

WEST VIRGINIA BOARD OF BARBERS AND COSMETOLOGISTS

Board Meeting Minutes

1201 Dunbar Avenue, Dunbar, WV 25064

March 14, 2022

11:00 a.m.

Members Present:

Donnie Snyder, Chair/President

Samantha Grady, Vice Chair/President

Catelyne Nguyen

Catherine Donahoe

Margaret Osborne

Melissa Kelley

Chelsea McBee

The meeting was called to order by Donnie Snyder, Chair/President of the West Virginia Board of Barbers and Cosmetologists at 11:07 a.m. at the Board office located at 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 **Considered for Assessment of a Fine and/or other Disciplinary Action**. The Chair recognized, Danielle J. Cordle, Executive Director. Ms. Cordle presented the following Complaints:

- Complaint # 2022-49
3rd Offense violation of failing in a shop or as a booth renter to disinfect tools and implements;
- Complaint # 2022-54
3rd Offense violation of operating a shop with an expired shop license; and
- Complaint # 2022-79
3rd Offense violation of operating a shop with an expired shop license.

The next item on the agenda was **Complaint Review**. Ms. Cordle requested the Board table this item until the end of the meeting so Alicia Lester and Kayla Parsons, who were present at the meeting, could speak to the Board. Ms. Lester and Ms. Parsons discussed potential rule changes and shared different concerns they had related to the beauty industry.

The next item on the agenda was **Financials**. The Chair entertained a motion to approve the financials which were previously provided to the Board by Ms. Cordle. On motion duly made by Melissa Kelley and seconded by Samantha Grady; the motion carried unanimously.

The next item on the agenda was **P-Card Purchases: November 2021 – January 2022**. The Chair entertained to approve the p-card purchases from November 2021 – January 2022. On motion duly made by Samantha Grady and seconded by Catelyne Nguyen; the motion carried unanimously.

The next item on the agenda was **Meeting Minutes: November 30, 2021 and December 11, 2021**. The Chair entertained to approve the meeting minutes for November 2021 and December 2021. On motion duly made by Melissa Kelley and seconded by Samantha Grady; the motion carried unanimously.

The next item on the agenda was **Written Requests for Dismissal of Violations**. The Chair entertained a motion to take the following actions against the following written requests for dismissal of violations:

- Violation # L-1340: UPHOLD the violation along with the administrative fine associated in the amount of \$500.00;
- Violation # L-1341: DISMISS the violation along with the administrative fine associated in the amount of \$500.00;
- Violation # L-1337: DISMISS the violation along with the administrative fine associated in the amount of \$200.00;
- Violation # L-1339: DISMISS the violation along with the administrative fine associated in the amount of \$200.00;
- Violation # M-150: DISMISS the violation along with the administrative fine associated in the amount of \$500.00; and
- Violation # H-1313: DISMISS the violation along with the administrative fine associated in the amount of \$500.00.

On motion duly made by Catelyne Nguyen and seconded by Melissa Kelley; the motion carried unanimously.

The next item on the agenda was **Personnel Matters**.

Executive Session: The Chair entertained a motion to adjourn regular session and reconvene into executive session to discuss the employment status of the Board's Administrative Assistant. On motion duly made by Melissa Kelley and seconded by Catelyne Nguyen; the motion carried unanimously.

Regular Session: The Chair entertained a motion to adjourn executive session and reconvene into regular session. On motion duly made by Melissa Kelley and seconded by Catelyne Nguyen; the motion carried unanimously.

The Chair entertained a motion to place the Board's Administrative Assistant on administrative leave, without compensation, until further notice. On motion duly made by Melissa Kelley and seconded by Samantha Grady; the motion carried unanimously. Additionally, the Chair entertained a motion to grant authority to Danielle J. Cordle, Executive Director, and the Board's legal counsel, Mark Weiler, Esq., to determine the employment status of the Board's Administrative Assistant upon the conclusion of an internal investigation. On motion duly made by Catelyne Nguyen and seconded by Samantha Grady; the motion carried unanimously.

The next item on the agenda was **2022 Legislative Session Discussion**. The Board discussed and reviewed new legislation that passed during the 2022 Legislative Session which will affect the barbering and cosmetology industry in West Virginia. The new legislation removes continuing education as a requirement for all licensees and certificate holders licensed/certified by the Board and establishes a cosmetology apprenticeship.

The next item on the agenda was **Complaint Review**. The Chair entertained a motion to take the following actions against the Complaint(s):

- Complaint # 2022-49: Close the complaint by entering a Consent Decree with the Respondent that will require the Respondent to pay an administrative fine in the amount of \$300.00 and outstanding administrative fines, if any;
- Complaint # 2022-54: Enter into a Consent Decree with the Respondent that will require the Respondent to pay an administrative fine in the amount of \$500.00 and outstanding administrative fines, if any;
- Complaint # 2022-79: Enter into a Consent Decree with the Respondent that will require the Respondent to pay an administrative fine in the amount of \$500.00 and outstanding administrative fines, if any;
- Complaint # C2021-118: Dismiss the Complaint;
- Complaint # C2022-23: Dismiss the Complaint;
- Complaint # C2022-31: Dismiss the Complaint;
- Complaint # C2022-34: Dismiss the Complaint;
- Complaint # C2022-46: Dismiss the Complaint;
- Complaint # C2022-51: Dismiss the Complaint;
- Complaint # C2022-53: Dismiss the Complaint;
- Complaint # C2022-57: Dismiss the Complaint;
- Complaint # C2022-58: Dismiss the Complaint;
- Complaint # C2022-59: Dismiss the Complaint;
- Complaint # C2022-61: Dismiss the Complaint;
- Complaint # C2022-62: Dismiss the Complaint;
- Complaint # C2022-63: Dismiss the Complaint;
- Complaint # C2022-66: Dismiss the Complaint;
- Complaint # C2022-67: Dismiss the Complaint;
- Complaint # C2022-68: Dismiss the Complaint;
- Complaint # C2022-69: Dismiss the Complaint;
- Complaint # C2022-70: Dismiss the Complaint;
- Complaint # C2022-71: Dismiss the Complaint;
- Complaint # C2022-72: Dismiss the Complaint;

- Complaint # C2022-73: Dismiss the Complaint;
- Complaint # C2022-74: Dismiss the Complaint;
- Complaint # C2022-75: Dismiss the Complaint;
- Complaint # C2022-76: Dismiss the Complaint;
- Complaint # C2022-77: Dismiss the Complaint;
- Complaint # C2022-78: Dismiss the Complaint;
- Complaint # C2022-80: Investigate the complaint further;
- Complaint # C2022-81: Dismiss the Complaint;
- Complaint # C2022-82: Dismiss the Complaint;
- Complaint # C2022-86: Dismiss the Complaint;
- Complaint # C2022-88: Dismiss the Complaint;
- Complaint # C2022-90: Close the Complaint – Probable cause was found; and
- Complaint # C2022-92: Dismiss the Complaint.

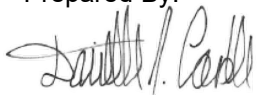
On motion duly made by Catelyne Nguyen and seconded by Catherine Donahoe; the motion carried unanimously.

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

Others Present:

Danielle J. Cordle, Executive Director
 Mark Weiler, Esq.
 Jason P. Graves, Deputy Director
 Kiana Carroll, Secretary
 Stacie Harper, Inspector/Investigator
 Alicia Lester
 Kayla Parsons
 Mary Money

Prepared By:



Danielle J. Cordle, Executive Director

4/26/2022

Date