

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

**Board Meeting Minutes**

1201 Dunbar Avenue, Dunbar, WV 25064

January 24, 2020

1:00 p.m.

**Members Present**

Catherine Donahoe  
Samantha Grady  
Margaret Osborne  
Donnie Snyder  
Tyler Yates

**Others Present:**

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

**Members Absent**

Melissa Kelley  
Chelsea McBee  
Catelyne Nguyen

The meeting was called to order by Danielle Cordle, Executive Director of the West Virginia State Board of Barbers and Cosmetologists at 1:13 p.m. at the West Virginia Board of Barbers and Cosmetologists, 1201 Dunbar Avenue, Dunbar, WV 25064.

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

The next item on the agenda was **Duties and Responsibilities of the Board**.

Ms. Cordle presented an overview of the following:

- A. History of the Board
- B. Board Membership
- C. Board Compensation
- D. Open Governmental Meetings Act and Ethics Act
- E. W. Va. Code § 30-1 and § 30-27

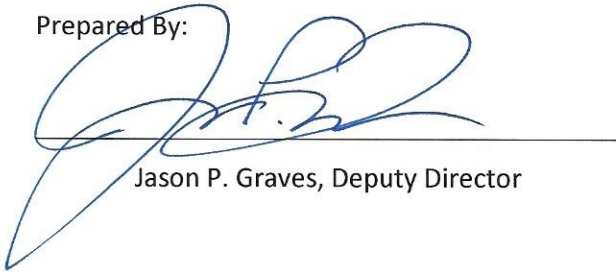
The next item on the agenda was **Duties and Responsibilities of Central Office Staff and Inspectors/Investigators**. Ms. Cordle presented an overview of duties and responsibilities.

The next item on the agenda was **Agenda Review: February 10, 2020**. Ms. Cordle presented an overview of the agenda for the February 10, 2020 Board Meeting.

The next item on the agenda was **Election of Acting Chair**. Ms. Cordle entertained a motion to nominate Donnie Snyder as Acting Chair. On motion duly made by Donnie Snyder and seconded by Samantha Grady; the motion carried unanimously.

The Acting Chair entertained a motion to adjourn the meeting at 2:22 p.m. On motion duly made by Tyler Yates and seconded by Samantha Grady; the motion carried unanimously.

Prepared By:

A handwritten signature in blue ink, appearing to read 'J.P. Graves', is written over a horizontal line. The signature is stylized and cursive.

Jason P. Graves, Deputy Director

1-29-2020

Date