

WEST VIRGINIA BOARD OF BARBERS AND COSMETOLOGISTS

Board Meeting Minutes
1201 Dunbar Avenue, Dunbar, WV 25064
November 13, 2023
11:00 a.m.

Members Present:

Donnie Snyder, Chair/President
Samantha Grady, Vice Chair/President
Catelyne Nguyen
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 11:04 a.m. at the Board office located at 1201 Dunbar Avenue, Dunbar, WV 25064.

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

Complaint # 2024-42: Close the Complaint and attempt to enter into a Consent Decree with the Respondent which will require the Respondent pay an administrative fine in the amount of \$600.00 and participate in in infection control/sanitation training;

Complaint # 2024-43: Close the Complaint and attempt to enter into a Consent Decree with the Respondent which will require the Respondent pay an administrative fine in the amount of \$300.00 and participate in in infection control/sanitation training;

Complaint # 2024-45: Dismiss the Complaint;

Complaint # C2023-54: Close the Complaint and report the Respondent to law enforcement;

Complaint # C2023-101: Dismiss the Complaint;

Complaint # C2023-102: Dismiss the Complaint;

Complaint # C2023-103: Dismiss the Complaint;

Complaint # C2023-104: Dismiss the Complaint;

Complaint # C2023-107: Investigate the Complaint further and if probable cause is found, report the Respondent to law enforcement;

Complaint # C2023-109: Dismiss the Complaint;

Complaint # C2023-112: Investigate the Complaint further;

Complaint # C2023-113: Investigate the Complaint further;

Complaint # C2023-115: Dismiss the Complaint;

Complaint # C2023-129: Dismiss the Complaint;

Complaint # C2023-132: Dismiss the Complaint;

Complaint # C2023-133: Dismiss the Complaint;

Complaint # C2023-134: Dismiss the Complaint;

Complaint # C2023-135: Close the Complaint – Probable cause was found;

Complaint # C2023-139: Dismiss the Complaint;

Complaint # C2023-141: Dismiss the Complaint;

Complaint # C2023-142: Dismiss the Complaint;

Complaint # C2023-143: Dismiss the Complaint;

Complaint # C2023-144: Close the Complaint – Probable cause was found;

Complaint # C2023-146: Dismiss the Complaint;

Complaint # C2023-147: Dismiss the Complaint;

Complaint # C2023-152: Close the Complaint – Probable cause was found;

Complaint # C2023-154: Dismiss the Complaint;

Complaint # C2023-155: Dismiss the Complaint;

Complaint # C2023-156: Dismiss the Complaint;

Complaint # C2023-157: Close the Complaint – Probable cause was found;

Complaint # C2023-158: Dismiss the Complaint;

Complaint # C2023-161: Close the Complaint – Probable cause was found;

Complaint # C2023-170: Dismiss the Complaint;

Complaint # C2023-171: Dismiss the Complaint;

Complaint # C2023-172: Dismiss the Complaint;

Complaint # C2023-174: Dismiss the Complaint;

Complaint # C2023-175: Close the Complaint – Probable cause was found;

Complaint # C2023-177: Close the Complaint – Probable cause was found;

Complaint # C2023-178: Dismiss the Complaint;

Complaint # C2023-179: Dismiss the Complaint;

Complaint # C2023-180: Close the Complaint – Probable cause was found;

Complaint # C2023-181: Dismiss the Complaint;

Complaint # C2023-182: Dismiss the Complaint;

Complaint # C2023-183: Dismiss the Complaint;

Complaint # C2023-184: Close the Complaint – Probable cause was found;

Complaint # C2023-185: Dismiss the Complaint;

Complaint # C2024-01: Dismiss the Complaint;

Complaint # C2024-02: Dismiss the Complaint;

Complaint # C2024-03: Dismiss the Complaint;

Complaint # C2024-04: Dismiss the Complaint;

Complaint # C2024-05: Close the Complaint – Probable cause was found;

Complaint # C2024-06: Dismiss the Complaint;

Complaint # C2024-07: Dismiss the Complaint;

Complaint # C2024-12: Dismiss the Complaint;

Complaint # C2024-13: Dismiss the Complaint;

Complaint # C2024-15: Dismiss the Complaint;

Complaint # C2024-16: Dismiss the Complaint;

Complaint # C2024-18: Dismiss the Complaint;

Complaint # C2024-20: Dismiss the Complaint;

Complaint # C2024-21: Dismiss the Complaint;

Complaint # C2024-22: Dismiss the Complaint;

Complaint # C2024-23: Dismiss the Complaint;

Complaint # C2024-24: Dismiss the Complaint;

Complaint # C2024-25: Dismiss the Complaint;

Complaint # C2024-26: Dismiss the Complaint;

Complaint # C2024-27: Close the Complaint – Probable cause was found;

Complaint # C2024-28: Dismiss the Complaint;

Complaint # C2024-29: Dismiss the Complaint;

Complaint # C2024-30: Dismiss the Complaint;

Complaint # C2024-31: Dismiss the Complaint;

Complaint # C2024-32: Dismiss the Complaint;

Complaint # C2024-33: Dismiss the Complaint;

Complaint # C2024-34: Dismiss the Complaint;

Complaint # C2024-35: Dismiss the Complaint;

Complaint # C2024-36: Dismiss the Complaint;

Complaint # C2024-37: Dismiss the Complaint;

Complaint # C2024-38: Dismiss the Complaint;

Complaint # C2024-39: Dismiss the Complaint; and

Complaint # 2023-116: Accept the Consent Decree and close the Complaint.

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

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

Consider granting authorization to a school of barbering and cosmetology to provide the teaching techniques course needed for individuals seeking an instructor certification;

Consider rescinding COVID-19 questionnaires that are being submitted with student registration applications in place of a completed Certificate of Health issued by a licensed physician, physician's assistant, or a nurse practitioner; and

Consider removing late fees for an individual license renewal.

On motion duly made by Samantha 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 table discussion until the end of the meeting. On motion duly made by Melissa Kelley 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 Melissa Kelley; the motion carried unanimously.

The next items on the agenda were **P-Card Purchases** and **Approval of Meeting Minutes**. The Chair entertained a motion to approve the p-card purchases from July 2023 – September 2023 and the meeting minutes from the last Board meetings on August 7, 2023 and September 6, 2023. On motion duly made by Chelsea McBee and seconded by Melissa Kelley; the motion carried unanimously.

The next item on the agenda was **Elections**. The Chair entertained a motion to select the following individuals for the Board's Chair/President, Vice Chair/President, and Secretary:

Donnie Snyder, Chair/President

Samantha Grady, Vice Chair/President

Danielle J. Cordle, Secretary

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

The next item on the agenda was **Board Meeting Dates**. The Chair entertained a motion to accept the following Board meeting dates during the calendar year of 2024:

February 26, 2024

May 6, 2024

August 26, 2024

November 18, 2024

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

Executive Session: The Chair entertained a motion to adjourn regular session and reconvene into executive session to discuss personnel matters related to employee evaluations and restructuring employee positions and job duties. On motion duly made by Melissa Kelley and seconded by Catelyne Nguyen; 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 Kelley and seconded by Catelyne Nguyen; the motion carried unanimously.

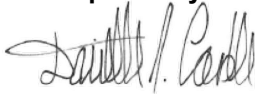
The next item on the agenda was Personnel Matters. The Chair entertained a motion to eliminate an Inspector/Investigator position (Position # 0505P00003) and distribute the position's annual salary in the amount of \$38,000.00 to the Board's six (6) remaining employees, which will give each employee an annual salary increase in the amount of \$6,333.33. On motion duly made by Melissa Kelley and seconded by Catherine Donahoe; the motion carried unanimously.

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

Others Present:

Danielle J. Cordle, Executive Director
Jason P. Graves, Deputy Director
Kellie Ferguson, Inspector/Investigator
Stacie Harper, Inspector/Investigator
Kenyon Warner, Inspector/Investigator
Kerry Wilkinson
David Le
Vee Nguyen

Prepared By:



Danielle J. Cordle, Executive Director

11/15/2023

Date