

WEST VIRGINIA STATE BOARD OF BARBERS AND COSMETOLOGISTS

Board Meeting Minutes

1201 Dunbar Avenue

Dunbar, WV 25064

June 10, 2018

10:00 a.m.

Members Present

Sarah Hamrick, President
Michael Belcher, Vice President
Susan Poveromo
Khuong Nguyen
Melissa Delaney

Members Absent

Sean Stevens
Justina Gabbert

Others Present:

Danielle J. Cordle, Executive Director
Jason P. Graves, Deputy Director
Crystal Severson, Administrative Assistant II
Stacie Harper, Inspector
Chassidy Kinser, Inspector
Kenyon Warner, Inspector
Erik Lucas, Inspector
Linda Johnson, Carver Beauty Academy
Susan Policano, Clarksburg Beauty Academy

The meeting was called to order by Sarah Hamrick, President of the West Virginia State Board of Barbers and Cosmetologists at 10:00 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 – 4/15/2018**. The Chair entertained a motion to approve the meeting minutes for April 15, 2018 as presented. On motion duly made by Michael Belcher and seconded by Khuong Nguyen; the motion carried unanimously.

The next item on the agenda was **P-Card Purchases – February 2018 & March 2018**. The Chair recognized Danielle Cordle, Executive Director. Ms. Cordle presented the p-card purchases for February 2018 (Attachment A) and March 2018 (Attachment B). The total amount of p-card purchases for February 2018 was \$9,128.49. The total amount of p-card purchases for March 2018 was \$5,575.05. The Chair entertained a motion to approve the purchases as presented. On motion duly made by Michael Belcher and seconded by Melissa Delaney; the motion carried unanimously.

The next item on the agenda was **Financials – March 2018 & April 2018**. The Chair recognized Danielle Cordle. Ms. Cordle presented the Board's revenue and expenses for March 2018 and April 2018 and cash balance as of May 28, 2018 (Attachment C). The Chair entertained a motion to approve the financials as presented. On motion duly made by Khuong Nguyen and seconded by Michael Belcher; the motion carried unanimously.

The next item on the agenda was **National-Interstate Council of State Boards of Cosmetology (NIC)**. The Chair recognized Danielle Cordle. Ms. Cordle gave a summary of the regional NIC conference she

attended and discussed the possibility of offering a free continuing education course in 2019 that could be recorded and made available online as well.

The next item on the agenda was **License Renewals**. The Chair recognized Danielle Cordle. Ms. Cordle initiated discussion of offering a 2-year license. Following discussion, the Board found that offering a 2-year license would be impractical at this time due to accounting requirements.

The next item on the agenda was **Language Used on Shop Licenses**. The Chair recognized Danielle Cordle. Ms. Cordle initiated discussion of the language currently used on shop licenses. Following discussion, the Board agreed that all shop licenses should be labeled "Salon/Shop" licenses.

The next item on the agenda was **CLEAR Training**. The Chair recognized Danielle Cordle. Ms. Cordle gave a summary of the basic CLEAR training she recently attended, and the specialized CLEAR training Deputy Director, Jason Graves and Inspector, Erik Lucas attended. Mr. Graves explained the need for the Board to purchase mobile phones for himself as well as Ms. Cordle and to upgrade the existing phones of Inspector Lucas, Inspector Warner, and Inspector Kinser. The Chair entertained a motion to approve the purchase of 5 new mobile phones. On motion duly made by Michael Belcher and seconded by Khuong Nguyen; the motion carried unanimously.

The next item on the agenda was **Request(s) to Speak to the Board**. The Chair recognized Susan Policano, owner of Clarksburg Beauty Academy. Ms. Policano asked for clarification regarding the certificate of health form. Ms. Cordle explained that a negative TB test result is no longer accepted and that all new student registration applications must include the completed certificate of health form; current student permit holders will need to submit a completed certificate of health along with their application for registration once they have graduated.

The Chair recognized Linda Johnson, Instructor at Carver Beauty Academy. Ms. Johnson asked if there were any time constraints regarding the length of time a student has to take the Board examination after graduation. Ms. Cordle explained that after a student successfully completes the program there are no restrictions as to when they must take the Board examination.

The Chair recognized Jason Graves, Deputy Director. Mr. Graves asked a question that a school administrator asked him to pose to the Board. "Can a shampoo assistant work or observe in their instructor's privately-owned shop to earn the 50 hours towards their program?" Following discussion, the Chair entertained a motion to change the language in the policy regarding shampoo assistants to say, "the student must work for 50 hours in a licensed salon" and to prohibit students from earning hours at their licensed instructors privately-owned shop. On motion duly made by Khuong Nguyen and seconded by Melissa Delaney; the motion carried unanimously.

The Chair entertained a motion to adjourn regular session and convene into **Executive Session** to discuss **Personnel Matters**. On motion duly made by Khuong Nguyen and seconded by Melissa Delaney; the motion carried unanimously.

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

The next item on the agenda was **Barber Apprenticeship Program**. The Chair recognized Danielle Cordle. Ms. Cordle provided an update on our efforts to enforce all applicable rules regarding Barber Apprentices.

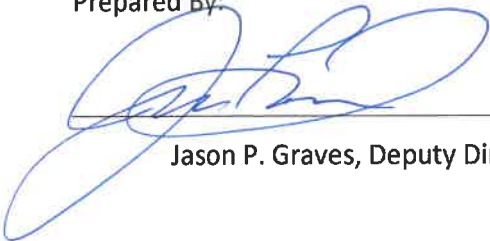
The next item on the agenda was **Personnel Matters**. The Chair recognized Danielle Cordle. Ms. Cordle asked the Board for approval to hire a new Secretary I to fill the current vacancy. The Chair entertained a motion to approve the hiring of a new Secretary I with a starting salary of \$22,500 and to allow Ms. Cordle to increase the salary up to a maximum of \$24,000 upon the successful completion of a 90-day probationary period. On motion duly made by Michael Belcher and seconded by Khuong Nguyen; the motion carried unanimously.

The next item on the agenda was **School Inspections**. The Chair recognized Danielle Cordle. Ms. Cordle explained that she preferred to have Mr. Graves in the office rather than out performing school inspections. Mr. Graves and Inspector Lucas have created a new form on the inspector's current app that will allow them to perform school inspections in their assigned territories and electronically submit the information to Mr. Graves who will perform an audit of student hours and complete the required report.

Mr. Graves presented a request from Southern WV Community and Technical College seeking a waiver to allow their 12 remaining second year students that are enrolled in AH 226, a course taught by an unlicensed instructor, to complete the program. The Chair entertained a motion to deny Southern's request. On motion duly made by Susan Poveromo and seconded by Michael Belcher; the motion carried unanimously.

The last item on the agenda was **Adjournment**: The Chair entertained a motion to adjourn the meeting. On motion duly made by Michael Belcher and seconded by Khuong Nguyen; the motion carried unanimously. The meeting was adjourned at 12:28 p.m.

Prepared By:



Jason P. Graves, Deputy Director

7-26-18

Date