

WEST VIRGINIA BOARD OF BARBERS AND COSMETOLOGISTS

Board Meeting Minutes

1201 Dunbar Avenue, Dunbar, WV 25064

November 13, 2022

11:00 a.m.

Members Present:

Donnie Snyder, Chair/President

Samantha Grady, Vice Chair/President

Catherine Donahoe

Melissa Kelley

Tyler Yates

Chelsea McBee

Catelyne Nguyen

The meeting was called to order by Donnie Snyder, Chair/President of the West Virginia Board of Barbers and Cosmetologists at 11:10 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 Potential Disciplinary Action**. The Chair recognized Danielle J. Cordle, Executive Director. Ms. Cordle presented the following Board-initiated complaints:

Complaint # 2023-32

3rd Offense violation of allowing an unlicensed person to practice in a licensed shop; and

Complaint # 2023-33

3rd Offense violation of allowing an unlicensed person to practice in a licensed shop.

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:

Violation # K-1583

\$300.00 fine for a 3rd Offense violation of failing to discard a disposable emery board, sponge, buffer, or orangewood stick after use on a client or to give the emery board, sponge, buffer, or orangewood stick to the client;

Violation # L-1406

\$200.00 fine for a 1st Offense violation of operating a shop with an expired shop license;

Violation # K-1663

\$200.00 fine for a 1st Offense violation of operating a shop with an expired shop license;

Violation # L-1408

\$200.00 fine for a 1st Offense violation of operating a shop with an expired shop license;

Violation # L-1386

\$200.00 fine for a 1st Offense violation of moving an existing shop from one location to another without first submitting to the Board an application and fee for the new location;

Violation # K-1604

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 # H-1323

\$1,000.00 fine for a 2nd Offense of allowing an unlicensed person to practice in a licensed shop;

Violation # L-1404

\$200.00 fine for a 1st Offense violation of operating a shop with an expired shop license;

Violation # L-1402

\$200.00 fine for a 1st Offense violation of operating a shop with an expired shop license;

Violation # M-280

\$300.00 fine for a 3rd Offense violation of having pets in shops; and

Complaint/Violation # 2022-79

3rd Offense violation of operating a shop with an expired shop license.

The Chair entertained a motion to uphold Violation # K-1583, H-1323, and M-280 and dismiss all other violations. On motion duly made by Catelyne Nguyen and seconded by Melissa Kelley; the motion carried unanimously.

The next item on the agenda was **Request(s)**. The Chair recognized Danielle J. Cordle, Executive Director. Ms. Cordle presented a request from an individual practitioner to reduce the amount to renew his/her license. The Chair entertained a motion to accept the practitioner's request. On motion duly made by Samantha Grady and seconded by Catelyne Nguyen; the motion carried unanimously.

The next item on the agenda was **Complaint Review**. The Chair entertained a motion to accept Director Cordle's recommended actions against the Complaints which included the following:

Complaint # 2023-32: Enter into a Consent Decree with the Respondent which will require the Respondent to pay an administrative fine in the amount in the amount of \$1,000.00 and any outstanding administrative fines;

Complaint # 2023-33: Accept the Respondent's request to table the Complaint until the Board's next scheduled meeting;

Complaint # C2022-52: Dismiss the Complaint;

Complaint # C2022-55: Dismiss the Complaint;

Complaint # C2022-64: Refer Complaint to Attorney General for further action;

Complaint # C2022-65: Investigate the Complaint further;

Complaint # C2022-80: Refer Complaint to Attorney General for further action;

Complaint # C2022-83: Dismiss the Complaint;

Complaint # C2022-85: Dismiss the Complaint;

Complaint # C2022-87: Refer Complaint to Attorney General for further action;

Complaint # C2022-93: Dismiss the Complaint;

Complaint # C2022-105: Investigate the Complaint further;

Complaint # C2022-106: Close the Complaint (Probable cause was found);

Complaint # C2022-107: Dismiss the Complaint;

Complaint # C2022-111: Close the Complaint (Probable cause was found);

Complaint # C2022-116: Dismiss the Complaint;

Complaint # C2022-117: Dismiss the Complaint;

Complaint # C2022-118: Dismiss the Complaint;

Complaint # C2022-119: Dismiss the Complaint;

Complaint # C2022-123: Dismiss the Complaint;

Complaint # C2022-124: Close the Complaint (Probable cause was found);

Complaint # C2022-125: Close the Complaint (Probable cause was found);

Complaint # C2022-127: Dismiss the Complaint;

Complaint # C2022-130: Close the Complaint (Probable cause was found);

Complaint # C2022-132: Close the Complaint (Probable cause was found);

Complaint # C2022-133: Dismiss the Complaint;

Complaint # C2022-134: Investigate the Complaint further;

Complaint # C2022-135: Investigate the Complaint further;

Complaint # C2022-136: Dismiss the Complaint;

Complaint # C2022-137: Dismiss the Complaint;

Complaint # C2022-138: Investigate the Complaint further;

Complaint # C2022-141: Dismiss the Complaint;

Complaint # C2022-147: Close the Complaint (Probable cause was found);

Complaint # C2023-01: Dismiss the Complaint;

Complaint # C2023-02: Close the Complaint (Probable cause was found);

Complaint # C2023-03: Dismiss the Complaint;

Complaint # C2023-04: Dismiss the Complaint;

Complaint # C2023-05: Dismiss the Complaint;

Complaint # C2023-06: Dismiss the Complaint;

Complaint # C2023-07: Close the Complaint (Probable cause was found);

Complaint # C2023-08: Dismiss the Complaint;

Complaint # C2023-09: Dismiss the Complaint;

Complaint # C2023-10: Dismiss the Complaint;

Complaint # C2023-11: Dismiss the Complaint;

Complaint # C2023-12: Close the Complaint (Probable cause was found);

Complaint # C2023-13: Investigate the Complaint further;

Complaint # C2023-14: Dismiss the Complaint;

Complaint # C2023-15: Close the Complaint (Probable cause was found);

Complaint # C2023-16: Dismiss the Complaint;

Complaint # C2023-17: Dismiss the Complaint;

Complaint # C2023-18: Investigate the Complaint further;

Complaint # C2023-19: Dismiss the Complaint;

Complaint # C2023-20: Dismiss the Complaint;

Complaint # C2023-21: Close the Complaint (Probable cause was found);

Complaint # C2023-22: Close the Complaint (Probable cause was found);

Complaint # C2023-23: Dismiss the Complaint;

Complaint # C2023-24: Dismiss the Complaint;

Complaint # C2023-25: Dismiss the Complaint;

Complaint # C2023-26: Dismiss the Complaint;

Complaint # C2023-27: Dismiss the Complaint;

Complaint # C2023-28: Dismiss the Complaint; and

Complaint # C2023-29: Dismiss the Complaint.

On motion duly made by Melissa Kelley and seconded by Samantha Grady; the motion carried unanimously.

The next items on the agenda were **Financials, P-Card Purchases (July 2022 – September 2022), and Meeting Minutes (August 22, 2022 and October 12, 2022)**. The Chair entertained a motion to approve the Board's financials, p-card purchases, and meeting minutes. On motion duly made by Samantha Grady and seconded by Catelyne Nguyen; the motion carried unanimously.

The next item on the agenda was **2023 Board Meeting Dates**. The Chair entertained a motion to schedule the Board's regular meetings on the following dates:

February 27, 2023;

May 1, 2023;

August 7, 2023; and

November 13, 2023.

On motion duly made by Samantha Grady and seconded by Catelyne Nguyen; the motion carried unanimously.

The next item on the agenda was **Temporary License Application**. The Chair entertained a motion to accept implementing a new application for licensees' to obtain a temporary license to practice in connection to a temporary event. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

Executive Session: The Chair entertained a motion to adjourn regular session and reconvene into executive session to discuss potentially hiring new employees and conduct interviews with current employees. On motion duly made by Melissa Kelley and seconded by Samantha Grady; 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 Grady and seconded by Catherine Donahoe; the motion carried unanimously.

The next item on the agenda was **Personnel Matters**. The Chair entertained a motion to increase Kenyon Warner's salary to \$50,550.00, increase Stacie Harper's salary to \$50,550.00, promote Kiana Carroll to Administrative Assistant II and increase her salary to \$40,000.00, hire Kellie Ferguson as an Investigator/Inspector for the Board with a beginning salary of \$35,000.00 per year, and hire Lindee Lacy as an Investigator/Inspector for the Board with a beginning salary of \$35,000.00 per year. On motion duly made by Catelyne Nguyen and seconded by Samantha Grady; the motion carried unanimously.

Adjournment: The Chair entertained a motion to adjourn the meeting. On motion duly made by Melissa Kelley and seconded by Samantha Grady; the motion carried unanimously.

Others Present:

Danielle J. Cordle, Executive Director
Jason P. Graves, Deputy Director
Kiana Carroll, Administrative Assistant II
Kenyon Warner, Investigator/Inspector
Stacie Harper, Investigator/Inspector
Kellie Ferguson, Investigator/Inspector
Lindee Lacy, Investigator/Inspector

Prepared By:



Danielle J. Cordle, Executive Director

11/16/2022

Date