

WEST VIRGINIA BOARD OF BARBERS AND COSMETOLOGISTS

Board Meeting Minutes

1201 Dunbar Avenue, Dunbar, WV 25064

February 27, 2023

11:00 a.m.

Members Present:

Donnie Snyder, Chair/President

Samantha Grady, Vice Chair/President

Catherine Donahoe

Melissa Kelley

Chelsea McBee

Catelyne Nguyen

Margaret Osborne

The meeting was called to order by Donnie Snyder, Chair/President of the West Virginia Board of Barbers and Cosmetologists at 11:00 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 **Summoned to appear for potential Disciplinary Action**. The Chair recognized Danielle J. Cordle, Executive Director. Ms. Cordle presented the following Board-initiated complaints:

Complaint # 2022-144 and Complaint # 2023-33

3rd and 4th Offense violation of allowing an unlicensed person to practice in a licensed shop; and,

Complaint # 2023-87

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 # L-1453

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

Violation # L-1407

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

Violation # L-1401

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

Violation # K-1641

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

Violation # K-1694

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

The Chair entertained a motion to uphold Violation # K-1641 and dismiss all of the other violations. On motion duly made by Samantha Grady and seconded by Catherine Donahoe; the motion carried unanimously.

The next items on the agenda were **Financials, P-Card Purchases (October 2022 – January 2023), Meeting Minutes (November 13, 2022), and Complaint Review**. The Chair entertained a motion to approve the Board's financials, p-card purchases, and the meeting minutes from November 13, 2022, and take the following actions against all of the Complaints that were on the meeting agenda for the Board to review:

Complaint # 2022-144 & 2023-33: Close the Complaint and enter into a consent agreement with the Respondent which will require the Respondent pay administrative fines in the amount of \$2,000.00 for a 3rd and 4th Offense violation of allowing an unlicensed person to practice in a licensed shop;

Complaint # 2023-87: Dismiss the Complaint;

Complaint # C2022-112: Close the Complaint and forward to the West Virginia Commission on Special Investigations;

Complaint # C2022-121: Investigate the Complaint further;

Complaint # C2022-134: Investigate the Complaint further;

Complaint # C2022-135: Dismiss the Complaint;

Complaint # C2022-138: Dismiss the Complaint;

Complaint # C2022-146: Investigate the Complaint further;

Complaint # C2023-13: Dismiss the Complaint;

Complaint # C2023-18: Dismiss the Complaint;

Complaint # C2023-30: Dismiss the Complaint;

Complaint # C2023-31: Dismiss the Complaint;

Complaint # C2023-34: Dismiss the Complaint;

Complaint # C2023-35: Dismiss the Complaint;

Complaint # C2023-36: Dismiss the Complaint;

Complaint # C2023-37: Dismiss the Complaint;

Complaint # C2023-38: Dismiss the Complaint;

Complaint # C2023-39: Dismiss the Complaint;

Complaint # C2023-40: Dismiss the Complaint;

Complaint # C2023-41: Investigate the Complaint further;

Complaint # C2023-42: Dismiss the Complaint;

Complaint # C2023-43: Dismiss the Complaint;

Complaint # C2023-44: Dismiss the Complaint;

Complaint # C2023-45: Dismiss the Complaint;

Complaint # C2023-46: Dismiss the Complaint;

Complaint # C2023-47: Dismiss the Complaint;

Complaint # C2023-48: Dismiss the Complaint;

Complaint # C2023-50: Dismiss the Complaint;

Complaint # C2023-51: Dismiss the Complaint;

Complaint # C2023-52: Dismiss the Complaint;

Complaint # C2023-53: Dismiss the Complaint;

Complaint # C2023-54: Investigate the Complaint further;

Complaint # C2023-55: Dismiss the Complaint;

Complaint # C2023-56: Dismiss the Complaint;

Complaint # C2023-57: Dismiss the Complaint;

Complaint # C2023-58: Dismiss the Complaint;

Complaint # C2023-59: Close the Complaint – Probable cause was found;

Complaint # C2023-60: Dismiss the Complaint;

Complaint # C2023-61: Dismiss the Complaint;

Complaint # C2023-62: Dismiss the Complaint;

Complaint # C2023-63: Dismiss the Complaint;

Complaint # C2023-64: Dismiss the Complaint;

Complaint # C2023-65: Dismiss the Complaint;

Complaint # C2023-66: Dismiss the Complaint;

Complaint # C2023-67: Dismiss the Complaint;

Complaint # C2023-68: Dismiss the Complaint;

Complaint # C2023-69: Dismiss the Complaint;

Complaint # C2023-70: Dismiss the Complaint;

Complaint # C2023-71: Dismiss the Complaint;

Complaint # C2023-72: Dismiss the Complaint;

Complaint # C2023-73: Dismiss the Complaint;

Complaint # C2023-74: Close the Complaint – Probable cause was found;

Complaint # C2023-75: Close the Complaint – Probable cause was found;

Complaint # C2023-76: Dismiss the Complaint;

Complaint # C2023-77: Dismiss the Complaint;

Complaint # C2023-78: Dismiss the Complaint;

Complaint # C2023-79: Close the Complaint – Probable cause was found;

Complaint # C2023-80: Dismiss the Complaint;

Complaint # C2023-83: Dismiss the Complaint;

Complaint # C2023-84: Dismiss the Complaint;

Complaint # C2023-85: Dismiss the Complaint;

Complaint # 2022-54: Initiate a Complaint against the Respondent for failing to meet the terms of a consent agreement which was to serve as an informal settlement of Complaint # 2022-54;

Complaint # 2022-143: Initiate a Complaint against the Respondent for failing to meet the terms of a consent agreement which was to serve as an informal settlement of Complaint # 2022-143; and,

Complaint # 2022-145: Initiate a Complaint against the Respondent for failing to meet the terms of a consent agreement which was to serve as an informal settlement of Complaint # 2022-145.

On motion duly made by Samantha Grady and Catherine Donahoe; the motion carried unanimously.

The next item on the agenda was **Jumpstart Savings Program**. The Chair entertained a motion to add information to the Board's website about the Jumpstart Savings Program offered for license holders through the West Virginia State Treasurer's Office. On motion duly made by Melissa Kelley and seconded by Samantha Grady; the motion carried unanimously.

The next item on the agenda was **Personnel Matters**. The Chair entertained a motion to increase the annual salaries for Kellie Ferguson and Lindee Lacy to \$36,000.00 so they will meet the federal salary threshold to be classified as exempt from overtime. On motion duly made by Catherine Donahoe and seconded by Samantha Grady; the motion carried unanimously.

The next item on the agenda was Miscellaneous Request. The Chair recognized Danielle J. Cordle, Executive Director. Ms. Cordle presented a request to reduce the amount to renew an individual licensee's cosmetologist license. On motion duly made by Catherine Donahoe and seconded by Samantha Grady; the motion carried unanimously.

Adjournment: The Chair entertained a motion to adjourn the meeting. On motion duly made by Catherine Donahoe 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
Bao Nguyen

Prepared By:



Danielle J. Cordle, Executive Director

3/10/2023

Date