**. The Chair recognized Danielle Cordle, Executive Director. Ms. Cordle presented the p-card purchases for April 2018 (Attachment A) and May 2018 (Attachment B). The total amount of p-card purchases for April 2018 was \$2,135.01. The total amount of p-card purchases for May 2018 was \$8,417.08. 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 – May 2018 & June 2018**. The Chair recognized Danielle Cordle. Ms. Cordle presented the Board's revenue and expenses for May 2018 and June 2018 and cash balance as of July 20, 2018 (Attachment C). The Chair entertained a motion to approve the financials 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 **Workers' Compensation**. The Chair recognized Danielle Cordle. Ms. Cordle stated that she has been in contact with the Insurance Commissioner and was instructed to contact them in March 2019 for rates and information.

The next item on the agenda was **Website Updates**. The Chair recognized Danielle Cordle. Ms. Cordle informed the board she was in the process of updating the website. The Board expressed concerns that the current website was not aesthetically pleasing and was not compatible with Apple mobile devices. Ms. Cordle will contact the IT department regarding the issues.

The next item on the agenda was **Request(s) to Speak to the Board**. There were no request to speak.

The Chair entertained a motion to adjourn regular session and convene into **Executive Session** to discuss **Board Examinations and School Inspections**. On motion duly made by Susan Poveromo 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 Khuong Nguyen; the motion carried unanimously.

The next item on the agenda was **Board Examination**. The Chair recognized Danielle Cordle. Ms. Cordle provided an update on D.L. Roope Administrations proposed contract. The Chair entertained a motion to approve the contract 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 **School Inspections**. The Chair recognized Jason Graves, Deputy Director. Mr. Graves provided an update on school inspections and asked the Board for approval to deny hours from any school that fails to correct violations noted in the inspection report if not corrected within 30 days of notification. The Chair entertained a motion to approve denying hours if violations are not corrected within 30 days of notification. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen; the motion carried unanimously.

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

C2018-25 – The Chair entertained a motion to suspend the individuals license. On motion duly made by Justina Gabbert and seconded by Michael Belcher; the motion carried unanimously.

C2018-135 – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Michael Belcher and seconded by Khuong Nguyen; the motion carried unanimously.

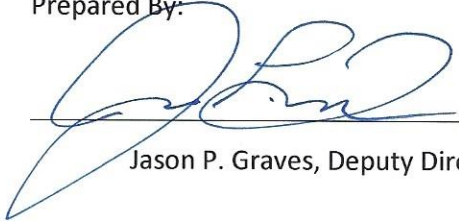
The next item on the agenda was **Regulatory Review of W. Va. Code, Chapter 30, Article 27**. The Chair recognized Danielle Cordle. Ms. Cordle provided a summary of changes to code she must submit to the Governor's office. The Chair entertained a motion to approve the changes as presented. On motion duly made by Justina Gabbert and seconded by Michael Belcher; the motion carried unanimously.

The next item on the agenda was **Judiciary Meeting Procedures**. The Chair recognized Danielle Cordle. Ms. Cordle explained the judiciary meeting procedures for the meeting on August 13, 2018.

The next item on the agenda was **Future Meeting Dates**. After discussion of meeting dates among members and staff the Chair it was agreed upon to hold elections at the November 25, 2018 Board meeting and to schedule the next Judiciary meeting for November 26, 2018.

The last item on the agenda was **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 12:46 p.m.

Prepared By:



Jason P. Graves, Deputy Director

11-25-2018

Date