

WEST VIRGINIA STATE BOARD OF BARBERS AND COSMETOLOGISTS

1201 Dunbar Avenue
Dunbar, WV 25064
Phone: (304) 558-2924
Meeting Minutes
October 29, 2017

Members Present

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

Members Absent

Justina Gabbert
Sean Stevens

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, Dunbar, WV.

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

Executive Session: The Chair entertained a motion to adjourn regular session and reconvene into executive session to discuss the Executive Director's resignation. On motion duly made by Susan Poveromo 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 Susan Poveromo and seconded by Khuong Nguyen; the motion carried unanimously.

The next item on the agenda was **Personnel Matters**. The Chair entertained a motion to accept the Executive Director's resignation. On motion duly made by Susan Poveromo and seconded by Khuong Nguyen; the motion carried unanimously. The Board and staff discussed possible revisions to the Employee Handbook and requested that the Board office send a copy of the handbook to Mark Weiler, Assistant Attorney General, for review.

The next item on the agenda was **D.L. Roope Contract**. The Chair entertained a motion to postpone renewing the 2018 contract with the Board's third-party testing administrator until the

next meeting on December 10, 2017. It was concluded that the Board office will send a copy of the contract to Mark Weiler, Assistant Attorney General, for review.

The next item on the agenda was **Public Request(s) - Chant'e Kroll**. Ms. Kroll completed a cosmetology apprenticeship program in the state of Maryland and requested that the Board consider permitting her to transfer her license by reciprocity to the state of West Virginia. The Chair entertained a motion to approve the request; provided, that Ms. Kroll meets all the other minimum qualifications for licensure. On motion duly made by Susan Poveromo and seconded by Michael Belcher; the motion carried unanimously.

The next item on the agenda was **2018 Meeting Schedule**. The Board and staff discussed future Board meetings for 2018. The Chair entertained a motion to continue conducting Board meetings at the Board office for the following date(s): January 7, 2018; February 4, 2018; March 25, 2018; April 15, 2018; June 10, 2018; August 5, 2018, and November 18, 2018. On motion duly made by Melissa Delaney and seconded by Susan Poveromo; the motion carried unanimously.

Adjournment: The Chair entertained a motion to adjourn the meeting. On motion duly made by Susan Poveromo and seconded by Michael Belcher; the motion carried unanimously. The meeting was adjourned at 11:44 a.m.

Others Present

- Danielle Cordle, Deputy Director
- Jason Graves, Senior Inspector
- Crystal Severson, Administrative Assistant II
- Kristen Portillo, Secretary I
- Chassidy Kinser, Inspector
- Kenyon Warner, Inspector
- Stacie Harper, Inspector
- Mark Weiler, Assistant Attorney General

Prepared by:



Danielle J. Cordle, Deputy Director/Secretary



Date