

WEST VIRGINIA BOARD OF BARBERS AND COSMETOLOGISTS

Board Meeting Minutes
1201 Dunbar Avenue, Dunbar, WV 25064
May 1, 2023
11:00 a.m.

Members Present:

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

The first item on the agenda was **Call to Order/Roll Call**. 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 next item on the agenda was **In-Person Requests for Dismissal of Violations**. The Chair recognized, Danielle J. Cordle, Executive Director. Ms. Cordle presented the following in-person requests for dismissal of violations:

Violation # K-1666

Warning for a 1st Offense violation of failing to maintain a sanitary and clean facility free of insects.

Violation # K-1667

Warning for a 1st 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 # K-1668

Warning for a 1st Offense violation of failing to keep equipment in a shop, including upholstery fabrics, clean and in good repair.

Ms. Cordle advised that the individual that was issued the violations or their legal representative was not present at the meeting. The Chair entertained a motion to uphold the violations. 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 recognized, Danielle J. Cordle, Executive Director. Ms. Cordle presented the following written requests for dismissal of violations:

Violation # L-1455

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

Violation # K-1703

\$400.00 fine for a 1st Offense violation of performing services which the practitioner and/or shop is not licensed.

The Chair entertained a motion to dismiss the violations. 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 entertained a motion to take the following actions against the following Complaints:

Complaint # C2022-105: Dismiss the Complaint;

Complaint # C2022-121: Dismiss the Complaint;

Complaint # C2022-134: Dismiss the Complaint;

Complaint # 2022-143: Accept Consent Decree;

Complaint # C2023-82: Dismiss the Complaint;

Complaint # C2023-88: Close the Complaint – Probable caused was found;

Complaint # C2023-89: Dismiss the Complaint;

Complaint # C2023-90: Dismiss the Complaint;

Complaint # C2023-91: Dismiss the Complaint;

Complaint # C2023-92: Dismiss the Complaint;

Complaint # C2023-94: Dismiss the Complaint;

Complaint # C2023-96: Dismiss the Complaint;

Complaint # C2023-98: Dismiss the Complaint;

Complaint # C2023-99: Dismiss the Complaint;

Complaint # C2023-100: Dismiss the Complaint;

Complaint # C2023-105: Dismiss the Complaint;

Complaint # C2023-106: Dismiss the Complaint;

Complaint # C2023-108: Dismiss the Complaint;

Complaint # C2023-110: Dismiss the Complaint;

Complaint # C2023-111: Dismiss the Complaint;

Complaint # C2023-114: Dismiss the Complaint;

Complaint # C2023-117: Dismiss the Complaint;

Complaint # C2023-118: Dismiss the Complaint;

Complaint # C2023-119: Dismiss the Complaint;

Complaint # C2023-120: Dismiss the Complaint;

Complaint # C2023-121: Dismiss the Complaint;

Complaint # C2023-122: Dismiss the Complaint; and,

Complaint # C2023-123: 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: February 2023 & March 2023, and Meeting Minutes: February 27, 2023**. The Chair entertained a motion to approve the financials, p-card purchases, and meeting minutes. On motion duly made by Catelyne Nguyen and seconded by Melissa Kelley; the motion carried unanimously.

The next item on the agenda was **Miscellaneous Request**. The Chair recognized Danielle J. Cordle, Executive Director. Ms. Cordle advised that a licensee submitted a written request for the Board to consider reducing the amount to renew their booth rental registration renewal. The Chair entertained a motion to approve the request. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

The next item on the agenda was **Employee Pay Increases**. The Chair recognized Danielle J. Cordle, Executive Director. Ms. Cordle requested the Board consider confirming participation in the Governor's Across-the-Board increase in the amount of \$2,300 annualized for public employees. The Chair entertained a motion to approve the request. On motion duly made by Melissa Kelley and seconded by Catelyne Nguyen; the motion carried unanimously.

The next item on the agenda was **Personnel Matters: Interviews with Board employees**. The Chair entertained a motion to adjourn regular session and reconvene into Executive session to conduct interviews with the Board's employees. On motion duly made by Samantha Grady and seconded by Catelyne Nguyen; the motion carried unanimously. After the interviews were completed, the Chair entertained a motion to adjourn Executive session and reconvene into Regular session. On motion duly made by Melissa Kelley and seconded by Tyler Yates; the motion carried unanimously.

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

Others Present:

Danielle J. Cordle, Executive Director
Jason P. Graves, Deputy Director
Kiana Carroll, Administrative Assistant II
Kellie Ferguson, Inspector/Investigator
Stacie Harper, Inspector/Investigator
Lindee Lacy, Inspector/Investigator
Kenyon Warner, Inspector/Investigator
Nancy Jeffries, Tri-State Beauty Academy
Zachary Jeffries, Executive Beauty Bar

Prepared By:



Danielle J. Cordle, Executive Director

7/11/2023

Date