

**WEST VIRGINIA BOARD OF BARBERS AND COSMETOLOGISTS**

Board Meeting Minutes  
1201 Dunbar Avenue, Dunbar, WV 25064  
August 7, 2023  
11:00 a.m.

**Members Present:**

Donnie Snyder, Chair/President  
Samantha Grady, Vice Chair/President  
Catherine Donahoe  
Chelsea McBee  
Margaret Osborne  
Melissa Kelley

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 11:05 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 # N-032:** \$100.00 fine for a 1st Offense violation of working with an expired license. A representative for the violation attended the meeting and spoke to the Board with regard to the violation. The Chair entertained a motion to DISMISS the violation. On motion duly made by Samantha Grady and seconded by Catherine Donahoe; the motion carried unanimously;

**Violation # L-1416:** Warning for a 1st Offense violation of having pets in shops, other than fish in an aquarium. A representative for the violation did not attend the meeting. The Chair entertained a motion to UPHOLD the violation. On motion duly made by Melissa Kelley and seconded by Catherine Donahoe; the motion carried unanimously;

**Violation # L-1490:** \$200.00 fine for a 1st Offense violation of operating a shop by a practitioner without first filing a shop application, paying the fee, and receiving a license. A representative for the violation attended the meeting and spoke to the Board regarding the violation. The Chair entertained a motion to DISMISS the violation. On motion duly made by Catherine Donahoe and seconded by Melissa Kelley; the motion carried unanimously and,

**Violation # N-047:** \$1,000 fine for a 2nd Offense violation of practicing barbering, cosmetology, facial technology or manicuring without a license or with a license issued to another person. A representative for the violation attended the meeting and spoke to the Board regarding the violation. The Chair entertained a motion to DISMISS the violation; Provided, the individual who was issued the violation passes the appropriate exams needed to qualify for licensure within the next six (6) months. On motion duly made by Catherine Donahoe and seconded by Melissa Kelley; 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-1341:** \$500.00 fine for a 2nd Offense violation of working with an expired license – DISMISS the violation once license has been renewed;

**Violation # K-1761:** \$200.00 fine for a 1st Offense violation of operating a shop with an expired shop license – DISMISS the violation;

**Violation # K-1775:** \$200.00 fine for a 1st Offense violation of operating a shop with an expired shop license – DISMISS the violation;

**Violation # K-1738:** Warning for a 1st Offense violation of allowing hair clippings to accumulate on a licensed facility floor or failing to dispose of hair clippings in a proper container – DISMISS the violation;

**Violation # L-1480:** \$500.00 fine for a 1st Offense violation of allowing an unlicensed person to practice in a licensed shop – DISMISS the violation;

**Violation # K-1795:** \$500.00 fine for a 1st Offense violation of practicing barbering, cosmetology, facial technology or manicuring without a license or with a license issued to another person – DISMISS the violation; and

**Violation # K-1796:** \$500.00 fine for a 1st Offense violation of allowing an unlicensed person to practice in a licensed shop – DISMISS the violation.

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

The next item on the agenda was **Complaint Review, Considered for Potential Disciplinary Action, and Complaint Review Cont.** The Chair entertained a motion to take the following actions against the following complaints:

**Complaint # 2022-145 & Complaint # 2023-138:** Close the complaints and attempt to enter into a consent decree with the Respondent. If a response is not received from the Respondent, send an Inspector to the salon to see if they are still operating, and if so, the Inspector needs to report the Respondent to law enforcement if they refuse to comply;

**Complaint # 2023-176:** Enter into a consent decree with the Respondent which will require the Respondent to pay an administrative fine in the amount of \$500.00 and participate in infection control training that will be administered by a Board Inspector;

**Complaint # C2023-41:** Dismiss the Complaint;

**Complaint # C2023-54:** Investigate the Complaint further;

**Complaint # C2023-81:** Dismiss the Complaint;

**Complaint # C2023-86:** Dismiss the Complaint;

**Complaint # C2023-95:** Dismiss the Complaint;

**Complaint # C2023-97:** Dismiss the Complaint;

**Complaint # C2023-124:** Dismiss the Complaint;

**Complaint # C2023-125:** Dismiss the Complaint;

**Complaint # C2023-126:** Dismiss the Complaint;

**Complaint # C2023-127:** Close the Complaint – Probable cause was found;

**Complaint # C2023-128:** Dismiss the Complaint;

**Complaint # C2023-130:** Dismiss the Complaint;

**Complaint # C2023-131:** Dismiss the Complaint;

**Complaint # C2023-132:** Investigate the Complaint further;

**Complaint # C2023-136:** Close the Complaint – Probable cause was found;

**Complaint # C2023-137:** Dismiss the Complaint;

**Complaint # C2023-140:** Dismiss the Complaint;

**Complaint # C2023-145:** Dismiss the Complaint;

**Complaint # C2023-148:** Dismiss the Complaint;

**Complaint # C2023-149:** Dismiss the Complaint;

**Complaint # C2023-150:** Dismiss the Complaint;

**Complaint # C2023-151:** Close the Complaint – Probable cause was found;

**Complaint # C2023-153:** Close the Complaint - Probable cause was found;

**Complaint # C2023-159:** Dismiss the Complaint;

**Complaint # C2023-160:** Dismiss the Complaint;

**Complaint # C2023-164:** Dismiss the Complaint;

**Complaint # C2023-165:** Dismiss the Complaint;

**Complaint # C2023-166:** Dismiss the Complaint;

**Complaint # C2023-167:** Dismiss the Complaint; and

**Complaint # C2023-168:** Dismiss the Complaint.

On motion duly made by Melissa Kelley and seconded by Catherine Donahoe; the motion carried unanimously.

The next item on the agenda was **Miscellaneous Requests**. The Chair made a motion to approve the following requests:

Consider accepting hours a student earned prior to the issuance of their student registration;

Consider removing late renewal fees for an individual license; and

Consider removing late renewal fees for a booth rental registration.

On motion duly made by Catherine Donahoe and seconded by Melissa Kelley; the motion carried unanimously.

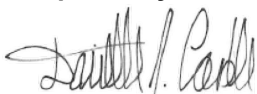
The next item on the agenda was **Financials, P-Card Purchases, and Meeting Minutes**. The Chair entertained a motion to approve the financials, p-card purchases, and meeting minutes. On motion duly made by Catherine Donahoe and seconded by Samantha Grady; the motion carried unanimously.

**Adjournment:** The Chair entertained a motion to adjourn the meeting. On motion duly made by Catherine Donahoe and Samantha Grady; the motion carried unanimously.

**Others Present:**

Danielle J. Cordle, Executive Director  
Jason P. Graves, Deputy Director  
Kiana Carroll, Administrative Assistant II  
Stacie Harper, Inspector/Investigator  
Kenzie Frye  
Troy Brickey  
Joel Duffield  
Kalisha Cunningham

**Prepared By:**



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**Danielle J. Cordle, Executive Director**

10/27/2023

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**Date**