

MINUTES

**BOARD MEETING
WEST VIRGINIA BOARD OF BARBERS AND COSMETOLOGISTS
BOARD OFFICE, DUNBAR, WV
1:00 P.M.**

JANUARY 10, 2016

Members Present

Sarah Hamrick, President
Michael Belcher, Vice President
Susan Poveromo
Khuong Nguyen
Melissa Delaney
Sean Stevens
Justina Gabbert

Others Present

Amanda Smith, Executive Director
David Scarpelli, Deputy Director
Danielle Cordle, Secretary
Charlie Persinger, Records Manager
Jason Graves, Inspector
Chassidy Kinser, Inspector
Kenyon Warner, Inspector
Stacie Harper, Inspector

The meeting was called to order by Sarah Hamrick, President of the West Virginia Board of Barbers and Cosmetologists at 1:00 p.m. at the Board office, Dunbar, WV.

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

The Chair entertained a motion to approve the minutes from the meeting on December 16, 2015. On motion duly made by Justina Gabbert and seconded by Susan Poveromo the motion carried unanimously.

The next item on the agenda was the **Discussion and Final Decisions on Working Titles and Job Functions for Staff**. The Board and the staff discussed working titles and job functions for the Board office. It was concluded that Jason Graves' title will change to Inspector II; Charlie Persinger's title will change to Deputy Director, and Danielle Cordle's title will change to Administrative Assistant II.

The next item on the agenda was the **Discussion and Review of the Employee Handbook on the Internal Operations Rules and Regulations**. The Board recognized Amanda Smith, Executive Director. Ms. Smith presented the employee handbook on the internal operations, rules, and regulations. The Board and the staff discussed the handbook.

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 3:47 p.m.

Prepared by:

Danielle J. Cordle
Danielle J. Cordle, Secretary

2-8-16

Date