

MINUTES

BOARD MEETING

WEST VIRGINIA BOARD OF BARBERS AND COSMETOLOGISTS

INTERNATIONAL BEAUTY SCHOOL, MARTINSBURG, WV

11:00 A.M.

AUGUST 14, 2016

Members Present

Sarah Hamrick, President

Michael Belcher, Vice President

Susan Poveromo

Justina Gabbert

Khuong Nguyen

Members Absent

Melissa Delaney

Sean Stevens

The meeting was called to order by Sarah Hamrick, President of the West Virginia Board of Barbers and Cosmetologists at 11:02 a.m. at International Beauty School, Martinsburg, WV.

The first item on the agenda was **Roll Call**.

The next item on the agenda was **Board Minutes Approval**. The Chair entertained a motion to approve the minutes for April 17, 2016 as presented. On motion duly made by Justina Gabbert and seconded by Susan Poveromo; the motion carried unanimously.

The next item on the agenda was **Purchasing (PCARD) Purchases**. The Chair recognized Amanda Cunningham, Executive Director. Mrs. Cunningham presented the purchasing (PCARD) purchases for March 2016 – June 2016 (see attachment A). The Chair entertained a motion to approve the purchasing (PCARD) purchases for March 2016. On motion duly made by Michael Belcher and seconded by Khuong Nguyen; the motion carried unanimously. The Chair entertained a motion to approve the purchasing (PCARD) purchases for April 2016 – June 2016. On motion duly made by Justina Gabbert and seconded by Michael Belcher; the motion carried unanimously.

The next item on the agenda was **Board Financials**. The Chair recognized Amanda Cunningham, Executive Director. Mrs. Cunningham presented the financials for July 2015 – June 2016 (see attachment B). The Chair entertained a motion to approve the financials as presented. On motion duly made by Susan Poveromo and seconded by Justina Gabbert; the motion carried unanimously.

The next item on the agenda was **Virginia Lewis Contract**. The Board and the Executive Director discussed the lobbyist contract with Virginia Lewis. The Chair entertained a motion to not renew Virginia Lewis' contract after it expires on December 31, 2016. On motion duly made by Michael Belcher and seconded by Khuong Nguyen; the motion carried unanimously.

The next item on the agenda was **DL Roope Contract**. The Board and the Executive Director discussed the contract with the third-party testing examiner, DL Roope. The Chair entertained a motion to approve renewing DL Roope's contract and to approve DL Roope raising the fee for examination to \$199.00. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen; the motion carried unanimously.

The next item on the agenda was **NIC testing for Reciprocity Applicants**. The Board and the Executive Director discussed the procedure for examination for licensed individuals from other states. The Chair entertained a motion to approve granting authorization to DL Roope to administer the State Law Exam to all licensed individuals that transfer their license from another state. On motion duly made by Susan Poveromo and seconded by Michael Belcher; the motion carried unanimously.

The next item on the agenda was **Instructor Exams & Course**. The Board and the Executive Director discussed the new procedure for the instructor exams and the instructor training course. The Chair entertained a motion to accept a 2-week instructor training course provided by the Department of Education as an approved training program. On motion duly made by Susan Poveromo and seconded by Michael Belcher; the motion carried unanimously.

The next item on the agenda was **Comments for Rule Changes: 2017 Legislative Session**. The Board and the Executive Director discussed comments that were submitted for pending rule changes. The Chair entertained a motion to approve the following revisions to the rules:

- Add the new qualifications for certification as an instructor to Series 2.
- Change the title of "Series 4 - Operational Standards for Schools of Barbering and Beauty Culture" to "Series 4 - Operational Standards for Schools of Barbering and Cosmetology".
- Add language: "no salon, shop or spa may exist in the same physical structure as a school" to Series 4.
- Change requirement pertaining to the amount of equipment schools of barbering and cosmetology are required to possess in Series 4 – Change the current amount of equipment to the maximum amount of equipment.

On motion duly made by Susan Poveromo and seconded by Justina Gabbert; the motion carried unanimously.

The next item on the agenda was **Request from Eastern Community College and Delegate Howell**. The Chair recognized Amanda Cunningham, Executive Director. Mrs. Cunningham presented a request from Eastern Community College and Delegate Howell. The Chair entertained a motion to deny the request as

presented. On motion duly made by Susan Poveromo and seconded by Michael Belcher; the motion carried unanimously.

The next item on the agenda was **CE Provider Issues**. The Board and staff discussed process on issuing warnings to Continuing Education Providers who are not in compliance of WV Code, Chapter 30, Article 27, Series 11.

The next item on the agenda was **SenText Solutions**. The Chair recognized Amanda Cunningham, Executive Director. Mrs. Cunningham proposed utilizing SenText Solutions for the purpose of sending text messages to licensees' in the event that all licensees' need to be contacted. The Chair entertained a motion to approve utilizing SenText Solutions. On motion duly made by Susan Poveromo and seconded by Michael Belcher; the motion carried unanimously.

The next item on the agenda was **NABBA Conference**. The Chair recognized Michael Belcher, Vice President. Mr. Belcher discussed the upcoming National Association of Barber Boards of America (NABBA) conference.

The next item on the agenda was **NIC Conference**. The Chair discussed the upcoming National Interstate Council (NIC) conference.

The next item on the agenda was **Temporary Employee Request**. The Chair recognized Amanda Cunningham, Executive Director. Mrs. Cunningham proposed that the Board authorize hiring a temporary employee. Discussion for the request of a temporary employee was tabled until after executive session.

The next item on the agenda was **Board to Hear 3rd + Offenses**.

H-843: 2.12, 3rd offense, allowing an unlicensed person to practice in a licensed shop. Licensee did appear to answer for 3rd offense violation. The Chair entertained a motion to **DISMISS** the violation. On motion duly made by Susan Poveromo and seconded by Justina Gabbert; the motion carried unanimously.

The next item on the agenda was **Meeting Dates and Time**. The Chair entertained a motion to approve the following dates, locations, and time for meetings held in 2017:

- 1 p.m., February 5, 2017 – Board office, Dunbar, WV.
- 1 p.m., April 2, 2017 – Board office, Dunbar, WV.
- 1 p.m., June 4, 2017 – Board office, Dunbar, WV.
- 1 p.m., August 6, 2016 – Board office, Dunbar, WV.
- 1 p.m., October 1, 2016 – Board office, Dunbar, WV.
- 1 p.m., December 3, 2016 – Board office, Dunbar, WV.

On motion duly made by Susan Poveromo and seconded by Michael Belcher; the motion carried unanimously.

The next item on the agenda was **Discussion of State Mandated Office Hours (lunch) hours**. Item was tabled and discussed during executive session.

The next item on the agenda was **State Recommendation for Granting Comp Time**. Item was tabled and discussed during executive session.

The next item on the agenda was **Procedure for Approving Leave (Sick) (Annual)**. Item was tabled and discussed during executive session.

The next item on the agenda was **New Shop Opening Time Constraints Review and Discussion**. The Board and staff discussed shop opening time constraints.

The next item on the agenda was **Work Permit Issuance Discussion**. The Board and staff discussed the work permit issuance and application process.

The next item on the agenda was **Updating the State Tax Department regarding Booth Rental Requirements**. The Board and staff discussed updating the State Tax Department regarding booth rental requirements.

Executive Session: The Chair entertained a motion to adjourn regular session and reconvene into executive session to discuss state mandated office hours, state recommendation for granting comp time, procedures for approving sick/annual leave, and Chassidy Kinser's evaluation. On motion duly made by Michael Belcher and seconded by Khuong 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 Michael Belcher and seconded by Justina Gabbert; the motion carried unanimously.

The next item on the agenda was **Chassidy Kinser Evaluation**. Evaluation occurred during executive session.

Adjournment: The Chair entertained a motion to adjourn the meeting. On motion duly made by Justina Gabbert and seconded by Michael Belcher; the motion carried unanimously. The meeting was adjourned at 4:21 p.m.

Others Present

Amanda Cunningham, Executive Director

Charles Persinger, Deputy Director

Danielle Wattie, Secretary

Jason Graves, Inspector II

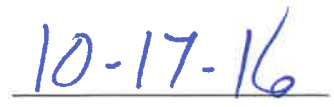
Kenyon Warner, Inspector

Stacie Harper, Inspector
Chassidy Kinser, Inspector
Rachel Wagner

Prepared by:



Danielle J. Wattie, Secretary



Date

