

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

**Board Meeting Minutes**

1201 Dunbar Avenue, Dunbar, WV 25064

June 8, 2020

10:00 a.m.

**Members Present**

Donnie Snyder, President  
Samantha Grady, Vice President  
Chelsea McBee  
Catelyne Nguyen  
Catherine Donahoe  
Tyler Yates  
Margaret Osborne  
Melissa Kelley

**Others Present:**

Danielle J. Cordle, Executive Director  
Jason P. Graves, Deputy Director

**Members Absent**

N/A

The meeting was called to order by Donnie Snyder, President of the West Virginia State Board of Barbers and Cosmetologists at 10:12 a.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 **Written Fine Appeals**. The Chair recognized Danielle Cordle, Executive Director. Ms. Cordle presented the following Written Fine Appeals:

**Valerie Felton, Altamate Style (H-504 and H-1158)** – The Chair entertained a motion to uphold H-504 and dismiss H-1158. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**Martin Rivas, Jr. (H-1259 and 2020-65)** – The Chair entertained a motion to uphold H-1259 and table 2020-65 until the next meeting. On motion duly made by Samantha Grady and seconded by Catelyne Nguyen the motion carried unanimously.

**Alec Nelson (H-1271)** – The Chair entertained a motion to uphold the fine as presented. On motion duly made by Samantha Grady and seconded by Catelyne Nguyen the motion carried unanimously.

**Tram Vu (K-1375)** – The Chair entertained a motion to uphold the fine as presented. On motion duly made by Melissa Kelley and seconded by Tyler Yates the motion carried unanimously.

**Ronnie Bailey, Jr. (K-1460)** – The Chair entertained a motion to dismiss the fine as presented. On motion duly made by Tyler Yates and seconded by Samantha Grady the motion carried unanimously.

The next item on the agenda was **Meeting Minutes Approval – 1/24/2020**. The Chair entertained a motion to approve the meeting minutes for January 24, 2020 as presented. On motion duly made by Samantha Grady and seconded by Catherine Donahoe; the motion carried unanimously.

The next item on the agenda **Financials – January 2020, February 2020, and March 2020**. The Chair recognized Danielle Cordle. Ms. Cordle presented the Board's revenue and expenses for January 2020, February 2020, March 2020, and cash balance as of May 19, 2020 (Attachment A). The Chair entertained a motion to approve the financials as presented. On motion duly made by Tyler Yates and seconded by Samantha Grady; the motion carried unanimously.

The next item on the agenda was **P-Card Purchases – January 2020 – April 2020**. The Chair recognized Danielle Cordle. Ms. Cordle presented P-Card purchases in the amount of \$2,566.44 for January 2020 (Attachment B), \$6,153.46 for February 2020 (Attachment C), \$2,922.44 for March 2020 (Attachment D), and \$1,673.36 for April 2020 (Attachment E). The Chair entertained a motion to approve the purchases as presented. On motion duly made by Melissa Kelley and seconded by Chelsea McBee; the motion carried unanimously.

The next item on the agenda was **Consideration of Salary Increases for Board Staff**. The Chair recognized Danielle Cordle. Ms. Cordle presented a request for the board to consider an immediate \$10,000.00 increase to her current annual salary of \$54,530.00 bringing her new annual salary to \$64,530.00, a \$10,000.00 increase to Deputy Director Jason Graves current annual salary of \$49,530.00 bringing his new annual salary to \$59,530.00, a \$10,000.00 increase to Administrative Assistant II Crystal Severson current annual salary of \$30,530.00 bringing her new annual salary to \$40,530.00, a \$5,000.00 increase to Secretary Kiana Carroll current annual salary of \$25,870.00 bringing her new annual salary to \$30,870.00, a \$4,470.00 increase to Inspector Chassidy Kinser current annual salary of \$34,530.00 bringing her new annual salary to \$39,000.00, a \$4,470.00 increase to Inspector Stacie Harper current annual salary of \$34,530.00 bringing her new annual salary to \$39,000.00, a \$4,470.00 increase to Inspector Kenyon Warner current annual salary of \$34,530.00 bringing his new annual salary to \$39,000.00, and a \$5,470.00 increase to Inspector Erik Lucas current annual salary of \$33,530.00 bringing his new annual salary to \$39,000.00. The Chair entertained a motion to approve the salary increases for Board staff as presented. On motion duly made by Samantha Grady and seconded by Catherine Donahoe; the motion carried unanimously.

The next item on the agenda was **Discussion of Legislative Rule Making and Changes**. The Chair recognized Danielle Cordle. Ms. Cordle provided an overview of proposed legislative rule changes. On motion duly made by Samantha Grady and seconded by Tyler Yates; the motion carried unanimously.

The Chair recognized Danielle Cordle. Ms. Cordle proposed a legislative rule change to allow schools to offer 100% of all required theory instruction online while maintaining the current requirement that 100% of all practical instruction be completed live, in person. On motion duly made by Catherine Donahoe and seconded by Melissa Kelley; the motion carried unanimously.

The next item on the agenda was **Review of Application for a Work Permit: A. Pham**. The Chair recognized Danielle Cordle. Ms. Cordle recommended the Board deny the work permit application due to conflicting transcripts. Additionally, Ms. Cordle requested permission to deny all future applications

with transcripts that are unable to be verified. On motion duly made by Samantha Grady and seconded by Catherine Donahoe; the motion carried unanimously.

The Chair entertained a motion to adjourn regular session and convene into **Executive Session** to review complaints. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

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

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

**C2020-58** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-19** – The Chair entertained a motion to close the complaint as presented. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-20** – The Chair entertained a motion to close the complaint as presented. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-21** – The Chair entertained a motion to close the complaint as presented. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-22** – The Chair entertained a motion to close the complaint as presented. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-23** – The Chair entertained a motion table the complaint until the August 10, 2020 meeting. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**2019-115** – The Chair entertained a motion to attempt to contact the respondent again, if unable to contact then refer to the Attorney General for revocation of the respondent's Cosmetologist license. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-52** – The Chair entertained a motion investigate further and to table the complaint until the August 10, 2020 meeting. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2018-71** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**2018-44** – The Chair entertained a motion to close the complaint as presented. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**2020-08** – The Chair entertained a motion to accept the consent decree as presented and close the complaint. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-56** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**2020-14** – The Chair entertained a motion to accept the consent decree as presented and close the complaint. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**2020-28** – The Chair entertained a motion to accept the consent decree as presented and close the complaint. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-59** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-71** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-72** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-68** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-60** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-54** – The Chair entertained a motion to close the complaint as presented. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**2019-119** – The Chair entertained a motion to accept the consent decree as presented and close the complaint. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-49** – The Chair entertained a motion investigate further and to table the complaint until the August 10, 2020 meeting. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-53** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-55** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**2020-33** – The Chair entertained a motion to accept the consent decree as presented and close the complaint. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-24** – The Chair entertained a motion to close the complaint as presented. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**2020-01** – The Chair entertained a motion to refer the complaint to the Attorney General for revocation of the respondent's Cosmetologist license. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-87** – The Chair announced he was recusing himself from C2020-87 due to a conflict of interests before leaving the room. The Vice Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Tyler Yates and seconded by Catherine Donahoe; the motion carried unanimously.

**2019-149** – The Chair entertained a motion to accept the consent decree as presented and close the complaint. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**2019-150** – The Chair entertained a motion to attempt to contact the respondent again, if unable to contact then review at the August 10, 2020 meeting. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**2020-09** – The Chair entertained a motion to accept the consent decree as presented and close the complaint. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-45** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-46** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-70** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-73** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**2020-30** – The Chair entertained a motion to accept the consent decree as presented and close the complaint. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-48** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-82** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-63** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-57** – The Chair entertained a motion to close the complaint as presented. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-39** – The Chair entertained a motion investigate further and to table the complaint until the August 10, 2020 meeting. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**2020-07** – The Chair entertained a motion to accept the consent decree as presented and close the complaint. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-78** – The Chair entertained a motion to close the complaint as presented. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-79** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-62** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-51 / C2020-69** – The Chair entertained a motion investigate further and to table the complaints until the August 10, 2020 meeting. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**2019-148** – The Chair entertained a motion to accept the consent decree as presented and close the complaint. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-90** – The Chair entertained a motion investigate further and to table the complaint until the August 10, 2020 meeting. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-75 / C2020-76** – The Chair entertained a motion investigate further and to table the complaints until the August 10, 2020 meeting. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**2019-46** – The Chair entertained a motion to attempt to contact the respondent again, if no response then refer to the Attorney General for revocation of the respondent's Cosmetologist license. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-59** – The Chair entertained a motion investigate further and to table the complaint until the August 10, 2020 meeting. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**2019-139** – The Chair entertained a motion to accept the consent decree as presented and close the complaint. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**2020-35** – The Chair entertained a motion to dismiss the complaint as presented and issue citation 2.43 to the respondent. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**2020-32** – The Chair entertained a motion to accept the consent decree as presented and close the complaint. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

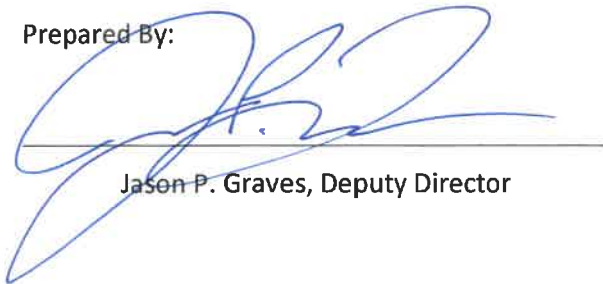
**2020-81** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**C2020-83** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**2020-36** – The Chair entertained a motion to accept the consent decree as presented and close the complaint. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

The next item on the agenda was **Adjournment**. The Chair entertained a motion to adjourn the meeting at 11:27 a.m. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

Prepared By:



Jason P. Graves, Deputy Director

6-8-2020

Date