

WEST VIRGINIA STATE BOARD OF BARBERS AND COSMETOLOGISTS

1201 Dunbar Avenue
Dunbar, WV 25064
Phone: (304) 558-2924
Meeting Minutes
July 26, 2017

Members Present

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

Members Absent

Sean Stevens
Khuong Nguyen

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

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

The next item on the agenda was **Board Minutes Approval**.

The Chair entertained a motion to approve the meeting minutes for June 5th, 2017 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 **Board to Hear 3rd + Offenses**.

The Chair recognized Charles Persinger, Executive Director. Mr. Persinger presented the following 3rd + offense(s):

K-513: 4th offense; 2.47; failing to keep storage cabinets, work stations, vanities and the inside of microwave ovens or other such equipment clean. Practitioner did not appear to answer for 4th offense violation. The Chair entertained a motion to send the practitioner a 2nd certified letter summoning the practitioner to appear at the next meeting. On motion duly made by Susan Poveromo and seconded by Justina Gabbert; the motion carried unanimously.

H-961: 3rd offense; 2.2; working with an expired license. Practitioner did appear to answer for 3rd offense violation. The Chair entertained a motion to send the practitioner a 2nd certified letter summoning the practitioner to appear at the next meeting. On motion duly made by Susan Poveromo and seconded by Justina Gabbert; the motion carried unanimously.

The next item on the agenda was **P-Card Purchases**.

The Chair recognized Charles Persinger, Executive Director. Mr. Persinger presented purchases paid by card for May 2017 and June 2017. The total amount of card purchases for the month of May 2017 was \$1,833.32 and the total amount of card purchases for the month of June 2017 was \$3,588.25. The Chair entertained a motion to approve the card purchases 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 **Board Financials**.

The Chair recognized Charles Persinger, Executive Director. Mr. Persinger presented the Board's revenue and expenses for the month(s) of February 2017, March 2017, and April 2017. Mr. Persinger also presented the cash balance as of July 26th, 2017. The Chair entertained a motion to approve the financials 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 **Continuing Education – Board's Online Sanitation and Law Course**.

Members and Board staff discussed potentially developing an online continuing education course on sanitation procedures and law. In conclusion, it was determined that the Board staff will create an outline and proceed with developing the online course. The Board staff will periodically update Members on the course's progress.

The next item on the agenda was **Discussion on Shops that Changed Ownership**.

Members and Board staff discussed protocol pertaining to when the Board office receives an application from an individual or business requesting to register as the owner of a salon/shop that owes a balance for unpaid fines. Sarah Hamrick recommended that in the future, Board staff contact the Secretary of State's Office and inquire if their records indicate a change of ownership with the salon/shop. In conclusion, it was determined that when Board staff processes an application requesting change of ownership of a salon/shop, any outstanding balance for unpaid fines written to the salon/shop must be paid in full either by the previous owner and/or the licensee requesting to register as the new owner.

The next item on the agenda was **Discussion on Course of Action with Schools and Failing Test Rates**.

Members and Board staff discussed possible solutions for students that continuously fail the Board exams. It was recommended that schools of barbering and cosmetology offer a refresher course for students that have difficulty passing the exams.

The next item on the agenda was **Overview of June 2017 Board Meeting.**

No inquiries were made pertaining to agenda items from the last meeting on June 5, 2017.

The next item on the agenda was **Overview and Discussion of NIC Meeting.**

Members and Board staff discussed the upcoming National Interstate Council of Cosmetology conference that will be held in Charleston, WV from August 3rd until August 7th. Members and Board staff will be hosting the conference and discussed coordinating the conference and discussed speakers that have been added to the agenda.

Executive Session: The Chair entertained a motion to adjourn regular session and reconvene into executive session to discuss personnel matters. On motion duly made by Michael Belcher and seconded by Justina Gabbert; 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 Melissa Delaney; the motion carried unanimously.

The next item on the agenda was **State Discussion of Personnel Matters.**

The Chair recognized all Board staff and stated that after discussion with the Executive Director during executive session, the Board has requested that the Executive Director complete a performance evaluation for all Board employees in September 2017. After the performance evaluations are complete, the Executive Director will present the evaluations to Members prior to the next meeting which was rescheduled for October 15, 2017. The evaluations will be added as an agenda item for the meeting in October and Members will determine if pay raises will be granted after review.

In addition, it was determined that a Member of the Board will be attending and overseeing all future Board exams. Members requested that the Board staff e-mail information pertaining to exams (date, location, etc.) to all Members.

Adjournment: The Chair entertained a motion to adjourn the meeting. On motion duly made by Michael Belcher and seconded by Justina Gabbert; the motion carried unanimously. The meeting was adjourned at 12:24 p.m.

Others Present

Charles Persinger, Executive Director

Danielle Wattie, Deputy Director

Jason Graves, Senior Inspector

Chassidy Kinser, Inspector


Stacie Harper, Inspector

Linda Johnson, Carver Beauty Academy

Prepared by:



Danielle J. Wattie, Deputy Director/Secretary



Date