

WEST VIRGINIA STATE BOARD OF BARBERS AND COSMETOLOGISTS

Board Meeting Minutes

1201 Dunbar Avenue

Dunbar, WV 25064

November 25, 2018

10:00 a.m.

Members Present

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

Others Present

Danielle J. Cordle, Executive Director
Jason P. Graves, Deputy Director
Chassidy Kinser, Inspector
Stacie Harper, Inspector
Kenyon Warner, Inspector
Erik Lucas, Inspector
Crystal Severson, Administrative Assistant II
Alyssa Hartwell, Secretary

Members Absent

None

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 – August 12, 2018 & August 13, 2018**. The Chair entertained a motion to approve the meeting minutes for August 12, 2018 and August 13, 2018 as presented. On motion duly made by Michael Belcher and seconded by Melissa Delaney; the motion carried unanimously.

The next item on the agenda was **P-Card Purchases – June 2018, July 2018, August 2018, and September 2018**. The Chair recognized Danielle Cordle, Executive Director. Ms. Cordle presented the p-card purchases for June 2018 (Attachment A), July 2018 (Attachment B), August 2018 (Attachment C), and September 2018 (Attachment D). The total amount of p-card purchases for June 2018 was \$9,697.24. The total amount of p-card purchases for July 2018 was \$2,680.86. The total amount of p-card purchases for August 2018 was \$5,803.65. The total amount of p-card purchases for September 2018 was \$4,660.40. The Chair entertained a motion to approve the purchases 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 **Financials – July 2018, August 2018, and September 2018**. The Chair recognized Danielle Cordle. Ms. Cordle presented the Board's revenue and expenses for July 2018, August 2018, and September 2018 and cash balance as of October 29, 2018 (Attachment E). The Chair

entertained a motion to approve the financials as presented. On motion duly made by Melissa Delaney and seconded by Susan Poveromo; the motion carried unanimously.

The next item on the agenda was **National Association of Barber Boards of America (NABBA) Conference**. The Chair recognized Danielle Cordle. Ms. Cordle congratulated Michael Belcher on his recent election to President of the National Association of Barber Boards of America (NABBA). Ms. Cordle announced that she and Michael Belcher would be attending the (NABBA) regional conference in Nashville, Tennessee in February, 2019 and that Jason Graves, Deputy Director as well as Stacie Harper, Inspector would be attending the (NABBA) annual conference in Reno, Nevada in September, 2019.

The next item on the agenda was **National Interstate-Council of State Boards of Cosmetology (NIC) conference**. The Chair recognized Danielle Cordle. Ms. Cordle congratulated Sarah Hamrick on her recent election to Secretary Treasurer of the National Interstate-Council of State Boards of Cosmetology (NIC).

The next item on the agenda was **Website Updates**. The Chair recognized Danielle Cordle. Ms. Cordle stated that Eric Tolbert with the Treasurer's office was working on updating the website and making the changes requested by the Board. Ms. Cordle also announced that she was arranging a photographer to take professional photographs of all Board members and office staff for publication on the website.

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

The next item on the agenda was **Elections**. The Chair entertained a motion to keep the current officers in place and to name Alyssa Hartwell to the Secretary position. On motion duly made by Michael Belcher and seconded by Susan Poveromo; the motion carried unanimously.

The next item on the agenda was **Instructor Certification Process & Procedures**. The Chair recognized Danielle Cordle. Ms. Cordle announced that in addition to WVU Tech's Teaching Techniques course we would also be accepting Teaching Techniques courses from Milady and Pivot Point.

The next item on the agenda was **Judiciary Meeting Procedures**. The Chair recognized Danielle Cordle. Ms. Cordle reviewed the judiciary meeting procedures.

The next item on the agenda was **2019 Meeting Dates**. The Chair recognized Danielle Cordle. Ms. Cordle announced 2019 meeting dates of February 11th, May 6th, August 12th, and November 18th.

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 Melissa Delaney; the motion carried unanimously.

Prepared By:



Jason P. Graves, Deputy Director

2/2/2019

Date