

**WEST VIRGINIA STATE BOARD OF BARBERS AND COSMETOLOGISTS**

**Board Meeting Minutes**

1201 Dunbar Avenue

Dunbar, WV 25064

January 7, 2018

10:00 a.m.

**Members Present**

Sarah Hamrick, President  
Michael Belcher, Vice President  
Melissa Delaney  
Justina Gabbert  
Susan Poveromo

**Members Absent**

Sean Stevens  
Khuong Nguyen

**Others Present:**

Danielle J. Cordle, Acting Executive Director  
Jason P. Graves, Acting Deputy Director  
Stacie Harper, Inspector  
Chassidy Kinser, Inspector  
Erik Lucas  
Nina Hutson-Farley

The meeting was called to order by Sarah Hamrick, President of the West Virginia State Board of Barbers and Cosmetologists at 10:05 a.m. at the Board office, located at 1201 Dunbar Avenue, Dunbar WV.

The first item on the agenda was **Call to Order/Roll Call**.

The next item on the agenda was **Meeting Minutes Approval – 12/10/2017**. The Chair entertained a motion to approve the meeting minutes for December 10<sup>th</sup>, 2017 as presented. On motion duly made by Michael Belcher and seconded by Justina Gabbert; the motion carried unanimously.

The next item on the agenda was **P-Card Purchases – November 2017**. The Chair recognized Danielle Cordle, Acting Executive Director. Ms. Cordle presented the p-card purchases for November 2017 (Attachment A). The total amount of p-card purchases for November was \$5,047.92. The Chair entertained a motion to approve the purchases 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 **Financials**. The Chair recognized Danielle Cordle, Acting Executive Director. Ms. Cordle presented the Board’s revenue and expenses for November 2017 – December 2017 and cash balance as of December 29<sup>th</sup>, 2017 (Attachment B). The Chair requested that beginning March 2018 Ms. Cordle provide a quarterly report of available annual leave for all employees as well as timesheets. The Chair entertained a motion to approve the financials as presented. On motion duly made by Justina Gabbert and seconded by Melissa Delaney; the motion carried unanimously.

The next item on the agenda **Board Initiated Complaints**. The Chair recognized Danielle Cordle, Acting Executive Director. Ms. Cordle presented the following board initiated complaints:

**#2015-59** – A licensee was summoned before the Board on February 22<sup>nd</sup>, 2015 for a 3<sup>rd</sup> offense of operating a shop with an expired shop license. The Board voted to negotiate a consent agreement with the licensee and the agreement was hand delivered by Inspector Kinser on August 5<sup>th</sup>, 2015. The licensee did not return the agreement to the Board office and the shop license has not been renewed. Inspector Kinser returned to perform a routine inspection of the shop on 3 separate occasions in 2016 and 2017. The shop was closed but inspector Kinser did note that the shop still appears to be open.

The Chair entertained a motion to revoke the shop license as well as the individual license and to refer the complaint to the Attorney General's office. On motion duly made by Justina Gabbert and seconded by Michael Belcher; the motion carried unanimously.

**#2018-43** – A licensee was summoned before the Board on April 17<sup>th</sup>, 2016 for a 4<sup>th</sup> offense of working with an expired license. The Board voted to negotiate a consent agreement with the licensee. It does not appear that the licensee completed the agreement. The licensee's Cosmetologist license has since been renewed and is valid until January 31<sup>st</sup>, 2018, all outstanding fines have been paid.

The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Justina Gabbert and seconded by Michael Belcher; the motion carried unanimously.

**#2018-44** – A licensee was summoned before the Board on June 5<sup>th</sup>, 2017 for a 4<sup>th</sup> offense of operating a shop with an expired shop license. The Board voted to notify the licensee that he must renew the shop license and remit payment for outstanding fines within 15 days of being notified via certified mail. The licensee remitted \$150.00 towards outstanding fines on July 31<sup>st</sup>, 2017. As of today, the shop license has not been renewed and the licensee owes \$350.00 in outstanding fines.

The Chair entertained a motion to send a certified letter to the licensee notifying them that all outstanding fines must be paid, and license brought current within 30 days of receiving the letter or the board will seek law enforcement assistance to close the shop. On motion duly made by Justina Gabbert and seconded by Melissa Delaney; the motion carried unanimously.

**#2018-45** – A licensee was summoned before the Board on July 26<sup>th</sup>, 2017 and October 15<sup>th</sup>, 2017 for a 4<sup>th</sup> offense of failing to keep storage cabinets, workstations, vanities, and the inside of microwave ovens or other such equipment clean. The licensee did not appear before the Board and the Board voted to seek an opinion from the Attorney General's office and to send the licensee a letter by certified mail advising the licensee that legal action will be taken if they continue to ignore correspondence from the Board. Inspector Warner returned to perform a routine inspection of the shop on November 29<sup>th</sup>, 2017 and advised the licensee to contact the Board office. The licensee told Inspector Warner that they would not be attending any meeting and they were not going to contact the office. As of today, all outstanding fines have been paid, the shop license is valid until June 30<sup>th</sup>, 2018, and the owners individual license is valid until December 31<sup>st</sup>, 2018.

The Chair entertained a motion to dismiss the complaint as presented and for Inspector Warner to perform a follow up inspection in the near future. On motion duly made by Susan Poveromo and seconded by Justina Gabbert; the motion carried unanimously.

The next item on the agenda **Complaints**. The Chair recognized Danielle Cordle, Acting Executive Director. Ms. Cordle presented the following complaints:

**C2018-32** – We received a complaint alleging that someone is losing a toe nail due to a fungus that was transmitted because allegedly unsanitary tools or implements were used during a pedicure. The Board needs to determine based on the evidence if there is probable cause for disciplinary action or if the complaint needs to be investigated further.

The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Susan Poveromo and seconded by Melissa Delaney; the motion carried unanimously.

The next item on the agenda was **Requests**. The Chair recognized Danielle Cordle, Acting Executive Director. Ms. Cordle presented the following requests:

**Joy Timbrook** – Joy Timbrook is a registered sex offender requesting that the Board authorize her to attend cosmetology school to become a licensed nail technician. The Board determined that they have no jurisdiction in the matter.

**Anh Vo** – Anh Vo would like to apply for reciprocity from WA to WV but is unable to provide official cosmetology school transcripts and the state in which she attended cosmetology school could not provide the name of the school. The Board denied the request.

**Brittany Harless** – Ms. Harless is an examiner for the Board's third-party testing administrator, D.L. Roope Administrations. Ms. Harless completed NIC examiner training last year and has requested that the Board consider crediting that training toward continuing Education hours. On motion duly made and seconded the Board denied the request.

The next item on the agenda was **AEQUO International**. The Chair recognized Danielle Cordle, Acting Executive Director. Ms. Cordle explained that currently all online high school diplomas are being verified through AEQUO International which can take several months to verify, she asked the board if AEQUO International verification of online high school diplomas was necessary when the online high school in question is known to be a legitimate school. The Board determined that it is not necessary to refer known legitimate online high schools to AEQUO International.

The next item on the agenda was **Review of Agenda for Hearing on January 22<sup>nd</sup>, 2018**. The Chair recognized Danielle Cordle, Acting Executive Director. Ms. Cordle explained that the upcoming Judiciary meeting is a separate meeting for summonsed licensees to appear before the board in a private setting.

The next item on the agenda was **Legislative Session**. The Chair recognized Danielle Cordle, Acting Executive Director. Ms. Cordle explained that the starting date for legislative session is January 10<sup>th</sup>, 2018 and as of today there are no proposed bills related to the WVBBC. The Chair recognized Nina

Hutson-Farley, a licensee who explained her concerns regarding current code language that fails to clearly define services she provides. The board agreed that the services she provides are within her scope of practice.

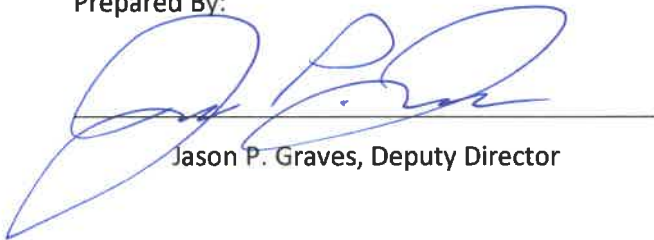
The Chair entertained a motion to adjourn regular session and reconvene into **Executive Session** to discuss staff job titles and pay raises. On motion duly made by Justina Gabbert and seconded by Michael Belcher; the motion carried unanimously.

The Chair entertained a motion to adjourn Executive Session and reconvene into **Regular Session**. On motion duly made by Susan Poveromo and seconded by Michael Belcher; the motion carried unanimously.

The next item on the agenda was **Personnel Matters** The Chair entertained a motion to appoint Danielle Cordle as Executive Director with a starting salary of \$50,000, Jason Graves as Deputy Director with a starting salary of \$45,000, to increase Crystal Severson's salary to \$26,000, to increase Kristen Portillo's salary to \$24,000, to hire Erik Lucas as an inspector with a starting salary of \$27,000, to increase Kenyon Warner's salary to \$29,000, to increase Chassidy Kinser's salary to \$30,000, and to increase Stacie Harper's salary to \$29,504. Performance review will be conducted in January 2019. On motion duly made by Michael Belcher and seconded by Justina Gabbert; the motion carried unanimously.

**Adjournment:** The Chair entertained a motion to adjourn the meeting, no motion was made. The meeting was adjourned at 12:46 p.m.

Prepared By:



Jason P. Graves, Deputy Director

1-26-2018

Date