

WEST VIRGINIA BOARD OF BARBERS AND COSMETOLOGISTS

Board Meeting Minutes

Wyndham Garden Hotel
102 Racer Dr., Cross Lanes, WV
May 23, 2022
11:00 a.m.

Members Present:

Donnie Snyder, Chair/President
Samantha Grady, Vice Chair/President
Catherine Donahoe
Melissa Kelley
Tyler Yates
Chelsea McBee

The meeting was called to order by Donnie Snyder, Chair/President of the West Virginia Board of Barbers and Cosmetologists at 11:04 a.m. at the Wyndham Garden hotel located at 102 Racer Drive, Cross Lanes, West Virginia.

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

The next items on the agenda were **Interviews with Board Employees**.

Executive Session: The Chair entertained a motion to adjourn regular session and reconvene into executive session to discuss Board operations with the Board's Employees individually. On motion duly made by Melissa Kelley and seconded by Catherine Donahoe; 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 Samantha Grady and seconded by Catherine Donahoe; the motion carried unanimously.

The next item on the agenda was **Legislative Rules**. The Chair entertained a motion to approve the revisions made to Series 1 and approve the drafted legislative rule which will establish the minimum requirements for the cosmetology apprenticeship. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

The next item on the agenda was **Written Requests for Dismissal of Violations**. The Chair recognized Danielle J. Cordle, Executive Director. Ms. Cordle presented the following written requests for dismissal of violations:

- a. Violation # C-0015
Warning for a 1st Offense violation of failing in a shop or as a booth renter to disinfect tools and implements.
- b. Violation # K-1560
Warning for a 1st Offense violation of failing to post a shop license, practitioner license or booth certificate in a publicly visible place within a shop.

Violation # K-1494
\$200.00 fine for a 1st Offense violation of operating a shop with an expired shop license.

Violation # K-1561

\$500.00 fine for a 2nd Offense violation of operating a shop with an expired shop license.

c. Violation # L-1366
\$200.00 fine for a 1st Offense violation of operating a shop with an expired shop license.

d. Violation # L-1373
\$200.00 fine for a 1st Offense violation of operating a shop with an expired shop license.

The Chair entertained a motion to dismiss all the violations. On motion duly made by Samantha Grady and seconded by Catherine Donahoe; the motion carried unanimously.

The next item on the agenda was **Financials**. The Chair entertained a motion to approve the Board's financials. On motion duly made by Samantha Grady and seconded by Tyler Yates; the motion carried unanimously.

The next item on the agenda was **P-Card Purchases**. The Chair entertained a motion to approve the Board's P-Card purchases from February 2022 – March 2022. On motion duly made by Catherine Donahoe and seconded by Samantha Grady; the motion carried unanimously.

The next item on the agenda was **Meeting Minutes**. The Chair entertained a motion to approve the meeting minutes from March 14, 2022 and April 4, 2022. On motion duly made by Catherine Donahoe and seconded by Melissa Kelley; the motion carried unanimously.

Before adjourning meeting, the Chair entertained a motion to increase the yearly salaries for Chassidy Kinser, Inspector/Investigator, Stacie Harper, Inspector/Investigator, and Kenyon Warner, Inspector/Investigator to \$47,000.00 and to increase the yearly salary of Kiana Carroll, Secretary I to \$33,870.00. On motion duly made by Samantha Grady 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 Catherine Donahoe; the motion carried unanimously.

Others Present:

Danielle J. Cordle, Executive Director
Jason P. Graves, Deputy Director
Kiana Carroll, Secretary
Chassidy Kinser, Inspector/Investigator
Stacie Harper, Inspector/Investigator
Teddy Meredith, Inspector/Investigator
Kenyon Warner, Inspector/Investigator

Prepared By:



Danielle J. Cordle, Executive Director

5/24/2022

Date