



# 2017 ANNUAL REPORT

State of West Virginia

Board of Barbers and Cosmetologists

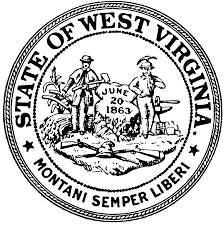
1201 Dunbar Avenue

Dunbar, West Virginia 25064

[www.wvbbc.com](http://www.wvbbc.com)

## **MISSION STATEMENT**

Our mission is to protect the public health through sanitation and enforcement inspections, to promote high educational standards in schools with a focus on student completion, and to encourage job creation in the barbering and beauty industries.



**West Virginia State Board of Barbers and Cosmetologists**  
**1201 Dunbar Avenue**  
**Dunbar, West Virginia 25064**  
**Tel: (304) 558-2924 Fax: (304) 558-3450**  
**[www.wvbbc.com](http://www.wvbbc.com)**

Governor Jim Justice  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305

December 26, 2017

Dear Honorable Governor Justice:

The West Virginia Board of Barbers and Cosmetologists presents the 2017 Annual Report as required by West Virginia Code § 30-1-12.

This annual report consists of revenue and expenditure data, licensee data, complaints filed, and copies of the agendas and minutes of Board meetings.

Sincerely,

Danielle J. Cordle  
Acting Executive Director

# RECEIPTS AND DISBURSEMENTS

Month/Year	Receipts	Disbursements
July 2015	\$62,047.79	\$61,769.78
August 2015	\$30,902.25	\$56,890.66
September 2015	\$22,870.75	\$45,464.00
October 2015	\$26,776.25	\$46,165.18
November 2015	\$28,343.38	\$42,733.83
December 2015	\$129,895.50	\$47,100.65
January 2016	\$112,137.25	\$62,468.75
February 2016	\$48,376.75	\$39,880.33
March 2016	\$28,325.00	\$42,175.08
April 2016	\$16,110.00	\$45,325.49
May 2016	\$22,365.00	\$54,075.87
June 2016	\$61,248.17	\$52,506.68

Month/Year	Receipts	Disbursements
July 2016	\$54,970.25	\$47,416.19
August 2016	\$31,063.00	\$45,072.21
September 2016	\$22,650.25	\$56,378.21
October 2016	\$18,305.00	\$52,809.67
November 2016	\$27,642.25	\$40,190.31
December 2016	\$125,876.00	\$51,471.88
January 2017	\$129,255.79	\$45,505.05
February 2017	\$35,766.00	\$45,347.76
March 2017	\$29,195.25	\$54,898.95
April 2017	\$18,175.00	\$40,618.91
May 2017	\$24,045.00	\$42,898.20
June 2017	\$62,867.70	\$43,493.76

FY 2016	Amount
License Applications, Registrations, and Renewals	\$607,575.60
Fines/Penalties	\$48,355.00
Expense Reimbursements from Disciplinary Actions	\$10,025.00
Grants, Special Appropriations, or other Sources of Revenue	\$0.00

FY 2017	Amount
License Applications, Registrations, and Renewals	\$599,973.00
Fines/Penalties	\$36,176.00
Expense Reimbursements from Disciplinary Actions	\$1,000.00
Grants, Special Appropriations, or other Sources of Revenue	\$0.00

# EXPENDITURES

<b>FY 2016</b>	<b>Amount</b>
<b>Personal Services</b>	<b>\$404,729.78</b>
<b>Board Member Per Diem Compensation</b>	<b>\$9,150.00</b>
<b>Travel Expenses</b>	<b>\$40,846.48</b>
<b>Professional Contracts</b>	<b>\$21,400.00</b>
<b>Rent</b>	<b>\$22,907.28</b>
<b>Office Supplies, Copying Charges/Fees for Printed Certificates, Licenses, and Permits</b>	<b>\$10,622.15</b>
<b>Postage</b>	<b>\$7,519.42</b>
<b>Entertainment and Hosting</b>	<b>\$35.00</b>
<b>Insurance</b>	<b>\$6,705.00</b>
<b>Bank Costs</b>	<b>\$540.00</b>

<b>FY 2017</b>	<b>Amount</b>
<b>Personal Services</b>	<b>\$405,358.98</b>
<b>Board Member Per Diem Compensation</b>	<b>\$5,700.00</b>
<b>Travel Expenses</b>	<b>\$20,913.81</b>
<b>Professional Contracts</b>	<b>\$8,400.00</b>
<b>Rent</b>	<b>\$23,132.52</b>
<b>Office Supplies, Copying Charges/Fees for Printed Certificates, Licenses, and Permits</b>	<b>\$12,755.48</b>
<b>Postage</b>	<b>\$7,251.64</b>
<b>Entertainment and Hosting</b>	<b>\$50.08</b>
<b>Insurance</b>	<b>\$6,462.00</b>
<b>Bank Costs</b>	<b>\$630.00</b>

# PERSONS NEWLY LICENSED

Name	Name	Name
AARON GRALEY	KAITLYN SHEPPARD	PATRICK GRADY
AARON TRAN	KALLEIGH KNICELY	PAULEY BELL
ABIGAIL FELDMIEIER	KARA BIRD	PENNY ELIZONDO
ABIGALE GOMEZ	KAREEM NEAL	PHAT CHENH
ADAM WILSON	KARI HALSTEAD	PHI YEN LE
ADRIANNA FATA	KASIE BOWMAN	PHILIP MCKNIGHT
AIVY ABBOTT	KATELYN HULL	PHUC NGUYEN
ALESSA NALLEY	KATELYN JENNINGS	PHUC TRAN
ALEXA PUTOREK	KATELYN THOMPSON	PHUONG NGUYEN
ALEXANDRA ROSS	KATHARINE COINER	RACHEL BROWN
ALEXANDRIA CARDWELL	KATHERINE DAVIS	RACHEL JARRELL
ALEXIS MCKANE	KATHLEEN CHANNELS	RACHEL MEADOWS
ALEXIS SKINNER	KATLYN WILLIAMS	RACHELLE WEST
ALEXIS TABOR	KATRINA OCH	RACIA HARLESS
ALICIA HILL	KAYLA BOGGS	RASHEEM MOORE
ALICIA SMITH	KAYLA CORCORAN	REANNA DILLON
ALISA LOCKETT	KAYLA FERGUSON	REBECCA DEEMS
ALISHA MARTIN	KAYLA LAWSON	REBECCA MATTEO
ALISON TONEY	KAYLA PYSZ	REBECCA MCCORMICK
ALLISON CLAYTON	KAYLA TINCHER	REBECCA NUNEMAKER
ALLISON HARDEN	KAYLA WOODALL	REBEKAH LUNEMANN
ALLYSON FOUT	KAYLEE COLLINSWORTH	RICHARD MOSS II
AMANDA BIAS	KAYLEE WEHRLE	RICHERD SALING
AMANDA HYDE	KAYLYNN KELLY	RICKI FIGLIOLI
AMANDA JAMES-GILL	KELLIE LYNCH	RIKI DUNCAN
AMANDA KRISTON	KELSEY HAMILTON	ROBERT ROOT III
AMANDA MEDOVIC	KELSEY MCGRAW	ROGER QUINN III
AMANDA MILIK	KELSEY VANDINE	ROMANO HOANG
AMANDA MOORE	KELSIE JAMES	RYAN KNOP
AMANDA RENNEN	KENNY GREEN	SABRINA WOOLING
AMBER DAGGETT	KERRIGAN HENSLEY	SAMANTHA BEISWENGER
AMBER LUCAS	KERRY ANN WILKINSON	SAMANTHA HOWERTON
AMBER MULLINS	KESHIA EDENFIELD	SAMANTHA HUDNALL
AMELIA EVANS	KEVIN NGUYEN	SAMANTHA MARTIN
AMIE NEELY	KEZIA JONES	SAMANTHA WHITMAN
ANGEL BARKER	KHANH HANG	SAMUEL BROWNING
ANGELA MCCOY	KIARA TRAINOR	SARA MCPEEK
ANGELA SHOULDERS	KIM TUYEN VO	SARAH ANN MOORE
ANH DAO	KIM TUYEN VO	SARAH BLEVINS-HUFFMAN
ANH NGUYEN	KINSEY MCALLISTER	SARAH DAGGETT

ANH-TRI PHAM	KOURTNEY KUHN	SARAH HARPER
ANNIE COLEMAN	KRISTEN MARTIN	SARAH MCGINNIS
ANTHONY DYE	KRISTEN WILCOM	SARAH WIMER
APRIL ASH	KRISTI LE	SAVANNA ASH
ARAWANA MOODY	KRISTI JOHNSON	SAVANNA GILL
ARIELLE RUSSELL	KRISTIN COLEMAN	SETH GARTIN
ASHLEY BEARINT	KRISTIN COZART	SHAE WILSON
ASHLEY CRAIG	KRISTIN SCULLEN	SHALA PUGH
ASHLEY GRAY	KYLIE FODOR	SHANA SMITH
ASHLEY HARRIS	KYNDL MILLER	SHARON BRADFORD
ASHLEY HOON	LACY WOOLWINE II	SHARON ROBERTS
ASHLEY JUSTICE	LAEKEN BEALE	SHAWN SWENTON
ASHLEY LOREY	LAKEN SPANGLER	SHAYLA STAPLETON
ASHLEY MAY	LAKIN KING	SHAYONNA CLINE
ASHLEY NICHOLS	LATONYA PORTERFIELD	SHELBY BROADWATER
ASHLEY TENNEY	LAURA GLOVER	SHELBY HAWK
ASHLY BUSH	LAUREN NICHOLS	SHELBY MURPHY
AUDRY WOOD	LE DO	SHELINA HILL
AUTUMN EASTMAN	LEOMA LEASEBURG	SHERRI JURY
AUTUMN RICE	LIEN NGUYEN	SHERRIE RAMSEY
BAO NGUYEN	LINDSEY BOWEN	SHERRY SINGLETON
BAO TRAN	LINDSEY CREMEANS	SHERRY ALDERMAN
BARRY BURGESS II	LINSAY PUGH	SHEVONDA COLVIN
BETHANY PETERS	LINSEY COWGER	SIERRA MURRAY
BETHANY ROMINE	LISA MANCUSO	SON NGUYEN
BRANDON OLDAKER	LIZBETH ROWE	SONYA WEAVER
BRANDON SIMMONS	LOAN NGUYEN	SOPHIA MANONI
BRANDY DIGIACOMO	LORI ARCHAMBEAU	SPRYNG MURPHY
BRANDY LUPARDUS	LORNA GRAHAM	STACEY HARVEY
BRANDY MCKINNEY	LY MAI	STEPHANIE CARROLL
BREANNA MOONEY	LYDIA ALLEN	STEPHANIE DEMETRO
BREANNA YEATER	MACHALA HUNTER	STEPHANIE RAKOSI
BREANNE TROUTEN	MACKENZIE SAWYER	STEPHANIE ROSS
BRIAN SCHLUTTER	MADELINE HUGHES	STEEVE ROYCE
BRIANNA SPEAKS	MADISON BURCHILL	SUMMER ELMORE
BRIAWNA BAILEY	MADISON CALL	SUMMER FELLHAUER
BRITTANY SEE	MADISON CASTO	SUSAN FARLEY
BRITTANY SORN	MADYSON STEPHENS	SUZAN CORTEZ
BRITTANY WALTERS	MAI LUU	SYDNEY NELSON
BRITTNEY FAIN	MAI NGUYEN	SYDNEY PERRY
BRITTNEY HATCHER	MALIA HENDRIX	TABETHA POLLARD
BRITTNEY HERRON	MARA BRANT	TABITHA CARTER
BRITTNEY WALTERS	MARIA CORBIN	TAMARA RHODES
BROOKE BACK	MARISSA ROBINSON	TAMMY COAN
BROOKE CARPENTER	MARISSA SMITH	TANYA COLLINS
BROOKE GORE	MARLY WARREN	TARA AILSTOCK
BROOKE NANGLE	MARTA STONE	TASHEENA FONTANA

BROOKE PRUNESTI	MARY ALBRECHT	TAUN NGO
BRUNA JOSE	MARY FRANCIS	TAYLOR COMBS
CAITLIN MEADOWS	MARY JONES	TAYLOR CRANK
CAITLYN ELDER	MCKENZIE PENNINGTON	TAYLOR PHILLIPS
CAITLYN ROMACA	MCKINNA CHRISTIAN	TAYLOR TRICKETT
CALEB HAMRICK	MEGAN BIGGS	TERRENCE CELLURALE
CALYN SIZEMORE	MEGAN COWGILL	TERRI LANGLEY
CAM FOWLER	MEGAN HALL	TESHIA PORTER
CAMERON PENN	MEGAN KEATON	THAI HOA ARTHUR
CANDI SQUIRES	MEGAN KENDRICK	THAI NGUYEN
CANDICE SIZEMORE	MEGAN LAWHORN	THANH NGUYEN
CARLEIGH PHILLIPS	MEGAN SHANNON	THANH THANH SAINT JOHNS
CARLY WOODRUM	MEGAN SKINNER	THANH TRAN
CAROL TAYLOR	MEGAN VAUGHN	THAO LE
CAROLINE HARDMAN	MELINDA WOOLINGHAM	THAO LUONG
CARRIE EAGLE	MELISSA MARTIN	THI DONG
CARRIE NOBILE	MEREDITH DURRENBERGER	THINH LE
CARRIE STARKEY	MICAIAH FISHER	THOMAS MURPHY
CASEY CRIM	MICHAEL BAUGUESS II	THONG HUYNH
CASEY HORTON	MICHAEL BROWER	THONG NINH
CASEY STIER	MICHELLE DEAN	THU CHU
CASSANDRA RUDD	MICHELLE GIBSON	THUY DANG
CASSIE MCDANIEL	MIKALA HARMAN	THUY DUNG DAO
CATHERINE EDWARDS	MILISIA LYBARGER	THUY TRAN
CAYLA BROWN	MILLISA MOORE	TIFFANY BROWN
CAYLEE GORE	MINH NGUYEN	TIFFANY LEWIS
CHANCE YOUNG	MINH PHAN	TIFFANY SCARBROUGH
CHANTEL SMITH	MIRANDA BENNER	TOAN BUI
CHARLES BORDERS	MIRANDA CLEMINS	TONYA KEENER BLASCO
CHARLES HOSKINS	MIRANDA CLENDENIN	TONYA LUCERO
CHASITY BERRY	MIRANDA STARK	TORREY ARCHER
CHASITY HARVEY	MISTY ADKISON	TRACI GOODROE
CHASSIDY LOW-WOLFE	MOLLIE MORRISON-BLEAKLEY	TRAE DENNING
CHAUNCY FREEMAN	MOLLY JURESKO	TRAM TRAN
CHELSEA CAMPBELL	MONICA MALOY	TRAM TRUONG
CHELSEA GARRETT	MORGAN POWELL	TRANG NGUYEN
CHELSEA KETTERMAN	MORGAN SUTTON	TRAVIS FRANCISCO
CHELSEA MCBEE-MACDONALD	NATASHA DAVIS	TRE BAKER
CHELSEA PHILLIPS	NEDRA ALLEN	TRINH NGUYEN
CHELSEY MOWERY	NGAN VAN	TRISTAN ARBOGAST
CHELSEY PRUNESTI	NGHIA PHAN	TRISTAN BROWN
CHEYENNE FLICK	NGOAN HUYNH	TU TRAN
CHLOE KEECH	NHAN LAM	TYLAH BRYANT
CHRISTAIN REDMAN	NHAN PHAM	UYE NGUYEN
CHRISTINA RIZZO	NIKKI GODBY	UYEN PHI TRAN
CHRISTINE TONEY	PAIGE SHOCKEY	VALERIE MYERS
CHRISTOPHER ADKINS	JUSTINE SMITH	VAN THI NGUYEN

CLAUDIA SIMMONS  
CODI MARTIN  
COLBY JOHN  
CONCHETTA FREEMAN  
CONNIE BRADY  
COURTLYN GANDEE  
COURTNEY GRUBB  
COURTNEY LAMBERT

KACI LINVILLE  
ZANE HALSTEAD

VANESSA VARNER  
WENDY MARTIN  
WESLEY CHALK JR  
WHITNEY BURROWS  
WHITNEY DAY  
WILLIAM REED  
WOO PARK  
XUAN TRAN  
ZACHARY ARMSTRONG  
ZACHARY PERSINGER



# BARBERS

1,025 - LICENSED

942 - IN-STATE LICENSEES

83 - OUT-OF-STATE LICENSEES

County	Barbers	County	Barbers
Barbour	5	Mineral	7
Berkeley	27	Mingo	19
Boone	12	Monongalia	28
Braxton	8	Monroe	4
Brooke	12	Morgan	10
Cabell	59	Nicholas	17
Calhoun	6	Ohio	36
Clay	3	Pendleton	1
Doddridge	1	Pleasants	1
Fayette	25	Pocahontas	7
Gilmer	2	Preston	9
Grant	5	Putnam	42
Greenbrier	14	Raleigh	44
Hampshire	5	Randolph	10
Hancock	21	Ritchie	2
Hardy	5	Roane	3
Harrison	31	Summers	4
Jackson	13	Taylor	2
Jefferson	15	Tucker	1
Kanawha	202	Tyler	7
Lewis	4	Upshur	4
Lincoln	10	Wayne	15
Logan	35	Webster	7
Marion	27	Wetzel	10
Marshall	16	Wirt	1
Mason	12	Wood	44
McDowell	5	Wyoming	8
Mercer	19		

# COSMETOLOGISTS

8,488 - LICENSED

7,567 - IN-STATE LICENSEES

921 - OUT-OF-STATE LICENSEES

County	Cosmetologists	County	Cosmetologists
Barbour	88	Mineral	104
Berkeley	414	Mingo	133
Boone	92	Monongalia	410
Braxton	58	Monroe	58
Brooke	94	Morgan	61
Cabell	524	Nicholas	119
Calhoun	24	Ohio	220
Clay	32	Pendleton	22
Doddridge	19	Pleasants	15
Fayette	157	Pocahontas	25
Gilmer	14	Preston	145
Grant	58	Putnam	214
Greenbrier	183	Raleigh	316
Hampshire	63	Randolph	98
Hancock	83	Ritchie	39
Hardy	31	Roane	44
Harrison	376	Summers	70
Jackson	99	Taylor	60
Jefferson	178	Tucker	28
Kanawha	818	Tyler	36
Lewis	61	Upshur	84
Lincoln	76	Wayne	129
Logan	165	Webster	19
Marion	258	Wetzel	72
Marshall	138	Wirt	16
Mason	87	Wood	371
McDowell	49	Wyoming	137
Mercer	283		

# AESTHETICIANS

477 - LICENSED

379 - IN-STATE LICENSEES

98 - OUT-OF-STATE LICENSEES

County	Aestheticians	County	Aestheticians
Barbour	2	Mineral	-
Berkeley	43	Mingo	1
Boone	5	Monongalia	49
Braxton	1	Monroe	3
Brooke	-	Morgan	8
Cabell	24	Nicholas	4
Calhoun	-	Ohio	9
Clay	-	Pendleton	-
Doddridge	1	Pleasants	1
Fayette	4	Pocahontas	-
Gilmer	-	Preston	5
Grant	1	Putnam	19
Greenbrier	11	Raleigh	13
Hampshire	1	Randolph	4
Hancock	3	Ritchie	-
Hardy	-	Roane	3
Harrison	19	Summers	1
Jackson	4	Taylor	2
Jefferson	21	Tucker	1
Kanawha	76	Tyler	1
Lewis	4	Upshur	-
Lincoln	2	Wayne	1
Logan	8	Webster	1
Marion	5	Wetzel	1
Marshall	-	Wirt	-
Mason	-	Wood	15
McDowell	-	Wyoming	-
Mercer	3		

# NAIL TECHNICIANS

**1,788** - LICENSED

**1432** - IN-STATE LICENSEES

**356** - OUT-OF-STATE LICENSEES

County	Nail Technicians	County	Nail Technicians
Barbour	13	Mineral	1
Berkeley	121	Mingo	10
Boone	17	Monongalia	98
Braxton	5	Monroe	2
Brooke	12	Morgan	13
Cabell	130	Nicholas	14
Calhoun	5	Ohio	25
Clay	2	Pendleton	6
Doddridge	2	Pleasants	6
Fayette	11	Pocahontas	2
Gilmer	1	Preston	11
Grant	4	Putnam	61
Greenbrier	21	Raleigh	76
Hampshire	3	Randolph	19
Hancock	9	Ritchie	2
Hardy	4	Roane	14
Harrison	90	Summers	4
Jackson	17	Taylor	4
Jefferson	33	Tucker	1
Kanawha	195	Tyler	2
Lewis	10	Upshur	11
Lincoln	5	Wayne	19
Logan	47	Webster	4
Marion	27	Wetzel	7
Marshall	11	Wirt	2
Mason	14	Wood	102
McDowell	3	Wyoming	27
Mercer	77		

# 2016 COMPLAINTS

COMPLAINT NUMBER	COMPLAINT DATE	REASON FOR COMPLAINT	CLOSED DATE	ADDITIONAL FINDINGS OR BOARD ACTION
C2016-01	7/1/2015	UNLICENSED WORKERS	8/25/2015	DISMISSED
C2016-02	7/1/2015	LOANS/HOURS DISCREPENCY	7/1/2015	DISMISSED -MAILED TO CCTC
C2016-03	7/1/2015	CATS IN SALON	8/1/2016	DISMISSED
C2016-04	7/6/2015	PERFORMING SERVICES IN AN UNLICENSED FACILITY/ PERFRMING SERVICES WITHOUT A LICENSE	8/1/2016	CLOSED - CEASE & DESIST/ SEVERAL COMPLAINTS ON HER - NO ADDRESS/PHONE UTD
C2016-05	7/7/2015	UNSANITARY/INFECTION	8/25/2015	DISMISSED
C2016-06	7/3/2015	UNLICENSED WORKERS	10/27/2015	DISMISSED
C2016-07	7/14/2015	PERFORMING SERVICES IN AN UNLICENSED FACILITY	10/27/2015	CLOSED - COMPLIED
C2016-08	7/16/2015	PERFORMING SERVICES IN AN UNLICENSED FACILITY/ PERFRMING SERVICES WITHOUT A LICENSE	10/27/2015	CLOSED - CEASE & DESIST AND THEY COMPLIED
C2016-09	7/20/2015	PERFORMING SERVICES IN A SHOP WITH A LAPSED LICENSE	11/18/2016	CLOSED - SHE WAS CAUGHT WORKING W/O LICENSE FINES ISSUED TO SHOP

C2016-10	7/20/2015	NOT SATISFIED WITH HAIRCUT	7/24/2015	DISMISSED - CALLED COMPLAINANT AND EXPLAINED WE DO NOT REGULATE BAD SERVICES
C2016-11	7/13/2015	REMODELING WITHOUT PROPER PERMITS	7/28/2015	DISMISSED - MAILED LETTER TO COMPLAINANT AND EXPLAINED WE DO NOT REGULATE PERMITS FOR REMODELING SALONS
C2016-12	8/12/2015	OPERATING A SHOP WITHOUT A SHOP LICENSE	1/15/2016	DISMISSED -MAILED DISMISSAL LETTER, SHE OPENED NEW SHOP
C2016-13	8/10/2015	NO DISINFECTANT, HEAD LICE, IMPROPER SANITATION OF IMPLEMENTS	8/10/2015	CLOSED - FORWARD TO CCTC
C2016-14	8/3/2015	ACT STUDENT PERFORMING SERVICES FOR PROFIT IN CLIENT'S HOME	10/27/2015	DISMISSED
C2016-15	7/24/2015	ADVERTISING MAKE-UP/HAIR SERVICES WITHOUT PROPER LICENSES	10/27/2015	CLOSED – SENT CEASE & DESIST AND THEY COMPLIED
C2016-16	8/20/2015	Scheduled a massage therapy event without a license	8/26/2015	DISMISSED - FORWARDED TO MASSAGE THERAPY BOARD

C2016-17	8/20/2015	"NASTY PLACE", FAKE HAIR EVERYWHERE, BATHROOM TOILET BUSTED, DIRTY FILES BEING USED, DIRTY COLOR BOWLS LAYING AROUND	2/7/2016	CLOSED - COMPLIED
C2016-18	8/21/2015	FORWARDED COMPLAINT TO WV TAX DEPARTMENT	8/21/2015	DISMISSED - FORWARDED TO TAX DEPT
C2016-19	8/24/2015	WORKING WITHOUT A WV LICENSE	1/15/2016	CLOSED - SENT CEASE & DESIST
C2016-20	8/26/2015	SEVERAL UNLICENSED WORKERS AT BOTH LOCATIONS OF CLASSIC CUTZ	2/7/2016	DISMISSED
C2016-21	9/9/2015	KERRY-ANN WILKERSON ADVERTISING SERVICES FOR MAKEUP AND WIGS.	10/27/2015	CLOSED – OBTAINED LICENSE
C2016-22	9/15/2015	BOARD INITIATED - 4 <sup>TH</sup> OFFENSE; 2.40; FAILING TO DISCARD DISPOSABLE ITEMS AFTER USE. (BUFFERS & DREMMEL BITS)	6/14/2016	CLOSED - PAID ALL FINES/RESPOND TO CONSENT AGREEMENT
C2016-23	9/15/2015	BOARD INITIATED – 3 <sup>RD</sup> OFFENSE; 2.9; PERFORMING SERVICES WHICH THE PRACTITIONER IS NOT LICENSED	9/30/2015	CLOSED -PAID ALL FINES/RESPOND TO CONSENT AGREEMENT
C2016-24	9/15/2015	BOARD INITIATED – 3 <sup>RD</sup> OFFENSE; 2.4; OPERATING A SHOP WITH AN EXPIRED SHOP LICENSE	10/16/2015	CLOSED - CONSENT AGREEMENT
C2016-25	9/16/2015	BOARD INITIATED – 4 <sup>TH</sup> OFFENSE; 2.55; FAILURE TO KEEP LICENSED FACILILTY'S FLOORS CLEAN AND IN GOOD REPAIR	11/15/2015	CLOSED -PAID ALL FINES/RESPOND TO CONSENT
C2016-26	9/16/2015	BOARD INITIATED – 4 <sup>TH</sup> OFFENSE; 2.43; FAILING TO CLEAN AND DISINFECT TOOLS AND IMPLEMENTS	10/9/2015	CLOSED -CONSENT AGREEMENT
C2016-27	9/16/2015	BOARD INITIATED – 5 <sup>TH</sup> OFFENSE; 2.40; FAILING TO DISCARD DISPOSABLE ITEMS AFTER EACH USE	10/9/2015	CLOSED -CONSENT AGREEMENT

C2016-28	9/16/2015	BOARD INITIATED – 4 <sup>TH</sup> OFFENSE; 2.51; FAILING TO KEEP SHAMPOO BOWLS CLEAN	8/8/2016	CLOSED - CONSENT AGREEMENT
C2016-29	9/16/2015	CONSENT AGREEMENT	5/29/2016	CLOSED - CLOSED SHOP 05/29/16
C2016-30	9/28/2015	UNSANITARY CONDITIONS/RODENT FECES	4/12/2016	CLOSED - he fixed all problems, waiting on money to redo bathroom
C2016-31	9/30/2015	PERFORMING SERVICES IN AN UNLICENSED FACILITY	11/18/2016	CEASE & DESIST SENT
C2016-32	9/25/2015	PERFORMING SERVICES IN AN UNLICENSED FACILITY	11/18/2016	CEASE & DESIST NOT VALID
C2016-33	10/5/2015	\$ FOR TRANSCRIPT	10/5/2015	DISMISSED - SENT COMPLAINT TO CCTC & MASSAGE BOARD
C2016-34	11/4/2015	WANTS TO REINSTATE LICENSE	11/4/2015	CLOSED - LICENSE WILL REMAIN REVOKED
C2016-35	10/23/2015	STEPS IN POOR REPAIR, BOARDS ROTTING, FACILITY DIRTY, SHOP LICENSE NOT HANGING ON WALL	11/18/2016	CLOSED -FIXED PROBLEMS
C2016-36	10/13/2015	CUT ON SIDE OF FOOT DURING PEDICURE, GOT INFECTED, DR SUGGESTED FILING COMPLAINT	7/7/2016	CONSENT AGREEMENT
C2016-37	10/19/2015	MALE NAIL TECHNICIAN CAUSED AN UNCOMFORTABLENESS AND RUINED NAIL BEDS	12/7/2015	DISMISSED – LACK OF EVIDENCE



C2016-38	10/27/2015	UNLICENSED WORKERS	1/15/2016	CLOSED - CONSENT AGREEMENT
C2016-39	10/27/2015	UNLICENSED WORKER	2/7/2016	DISMISSED
C2016-40	10/26/2015	PERFORMING SERVICES IN AN UNLICENSED FACILITY.	12/7/2015	CLOSED - REPRIMAND
C2016-41	11/18/2015	PERFORMING SERVICES IN AN UNLICENSED FACILITY	2/7/2016	CLOSED - CEASE & DESIST SENT
C2016-42	11/9/2015 11/11/2015	UNLICENSED WORKERS	1/14/2016	DISMISSED
C2016-43	10/25/2015	UNPROFESSIONAL ATTITUDE/QUALITY OF WORK	12/18/2015	DISMISSED - OUTSIDE JURISDICTION
C2016-44	12/15/2015	QUALITY OF WORK	12/18/2015	DISMISSED - OUTSIDE JURISDICTION
C2016-45	1/5/2016	UNPROFESSIONAL ATTITUDE/CARPET IN SHAMPOO ROOM	1/14/2016	DISMISSED - OUTSIDE JURISDICTION
C2016-46	1/19/2016	UNSANITARY PRACTICES/UNPROFESSIONAL/RUDE/CUT HER SEVERAL TIMES/POURED AGENT (ALCOHOL OR ACETONE) ON NAILS AS WELL AS TOBACCO FROM CIGARETTE	5/19/2016	CLOSED - REPRIMAND
C2016-47	1/19/2016	UNSANITARY IMPLEMENTS/NO LICENSES POSTED/OVERALL FILTHY	5/26/2016	CLOSED - REPRIMAND
C2016-48	1/20/2016	NO HOURS REPORTED	2/24/2016	NO VALIDITY - DISMISSED

C2016-49	2/3/2016	UNSANITARY, BLOOD SPILL NOT CLEANED	5/20/2016	CLOSED - CITATIONS ISSUED
C2016-50	2/8/2016	UNSANITARY/OVERALL FILTHY	2/24/2016	NO VALIDITY - DISMISSED
C2016-51	2/10/2016	UNLICENSED WORKERS/PERFORMING SERVICES OUTSIDE SCOPE OF PRACTICE (LASER HAIR REMOVAL)	4/10/2016	DISMISSED AT MEETING
C2016-52	2/17/2016	UNSANITARY IMPLEMENTS	5/19/2016	DISMISS NO VALIDITY
C2016-53	3/1/2016	CONSENT AGREEMENT	6/21/2016	CLOSED - ADHERED TO CONSENT PAID ALL ADMIN FEES AND FINES
C2016-54	3/3/2016	CONSENT AGREEMENT	6/1/2016	DISMISSED -CLOSED SHOP ON 06/01/16
C2016-55	3/2/2016	UNSANITARY IMPLEMENTS	5/19/2016	DISMISS NO VALIDITY
C2016-56	01/26/2016 & 02/04/2016	FRAUDULENTLY OBTAINED LICENSES BY FALSE DOCUMENTS	11/18/2016	DISMISSED -ALL DOCS SUBMITTED WERE APPROVED
C2016-57	2/26/2016	UNLICENSED WORKERS	11/18/2016	CLOSED VIOLATIONS WERE ISSUED
C2016-58	3/11/2016	BAD HAIRCUT	3/18/2016	DISMISSED - OUT OF OUR REGULATORY AUTHORITY
C2016-59	3/29/2016	MINOR WORKING UNLICNESED	5/5/2016	NO VALIDITY-DISMISSED
C2016-60	3/29/2016	NOT LICENSED - SHOP OR INDIVIDUAL	11/18/2016	fine issued
C2016-61	4/8/2016	UNLICENSED WORKER IN LICENSED SALON	5/5/2016	NO VALIDITY-DISMISSED

C2016-62	4/21/2016	UNSANITARY IMPLEMENTS AND INFECTION	11/18/2016	CLOSED - CITATIONS ISSUED
C2016-63	5/11/2016	UNLICENSED WORKER - NICKY, NGAN THI VAN	12/8/2016	DISMISSED - NO PROBABLE CAUSE FOUND
C2016-64	5/12/2016	UNLICENSED WORKERS, NOT PAYING TAXES, STRUCTURAL DAMAGE TO SHOP, USING EXPIRED RELAXER	5/3/2017	DISMISSED - NO PROBABLE CAUSE FOUND
C2016-65	5/16/2016	CHILD GOT A STAPH INFECTION FROM UNSANITARY CLIPPERS	11/18/2016	CLOSED - fine issued

# 2017 COMPLAINTS

COMPLAINT NUMBER	COMPLAINT DATE	REASON FOR COMPLAINT	CLOSED DATE	ADDITIONAL FINDINGS OR BOARD ACTION
C2017-01	8/8/2016	UNSANITARY IMPLEMENTS	N/A	PENDING FURTHER ACTION
C2017-02	8/23/2016	USE OF CREDO BLADES/SANITATION ISSUES	N/A	PENDING FURTHER ACTION
C2017-03	9/14/2016	UNLICENSED WORKERS	N/A	PENDING FURTHER ACTION
C2017-04	9/20/2016	SANITATION ISSUES	N/A	PENDING FURTHER ACTION
C2017-05	9/28/2016	NO BLOOD SPILL KIT/IMPROPER BLOOD SPILL CLEANUP	N/A	PENDING FURTHER ACTION
C2017-06	8/28/2016	UNLICENSED WORKERS	N/A	PENDING FURTHER ACTION
C2017-07	9/13/2016	UNLICENSED WORKERS	N/A	PENDING FURTHER ACTION

C2017-08	10/10/2016	PERSONAL LICENSE EXPIRED WORKING OUT OF UNLICENSED SHOP	N/A	PENDING FURTHER ACTION
C2017-09	10/9/2016	UNLICENSED WORKERS	N/A	PENDING FURTHER ACTION
C2017-10	9/7/2016	UNLICENSED WORKERS	N/A	PENDING FURTHER ACTION
C2017-11	9/9/2016	UNLICENSED WORKERS	N/A	PENDING FURTHER ACTION
C2017-12	8/10/2016	CHEMICAL BURNS ON SCALP	12/12/2016	DISMISSED – NO PROBABLE CAUSE
C2017-13	8/29/2016	PROBLEM WITH INSPECTION	1/9/2017	DISMISSED – NO PROBABLE CAUSE
C2017-14	8/3/2016	FUNGAL INFECTION FROM SPONGE	12/9/2016	CLOSED - CITATIONS ISSUED
C2017-15	12/20/2016	NAIL TECH DOING WASING, FACIALS BODYTREATMENTS	12/20/2016	DISMISSED

C2017-16	11/2/2016	short on instructors,	1/4/2016	CLOSED - Completed school inspection. Good.
C2017-17	12/27/2016	Student doing nails by herself and advertising on craigslist	7/1/2017	DISMISSED - no jurisdiction
C2017-18	1/18/2017	shop filthy	1/18/2016	DISMISSED - NO MERIT
C2017-19	2/2/2017	not using sanitary procedures	2/8/2017	DISMISSED
C2017-20	2/13/2017	Individuals working outside of scope of practice	2/16/2017	DISMISSED - all persons practicing were properly licensed. No one was working out of practice

C2017-21	2/13/2017	Using same box for clean and dirty instruments	7/1/2017	CLOSED- Violations issued: failure to discard disposable items after use and failing to keep disinfecting solutions at adequate strength and levels at times. Several alcohol bottles missing from nail stations & barbicide in waxing room is empty
C2017-22	2/17/2017	allowing 2 dogs in the shop	3/2/2017	DISMISSED -no animals present at time of inspection

C2017-23	2/27/2017	got a fungal infection	3/8/2017	DISMISSED -tools and implements were clean and in disinfection solution. No sign of use on items except manicure sandals
C2017-24	3/1/2017	UNLICENSED WORKERS	3/8/2017	DISMISSED - everyone working today on the premises has a valid id and license
C2017-25	3/13/2017	OWNER WHO IS UNLICENSED - WORKING	3/31/2017	DISMISSED - inspection performed. No one was working without license.



C2017-26	3/17/2017	Closed shop and has salon in basement of her house without a shop license	5/3/2017	DISMISSED - heather has a licensed shop
C2017-27	3/23/2017	Valerie Myers working in shop without license	4/7/2017	DISMISSED - License was renewed on 4/5
C2017-28	3/29/2017	Former barber apprentice working at home and different shops without license	3/29/2017	DISMISSED - NO MERIT
C2017-29	3/31/2017	does hair and makeup services out of her dorm and is not licensed	7/1/2017	DISMISSED - no jurisdiction

C2017-30	4/3/2017	no license in shop	4/7/2017	DISMISSED - shop inspected on 4/7/2017 and does have a license
C2017-31	4/10/2017	cleanliness of salon	5/15/2017	CLOSED -wrote violations to the shop.
C2017-32	4/11/2017	facebook post of doing hair out of her home	7/1/2017	DISMISSED - no jurisdiction
C2017-33	4/21/2017	Shop has no power and water, dog in salon--drugs	7/5/2017	DISMISSED - shop out of business no trespassing signs on front door
C2017-34	4/25/2017	work permit holder acting as manager	N/A	PENDING FURTHER ACTION
C2017-35	5/4/2017	UNLICENSED WORKERS	6/2/2017	DISMISSED - all workers where licensed

C2017-36	4/29/2017	UNLICENSED WORKERS	5/25/2017	DISMISSED - all workers where licensed
C2017-37	4/25/2017	UNLICENSED WORKERS	N/A	PENDING FURTHER ACTION
C2017-38	5/10/2017	UNLICENSED WORKERS	8/15/2017	DISMISSED - no unlicensed worker at the time of inspection
C2017-39	5/10/2017	UNLICENSED WORKERS	N/A	PENDING FURTHER ACTION
C2017-40	5/14/2017	sexual harassment	5/14/2017	DISMISSED - out of our jurisdiction
C2017-41	5/21/2017	CHEMICAL BURNS ON SCALP	6/7/2017	DISMISSED - salon uses paul mitchell products . Did not see any other products in shop
C2017-42	6/2/2017	CHEMICAL BURNS ON SCALP	6/7/2017	DISMISSED -shop clean, no violations

C2017-43	6/10/2017	UNLICENSED WORKERS	7/6/2017	DISMISSED - all workers have valid licenses and ids
C2017-44	5/31/2017	bad pedicure	5/31/2017	DISMISSED - no jurisdiction
C2017-45	6/16/2017	foot scrubber made her foot bleed-- stated it may not have been sterile	7/18/2017	DISMISSED - there was no validity to the complaint
C2017-46	6/16/2017	not an official shop	8/11/2017	DISMISSED - LACK OF INFORMATION. Inspector was unable to locate address listed on complaint. No jurisdiction

C2017-47	6/19/2017	UNLICENSED WORKERS	7/6/2017	DISMISSED - all workers at the time had licenses, one who was not there had an expired license
C2017-48	6/23/2017	UNLICENSED WORKERS	7/13/2017	DISMISSED - no unlicensed workers
C2017-49	6/27/2017	dirty and possible drugs	N/A	PENDING FURTHER ACTION
C2017-50	6/28/2017	BAD HAIR CUTS-GETTING MONEY UNDER TABLE	6/28/2017	DISMISSED - no jurisdiction
C2017-51	6/29/2017	SANITATION ISSUES	6/29/2017	DISMISSED - CANNOT FIND PERSON IN LICENSEE DATABASE
2017-52	3/2/2016	BOARD INITIATED – 3 <sup>RD</sup> OFFENSE; ALLOWING AN UNLICENSED PERSON TO PRACTICE IN AN UNLICENSED SHOP	8/14/2016	DISMISSED – NO PROBABLE CAUSE/LACK OF EVIDENCE
2017-53	8/10/2016	BOARD INITIATED – 4 <sup>TH</sup> OFFENSE; OPERATING A SHOP WITH AN EXPIRED SHOP LICENSE	N/A	PENDING – SENT CONSENT AGREEMENT

2017-54	10/27/2016	BOARD INITIATED – 4 <sup>TH</sup> OFFENSE; FAILING TO MAINTAIN A SANITARY AND CLEAN FACILITY FREE OF INSECTS	11/20/2016	CLOSED - REPRIMANDED
2017-55	10/5/2016	BOARD INITIATED - 3 <sup>RD</sup> OFFENSE; OPERATING A SHOP WITH AN EXPIRED SHOP LICENSE	11/20/2016	CLOSED – COMPLIED; PAID ALL FINES & RENEWED LICENSE
2017-56	10/4/2016	BOARD INITIATED – 3 <sup>RD</sup> OFFENSE; OPERATING A SHOP WITH AN EXPIRED SHOP LICENSE	11/20/2016	CLOSED – BOARD ASSESSED FINE FOR 3 <sup>RD</sup> OFFENSE VIOLATION
2017-57	8/8/2016	BOARD INITIATED – 4 <sup>TH</sup> OFFENSE; FAILING IN A SHOP OR AS A BOOTH RENTER TO DISINFECT TOOLS AND IMPLEMENTS	11/20/2016	CLOSED – BOARD CONSENT ASSESSED FINE FOR 4 <sup>TH</sup> OFFENSE
2017-58	1/10/2017	BOARD INITIATED – 4 <sup>TH</sup> OFFENSE; FAILING TO DISCARD FILES AFTER EACH USE	2/6/2017	CLOSED – ASSESSED FINE FOR 4 <sup>TH</sup> OFFENSE
2017-59	1/10/2017	BOARD INITIATED – 4 <sup>TH</sup> OFFENSE; FAILING TO DISCARD DISPOSABLE EMERY BOARD, BUFFER, SPONGE, OR ORANGEWOOD STICK AFTER EACH CLIENT OR TO GIVE EMERY BOARD, BUFFER, SPONGE, OR ORANGEWOOD STICK TO THE CLIENT.	2/17/2017	CLOSED – CONSENT AGREEMENT

2017-60	1/10/2017	BOARD INITIATED – 4TH OFFENSE; FAILING TO ENSURE THAT ALL ARTICLES WHICH COME IN CONTACT WITH A CLIENT ARE EITHER DISINFECTED, CLEANED OR DISPOSED OF.	2/17/2017	CLOSED – CONSENT AGREEMENT
2017-61	2/17/2017	BOARD INITIATED – WORKING WITH AN EXPIRED LICENSE	N/A	PENDING – BOARD VOTED TO REVOKE LICENSE AND REFERRED CASE TO ATTORNEY FOR REVOCATION PROCEEDINGS
2017-62	3/9/2017	BOARD INITIATED- 3 <sup>RD</sup> OFFENSE; PRACTICING IN A SHOP WITH AN EXPIRED WORK PERMIT	4/10/2017	CLOSED - REPRIMANDED
2017-63	2/17/2017	BOARD INITIATED – 4TH OFFENSE; OPERATING A SHOP WITH AN EXPIRED SHOP LICENSE	N/A	PENDING- BOARD VOTED TO REVOKE LICENSE AND REFERRED CASE TO ATTORNEY FOR REVOCATION PROCEEDINGS
2017-64	8/11/2017	BOARD INITIATED - 4TH OFFENSE; FAILING TO DISCARD DISPOSABLE EMERY BOARD, BUFFER, SPONGE, OR ORANGEWOOD STICK AFTER EACH CLIENT OR TO GIVE EMERY BOARD, BUFFER, SPONGE, OR ORANGEWOOD STICK TO THE CLIENT.	10/15/2017	CLOSED – CONSENT AGREEMENT
2017-65	2/8/2017	BOARD INITIATED - 4TH OFFENSE; OPERATING A SHOP WITH AN EXPIRED SHOP LICENSE	N/A	PENDING FURTHER ACTION – SUMMONED TO APPEAR BEFORE BOARD BUT DID NOT APPEAR

2017-66	3/16/2017	BOARD INITIATED – OPERATING A SHOP WITH AN EXPIRED SHOP LICENSE	6/5/2017	CLOSED – BOARD ASSESSED FINE FOR 2 <sup>ND</sup> OFFENSE
2017-67	4/17/2017	BOARD INITIATED - 3RD OFFENSE; OPERATING A SHOP WITH AN EXPIRED SHOP LICENSE	6/5/2017	CLOSED – PRACTITIONER SURRENDERED SHOP LICENSE
2017-67	4/17/2017	BOARD INITIATED - FAILURE TO DISCARD DISPOSABLE ITEMS AFTER USE. BUFFER AND NAIL FILE.	6/5/2017	CLOSED – PRACTITIONER SURRENDERED SHOP LICENSE
2017-68	4/17/2017	BOARD INITIATED - FAILURE TO CLEAN TOOLS AND IMPLEMENTS. PUMICE SPONGE.	6/5/2017	CLOSED – PRACTITIONER SURRENDERED SHOP LICENSE



Board of Barbers and Cosmetologists  
Board Meeting Agenda  
August 14<sup>th</sup>, 2016 11:00 am  
International Beauty School

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- I. Call to Order/Roll Call
- II. Board Minutes Approval
  - April 17<sup>th</sup>, 2016
- III. Purchasing (PCARD) Purchases
  - March 2016
  - April 2016
  - May 2016
  - June 2016
- IV. Board Financials Year End FY 2016
  - July 2015 – June 2016
- V. Virginia Lewis Contract
- VI. DL Roope Contract
- VII. NIC testing for Reciprocity Applicants
- VIII. Instructor Exams & Course
- IX. Comments for Rule Changes: 2017 Legislative Session
- X. Request from Eastern Community College and Delegate Howell
- XI. CE Provider Issues
- XII. SenText Solutions
- XIII. NABBA Conference
- XIV. NIC Conference
- XV. Temporary Employee Request
- XVI. Board to hear 3<sup>rd</sup> + offenses
  - H-843 2.12 3<sup>rd</sup> Offense
- XVII. Meeting dates and time
- XVIII. Discussion of state mandated office hours (lunch) hours
- XIX. State recommendation for granting comp time.
- XX. Procedure for approving leave (sick) (annual).
- XXI. New Shop opening time constraints review and discussion
- XXII. Work permit issuance discussion
- XXIII. Updating the state tax department regarding booth rental requirements.
- XXIV. Chassidy Kinser Evaluation
- XXV. Adjournment

## MINUTES

### BOARD MEETING WEST VIRGINIA BOARD OF BARBERS AND COSMETOLOGISTS INTERNATIONAL BEAUTY SCHOOL, MARTINSBURG, WV 11:00 A.M.

AUGUST 14, 2016

#### Members Present

Sarah Hamrick, President  
Michael Belcher, Vice President  
Susan Poveromo  
Justina Gabbert  
Khuong Nguyen

#### Members Absent

Melissa Delaney  
Sean Stevens

The meeting was called to order by Sarah Hamrick, President of the West Virginia Board of Barbers and Cosmetologists at 11:02 a.m. at International Beauty School, Martinsburg, WV.

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

The next item on the agenda was **Board Minutes Approval**. The Chair entertained a motion to approve the minutes for April 17, 2016 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 **Purchasing (PCARD) Purchases**. The Chair recognized Amanda Cunningham, Executive Director. Mrs. Cunningham presented the purchasing (PCARD) purchases for March 2016 – June 2016 (see attachment A). The Chair entertained a motion to approve the purchasing (PCARD) purchases for March 2016. On motion duly made by Michael Belcher and seconded by Khuong Nguyen; the motion carried unanimously. The Chair entertained a motion to approve the purchasing (PCARD) purchases for April 2016 – June 2016. On motion duly made by Justina Gabbert and seconded by Michael Belcher; the motion carried unanimously.

The next item on the agenda was **Board Financials**. The Chair recognized Amanda Cunningham, Executive Director. Mrs. Cunningham presented the financials for July 2015 – June 2016 (see attachment B). The Chair entertained a motion to approve the financials 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 **Virginia Lewis Contract**. The Board and the Executive Director discussed the lobbyist contract with Virginia Lewis. The Chair entertained a motion to not renew Virginia Lewis' contract after it expires on December 31, 2016. On motion duly made by Michael Belcher and seconded by Khuong Nguyen; the motion carried unanimously.

The next item on the agenda was **DL Roope Contract**. The Board and the Executive Director discussed the contract with the third-party testing examiner, DL Roope. The Chair entertained a motion to approve renewing DL Roope's contract and to approve DL Roope raising the fee for examination to \$199.00. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen; the motion carried unanimously.

The next item on the agenda was **NIC testing for Reciprocity Applicants**. The Board and the Executive Director discussed the procedure for examination for licensed individuals from other states. The Chair entertained a motion to approve granting authorization to DL Roope to administer the State Law Exam to all licensed individuals that transfer their license from another state. On motion duly made by Susan Poveromo and seconded by Michael Belcher; the motion carried unanimously.

The next item on the agenda was **Instructor Exams & Course**. The Board and the Executive Director discussed the new procedure for the instructor exams and the instructor training course. The Chair entertained a motion to accept a 2-week instructor training course provided by the Department of Education as an approved training program. On motion duly made by Susan Poveromo and seconded by Michael Belcher; the motion carried unanimously.

The next item on the agenda was **Comments for Rule Changes: 2017 Legislative Session**. The Board and the Executive Director discussed comments that were submitted for pending rule changes. The Chair entertained a motion to approve the following revisions to the rules:

- Add the new qualifications for certification as an instructor to Series 2.
- Change the title of "Series 4 - Operational Standards for Schools of Barbering and Beauty Culture" to "Series 4 - Operational Standards for Schools of Barbering and Cosmetology".
- Add language: "no salon, shop or spa may exist in the same physical structure as a school" to Series 4.
- Change requirement pertaining to the amount of equipment schools of barbering and cosmetology are required to possess in Series 4 – Change the current amount of equipment to the maximum amount of equipment.

On motion duly made by Susan Poveromo and seconded by Justina Gabbert; the motion carried unanimously.

The next item on the agenda was **Request from Eastern Community College and Delegate Howell**. The Chair recognized Amanda Cunningham, Executive Director. Mrs. Cunningham presented a request from Eastern Community College and Delegate Howell. The Chair entertained a motion to deny the request 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 **CE Provider Issues**. The Board and staff discussed process on issuing warnings to Continuing Education Providers who are not in compliance of WV Code, Chapter 30, Article 27, Series 11.

The next item on the agenda was **SenText Solutions**. The Chair recognized Amanda Cunningham, Executive Director. Mrs. Cunningham proposed utilizing SenText Solutions for the purpose of sending text messages to licensees' in the event that all licensees' need to be contacted. The Chair entertained a motion to approve utilizing SenText Solutions. On motion duly made by Susan Poveromo and seconded by Michael Belcher; the motion carried unanimously.

The next item on the agenda was **NABBA Conference**. The Chair recognized Michael Belcher, Vice President. Mr. Belcher discussed the upcoming National Association of Barber Boards of America (NABBA) conference.

The next item on the agenda was **NIC Conference**. The Chair discussed the upcoming National Interstate Council (NIC) conference.

The next item on the agenda was **Temporary Employee Request**. The Chair recognized Amanda Cunningham, Executive Director. Mrs. Cunningham proposed that the Board authorize hiring a temporary employee. Discussion for the request of a temporary employee was tabled until after executive session.

The next item on the agenda was **Board to Hear 3<sup>rd</sup> + Offenses**.

**H-843: 2.12, 3<sup>rd</sup> offense**, allowing an unlicensed person to practice in a licensed shop. Licensee did appear to answer for 3<sup>rd</sup> offense violation. The Chair entertained a motion to **DISMISS** the violation. On motion duly made by Susan Poveromo and seconded by Justina Gabbert; the motion carried unanimously.

The next item on the agenda was **Meeting Dates and Time**. The Chair entertained a motion to approve the following dates, locations, and time for meetings held in 2017:

- 1 p.m., February 5, 2017 – Board office, Dunbar, WV.
- 1 p.m., April 2, 2017 – Board office, Dunbar, WV.
- 1 p.m., June 4, 2017 – Board office, Dunbar, WV.
- 1 p.m., August 6, 2016 – Board office, Dunbar, WV.
- 1 p.m., October 1, 2016 – Board office, Dunbar, WV.
- 1 p.m., December 3, 2016 – Board office, Dunbar, WV.

On motion duly made by Susan Poveromo and seconded by Michael Belcher; the motion carried unanimously.

The next item on the agenda was **Discussion of State Mandated Office Hours (lunch) hours**. Item was tabled and discussed during executive session.

The next item on the agenda was **State Recommendation for Granting Comp Time**. Item was tabled and discussed during executive session.

The next item on the agenda was **Procedure for Approving Leave (Sick) (Annual)**. Item was tabled and discussed during executive session.

The next item on the agenda was **New Shop Opening Time Constraints Review and Discussion**. The Board and staff discussed shop opening time constraints.

The next item on the agenda was **Work Permit Issuance Discussion**. The Board and staff discussed the work permit issuance and application process.

The next item on the agenda was **Updating the State Tax Department regarding Booth Rental Requirements**. The Board and staff discussed updating the State Tax Department regarding booth rental requirements.

**Executive Session:** The Chair entertained a motion to adjourn regular session and reconvene into executive session to discuss state mandated office hours, state recommendation for granting comp time, procedures for approving sick/annual leave, and Chassidy Kinser's evaluation. On motion duly made by Michael Belcher 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 Michael Belcher and seconded by Justina Gabbert; the motion carried unanimously.

The next item on the agenda was **Chassidy Kinser Evaluation**. Evaluation occurred during executive session.

**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 4:21 p.m.

#### **Others Present**

Amanda Cunningham, Executive Director

Charles Persinger, Deputy Director

Danielle Wattie, Secretary

Jason Graves, Inspector II

Kenyon Warner, Inspector

Stacie Harper, Inspector

Chassidy Kinser, Inspector

Rachel Wagner

Prepared by:

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Danielle J. Wattie, Secretary

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Date

Board of Barbers and Cosmetologists  
Board Meeting Agenda  
October 16, 2016 1 p.m.  
Southern WV Community & Tech College

- I. Call to Order/Roll Call
- II. Board Minutes Approval
  - August 14<sup>th</sup>, 2016
- III. Purchasing (PCARD) Purchases
  - July 2016
  - August 2016
- IV. Payroll Issues (Jason P. Graves)
- V. Program Approval Application
  - Roane-Jackson Technical Center
- VI. Public Requests
  - Travis Francisco
  - Curtis Rollins
- VII. Temporary Employee Request
- VIII. Discussion of State Mandated Office Hours (lunch) hours
- IX. State Recommendation for Granting Comp Time
- X. Procedure for Approving Leave (Sick) (Annual)
- XI. Adjournment

## MINUTES

### BOARD MEETING

**WEST VIRGINIA BOARD OF BARBERS AND COSMETOLOGISTS  
SOUTHERN WV COMMUNITY & TECHNICAL COLLEGE, MOUNT GAY, WV  
1:00 P.M.**

**OCTOBER 16, 2016**

#### **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 Board of Barbers and Cosmetologists at 1:00 p.m. at Southern WV Community & Technical College, Mount Gay, WV.

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

The next item on the agenda was **Board Minutes Approval**. The Chair entertained a motion to approve the minutes for August 14, 2016 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 **Purchasing (PCARD) Purchases**. The Chair recognized Danielle Wattie, Secretary. Mrs. Wattie presented the purchasing (PCARD) purchases for July 2016 – August 2016 (see attachment A). The Chair entertained a motion to approve the purchasing (PCARD) purchases for July 2016. On motion duly made by Michael Belcher and seconded by Susan Poveromo; the motion carried unanimously. The Chair entertained a motion to approve the purchasing (PCARD) purchases for August 2016. On motion duly made by Michael Belcher and seconded by Melissa Delaney; the motion carried unanimously.

**Executive Session:** The Chair entertained a motion to adjourn regular session and reconvene into executive session to discuss payroll issues, state mandated office hours, state recommendation for granting comp time, and procedures for approving sick/annual leave. On motion duly made by Khuong Nguyen and seconded by Michael Belcher; 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 Susan Poveromo; the motion carried unanimously.

The next item on the agenda was **Payroll Issues (Jason P. Graves)**. The Chair entertained a motion to approve disbursing Mr. Graves a check in the amount of \$2,325.18. Mr. Graves' current salary did not rollover when Kronos/bi-weekly pay took effect in June 2016 and Mr. Graves was being compensated his old salary from June 2016 until September 2016. On motion duly made by Michael Belcher and seconded by Khuong Nguyen; the motion carried unanimously.

The next item on the agenda was **Program Approval Application: Roane-Jackson Technical Center**. The Chair entertained a motion to approve Roane-Jackson Technical Center as a school of cosmetology. The Chair also entertained a motion to authorize Jason Graves to perform a school opening inspection for Roane-Jackson Technical Center and to also perform any future school opening inspections. On motions duly made by Michael Belcher and seconded by Khuong Nguyen; the motions carried unanimously.

The next item on the agenda was **Public Requests: Travis Francisco & Curtis Rollins**. The Board reviewed and discussed a request from Travis Francisco and Curtis Rollins. Mr. Rollins and Mr. Francisco completed a barber apprenticeship program in Virginia and requested that the Board consider allowing them to take the National Practical, Written, and State Law exams in West Virginia instead of obtaining their barber licenses in Virginia and transferring by reciprocity. The Chair entertained a motion to approve the request 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 **Temporary Employee Request**. The Chair entertained a motion to approve hiring a temporary employee for the office. On motion duly made by Khuong Nguyen and seconded by Michael Belcher; the motion carried unanimously.

The next item on the agenda was **Discussion of State Mandated Office Hours (lunch) hours**. The Chair stated that as discussed at previous meetings, required hours for the office staff are 9 a.m. until 5 p.m. from Monday – Friday. The Chair entertained a motion to purchase laptop computers for the Inspectors so the Inspectors can enter their time each week in Kronos. On motion duly made by Susan Poveromo and seconded by Khuong Nguyen; the motion carried unanimously.

The next item on the agenda was **State Recommendation for Granting Comp Time**. The Board discussed procedures for granting comp time. It was determined that comp time must be preapproved by the Board.

The next item on the agenda was **Procedure for Approving Leave (Sick) (Annual)**. The Board discussed procedures for approving sick and annual leave. It was determined that all annual and sick leave hours for employees must be sent to the Board electronically each week.

**Adjournment:** The Chair entertained a motion to adjourn the meeting. On motion duly made by Khuong Nguyen and seconded by Michael Belcher; the motion carried unanimously. The meeting was adjourned at 3:07 p.m.

**Others Present**

Charles Persinger, Deputy Director  
Danielle Wattie, Secretary  
Jason Graves, Inspector II  
Stacie Harper, Inspector  
Chassidy Kinser, Inspector  
Irma Colegrove, SWCTC  
Bri LaVorgna, EWVCTC  
Kimberly Ross, SWCTC  
Brandi Hunt, SWCTC  
Amanda Bias, SWCTC  
Victoria Fadden, SWCTC  
Alena Richardson  
Brandi Neace, SWCTC

Prepared by:

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Danielle J. Wattie, Secretary

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Date

Board of Barbers and Cosmetologists  
Board Meeting Agenda  
November 20, 2016 10 A.M.  
Board Office  
1201 Dunbar Ave. Dunbar, WV 25064

- XII. Call to Order/Roll Call
- XIII. Board Minutes Approval
  - October 16, 2016
- XIV. Personnel Matters
  - Salary Increase- Chassidy Kinser
  - Positions -Charles Persinger & Danielle Wattie
- XV. Purchasing (PCARD) Purchases
  - September 2016
- XVI. Request from Eastern WV Community and Technical College
  - Dr. Terrell
- XVII. Discussion of possible Revisions of Employee Handbook.
  - Page 74-77
  - Page 82 #4
- XVIII. Fine Appeals

<b>IN WRITING</b>
L-507
H-875
K-351
K-316
H-836
G-445
G-446

- XIX. Board to hear 3rd + offenses
  - K-352 - 2.4 4<sup>TH</sup> offense
  - G-1151- 2.62 4<sup>th</sup> offense
  - G-1141- 2.4 4<sup>th</sup> offense
  - G-1139 - 2.4 3<sup>rd</sup> offense
  - L-512 - 2.4 3<sup>rd</sup> offense
- XX. Adjournment

## MINUTES

### BOARD MEETING WEST VIRGINIA BOARD OF BARBERS AND COSMETOLOGISTS BOARD OFFICE, DUNBAR, WV 10:00 A.M.

NOVEMBER 20, 2016

#### Members Present

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

The meeting was called to order by Sarah Hamrick, President of the West Virginia Board of Barbers and Cosmetologists at 10:02 a.m. at the Board office, Dunbar, WV.

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

The next item on the agenda was **Board Minutes Approval**. The Chair entertained a motion to approve the minutes for October 16, 2016 as presented. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen; the motion carried unanimously.

The next item on the agenda was **Personnel Matters; Salary Increase – Chassidy Kinser; Positions – Charles Persinger & Danielle Wattie**. Item(s) were tabled to be discussed until after executive session.

The next item on the agenda was **Purchasing (PCARD) Purchases**. The Chair recognized Danielle Wattie, Secretary. Ms. Wattie presented the purchasing (PCARD) purchases for September 2016. The Chair entertained a motion to approve the p-card purchases for September 2016 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 Request from **Eastern WV Community and Technical College; Dr. Terrell**. The Chair recognized Dr. Terrell, President of Eastern WV Community and Technical College. Dr. Terrell proposed that the Board consider authorizing Eastern WV Community and Technical College to branch out their cosmetology program to technical centers in different counties. Dr. Terrell proposed that their students' complete the first portion of theory of the cosmetology curriculum at the technical centers and complete the remaining portion of the program at Eastern WV Community and Technical College. It was determined that the technical centers will need to be inspected prior to approval from

the Board and the request from Eastern WV Community and Technical College will be tabled until the next meeting.

The next item on the agenda was **Discussion of possible Revisions of Employee Handbook; Page 74-77; Page 82 # 4**. The Board discussed possible revisions to the employee handbook. No revisions were made.

The Chair entertained a motion to cancel the meeting for December 11, 2016 at 1 p.m at the Board office in Dunbar, WV. On motion duly made by Melissa Delaney and seconded by Khuong Nguyen; the motion carried unanimously. The Chair entertained a motion to hold a meeting on January 9, 2017 at 10 a.m. at the Board office in Dunbar, WV. On motion duly made by Justina Gabbert and seconded by Michael Belcher; the motion carried unanimously.

The next item on the agenda was **Fine Appeals – In Writing**. The Chair recognized Charles Persinger, Deputy Director. Mr. Persinger presented the following fine appeal(s):

**L-507:** 1<sup>st</sup> offense; 2.3; practicing in a shop with an expired work permit/certificate. The Chair entertained a motion to **UPHOLD** the fine as presented. On motion duly made by Susan Poveromo and seconded by Melissa Delaney; the motion carried unanimously.

**H-875:** 2<sup>nd</sup> offense; 2.4; operating a shop with an expired shop license. The Chair entertained a motion to **UPHOLD** the fine as presented. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen; the motion carried unanimously.

**K-351:** 1<sup>st</sup> offense; 2.4; operating a shop with an expired shop license. The Chair entertained a motion to **UPHOLD** the fine as presented. On motion duly made by Michael Belcher and seconded by Khuong Nguyen; the motion carried unanimously.

**K-316:** 2<sup>nd</sup> offense; 2.38; Failing to have sealable plastic bags and sealable rigid containers available for use of blood or other bodily fluids, and sharp edged materials at all times services are being performed. The Chair entertained a motion to **UPHOLD** the fine as presented. On motion duly made by Michael Belcher and seconded by Khuong Nguyen; the motion carried unanimously.

**G-445:** 1<sup>st</sup> offense; 2.64; failing to renew booth rental certificate annually. **G-446:** 2<sup>nd</sup> offense; 2.64; failing to renew booth rental certificate annually. The Chair entertained a motion to **UPHOLD** the fines as presented. On motion duly made by Justina Gabbert and seconded by Michael Belcher; the motion carried unanimously.

The next item on the agenda was **Board to hear 3<sup>rd</sup> + offenses**. The Chair recognized Charles Persinger, Deputy Director. Mr. Persinger presented the following 3<sup>rd</sup> + offense(s):

**K-352:** 4<sup>th</sup> offense; 2.4; operating a shop with an expired shop license. Shop owner did not appear to answer for 4<sup>th</sup> offense violation. It was determined that the Board office will send a certified letter summoning the shop owner to appear before the Board at the next meeting.

**G-1151:** 4<sup>th</sup> offense; 2.62; failing to maintain a sanitary and clean facility free of insects. Shop owner did appear to answer for 4<sup>th</sup> offense violation. It was determined that the shop owner will have to supply a contract that indicates that the shop is undergoing an extermination by a pest control company and a follow inspection will be performed by a Board Inspector.

**G-1141:** 4<sup>th</sup> offense; 2.4; operating a shop with an expired shop license. Shop owner did appear to answer for 4<sup>th</sup> offense violation. Shop owner submitted payment for unpaid fines and annual shop license – no further action was taken.

**G-1139:** 3<sup>rd</sup> offense; 2.4; operating a shop with an expired shop license. Shop owner did not appear to answer for 3<sup>rd</sup> offense violation. It was determined that the Board office will send a certified letter summoning the shop owner to appear before the Board at the next meeting.

**L-512:** 3<sup>rd</sup> offense; 2.4; operating a shop with an expired shop license. Shop owner did not appear to answer for 3<sup>rd</sup> offense violation. It was determined that the Board office will send a certified letter summoning the shop owner to appear before the Board at the next meeting.

A shop owner appeared in person to appeal the following violation(s):

**K-302:** 1<sup>st</sup> offense; 2.3; practicing in a shop with an expired work permit/certificate and **K-357:** 1<sup>st</sup> offense; 2.4; operating a shop with an expired shop license. The Chair entertained a motion to **DISMISS** K-302 and to **UPHOLD** K-357. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen the motion carried unanimously.

**Executive Session:** The Chair adjourned regular session to reconvene into executive session to discuss a salary increase for Chassidy Kinser and positions for Charles Persinger and Danielle Wattie.

**Regular Session:** The Chair adjourned executive session to reconvene into regular session.

The next item on the agenda that was previously tabled until after executive session was **Personnel Matters; Salary Increase – Chassidy Kinser; Positions – Charles Persinger & Danielle Wattie:**

It was concluded by the Board to table discussion for a salary increase for Chassidy Kinser until the next meeting.

The Chair entertained a motion to accept Amanda Cunningham's resignation as Executive Director and to proceed with paying Ms. Cunningham her annual leave. It was also discussed and concluded by the Board to postpone advertising the Executive Director position. On motion duly made by Susan Poveromo and seconded by Melissa Delaney; the motion carried unanimously.

The Chair entertained a motion to appoint Charles Persinger as the Acting Executive Director and to also approve a salary increase in the amount of \$50,000.00. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen; the motion carried unanimously.

The Chair entertained a motion to promote Danielle Wattie to Deputy Director and to approve a salary increase in the amount of \$47,000.00. On motion duly made by Justina Gabbert and seconded by Michael Belcher; the motion carried unanimously.

The Chair entertained a motion to prohibit employees from obtaining compensatory time without approval from the Board. On motion duly made by Susan Poveromo and seconded by Khuong Nguyen; the motion carried unanimously.

**Adjournment:** The Chair entertained a motion to adjourn the meeting. On motion duly made by Susan Poveromo and seconded by Khuong Nguyen; the motion carried unanimously. The meeting was adjourned at 3:08 p.m.

**Others Present**

Amanda Cunningham, Executive Director  
Charles Persinger, Deputy Director  
Danielle Wattie, Secretary  
Bilal Adams, Classic Cutz  
Dan Brisker, Fantastic Sams  
Laura Workman, Face to Face  
Chuck Terrell, Eastern WVCTC

Prepared by:

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Danielle J. Wattie, Secretary

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Date

Board of Barbers & Cosmetologists  
Board Meeting Agenda  
January 9, 2017  
Board Office  
1201 Dunbar Ave. Dunbar, WV 25064

- I. Call to Order/Roll Call
- II. Board Minutes Approval
  - November 20, 2016
- III. Board to hear 3<sup>rd</sup> + offenses
  - K-352 2.4 4<sup>th</sup> offense
  - G-1139 2.4 3<sup>rd</sup> offense
  - L-512 2.4 3<sup>rd</sup> offense
  - H-873 2.43 4<sup>th</sup> offense
- IV. Fine Appeals
  - In Writing - K-402 & L-505
- V. P-Card Purchases
  - October 2016
  - November 2016
- VI. Public Requests
  - Gene Nelson
  - Richard Yates
- VII. Discussion of Make-up Artistry
- VIII. Waxing Specialist
- IX. Beauty School Operations
- X. Award Beauty School 300-hour Barber Crossover Program
- XI. Sen Text Solutions
- XII. Board Financials
- XIII. Review of November 2016 Board Meeting
- XIV. Personnel Matters
  - Inspector II
  - Executive Director Position
  - Receptionist Position
- XV. Inspector Graves findings on Pedicure liners
- XVI. Adjournment



## MINUTES

**BOARD MEETING  
WEST VIRGINIA BOARD OF BARBERS AND COSMETOLOGISTS  
BOARD OFFICE, DUNBAR, WV  
10:00 A.M.**

**JANUARY 9, 2017**

### **Members Present**

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

### **Members Absent**

Justina Gabbert

The meeting was called to order by Sarah Hamrick, President of the West Virginia Board of Barbers and Cosmetologists at 10:00 a.m. at the Board office, Dunbar, WV.

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

The next item on the agenda was **Board Minutes Approval**. The Chair entertained a motion to approve the minutes for November 20, 2016 as presented. On motion duly made by Susan Poveromo and seconded by Khuong Nguyen; the motion carried unanimously.

The next item on the agenda was **Board to Hear 3<sup>rd</sup> + Offenses**. The Chair recognized Charles Persinger, Acting Executive Director. Mr. Persinger presented the following 3<sup>rd</sup> + offense(s):

**K-352:** 4<sup>th</sup> offense; 2.4; operating a shop with an expired shop license. Shop owner did not appear to answer for 4<sup>th</sup> offense violation. The Chair entertained a motion to revoke the shop license and notify the owner by certified mail. On motion duly made by Michael Belcher and seconded by Melissa Delaney; the motion carried unanimously.

**G-1139:** 3<sup>rd</sup> offense; 2.4; operating a shop with an expired shop license. Shop owner did appear to answer for 3<sup>rd</sup> offense violation. The Chair entertained a motion to assess a fine in the amount of \$500.00. On motion duly made by Michael Belcher and seconded by Khuong Nguyen; the motion carried unanimously.

**L-512:** 3<sup>rd</sup> offense; 2.4; operating a shop with an expired shop license. Shop owner did not appear to answer for 3<sup>rd</sup> offense violation. The Chair entertained a motion to revoke the shop license and notify the owner by certified mail. On motion duly made by Susan Poveromo and seconded by Michael Belcher; the motion carried unanimously.

**H-873:** 4<sup>th</sup> offense; 2.43; failing in a shop or as a booth renter to disinfect tools and implements. Shop owner did appear to answer for 4<sup>th</sup> offense violation. The Chair entertained a motion to assess a fine in the amount of \$300.00 and to dismiss violation H-858. On motion duly made by Khuong Nguyen and seconded by Michael Belcher; the motion carried unanimously.

The next item on the agenda was **Fine Appeals – in Writing**. The Chair recognized Charles Persinger, Acting Executive Director. Mr. Persinger presented the following fine appeal(s) that were submitted in writing:

**K-402:** 1<sup>st</sup> offense; 2.4; operating a shop with an expired shop license. The Chair entertained a motion to uphold the fine as presented. On motion duly made by Susan Poveromo and seconded by Khuong Nguyen; the motion carried unanimously.

**L-505:** 1<sup>st</sup> offense; 2.4; operating a shop with an expired shop license. The Chair entertained a motion to uphold the fine 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 **P-Card Purchases**. The Chair recognized Danielle Wattie, Deputy Director. Ms. Wattie presented the p-card purchases for October 2016 and November 2016. The total amount for p-card purchases for the month of October 2016 was \$4,972.38 and the total amount for p-card purchases for the month of November 2016 was \$2,473.42.

The Chair entertained a motion to approve the p-card purchases for October 2016. On motion duly made by Susan Poveromo and seconded by Khuong Nguyen; the motion carried unanimously. The Chair entertained a motion to discontinue service through surveymonkey.com. On motion duly made by Susan Poveromo and seconded by Khuong Nguyen; the motion carried unanimously. The Chair entertained a motion to approve the p-card purchases for November 2016. On motion duly made by Michael Belcher and seconded by Khuong Nguyen; the motion carried unanimously.

The next item on the agenda was **Public Requests**.

- **Gene Nelson** – Mr. Nelson appeared before the Board to discuss procedures pertaining to registering as a continuing education provider and presented a continuing education provider application. It was determined that the Continuing Education Subcommittee will further correspond with Mr. Nelson after his application has been reviewed.
- **Richard Yates** – Mr. Yates requested that the Board consider crediting the time he has spent as an examiner for D.L. Roope for continuing education hours. The Chair entertained a motion to deny the request. On motion duly made by Susan Poveromo and seconded by Melissa Delaney; the motion carried unanimously.

The next item on the agenda was **Discussion of Make-Up Artistry**. The Board and staff discussed make-up artistry. It was determined that make-up artistry, hair braiding, and threading are to be considered unregulated practices in West Virginia. However, it was concluded that these practices cannot be performed by unlicensed individuals in licensed shops.

The next item on the agenda was **Waxing Specialist**. The Board and staff discussed the waxing specialist certification. It was determined that any individual can apply for a waxing specialist certification; provided, that the individual completes 125 clock hours at an approved cosmetology school and passes the NIC practical, written, and state law exams.

The next item on the agenda was **Beauty School Operations**. The Board and staff discussed operations for cosmetology and barber schools.

The next item on the agenda was **Award Beauty School 300 – hour Barber Crossover Program**. The Chair recognized Charles Persinger, Acting Executive Director. Mr. Persinger presented a request from Award Beauty School. Award Beauty School requested that the Board consider authorizing Award Beauty School to implement the barber crossover program. No motion was made because the Board does not have any authority over schools of barbering or cosmetology that are located outside the state of West Virginia.

The next item on the agenda was **Sen Text Solutions**. The Chair entertained a motion to discontinue services from Sen Text Solutions. On motion duly made by Khuong Nguyen and seconded by Susan Poveromo; the motion carried unanimously.

The next item on the agenda was **Board Financials**. The Chair recognized Charles Persinger, Acting Executive Director. Mr. Persinger presented the financials. The Chair entertained a motion to approve the financials 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 **Review of November 2016 Board Meeting**. The Chair recognized Charles Persinger, Acting Executive Director. Mr. Persinger gave an overview and conclusions of agenda items that were discussed at the last meeting on November 20, 2016.

**Executive Session:** The Chair entertained a motion to adjourn regular session and reconvene into executive session to discuss personnel matters/office positions. On motion duly made by Michael Belcher 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 Michael Belcher; the motion carried unanimously.

The next item on the agenda was **Personnel Matters:**

- **Inspector II:** The Chair entertained a motion to grant Jason Graves a salary increase in the amount of \$6,000.00.
- **Executive Director Position:** The Chair entertained a motion to promote Charles Persinger to the position of Executive Director.

- **Receptionist Position:** The Chair entertained a motion to hire Kristen Portillo as the receptionist with a salary starting at \$20,000.00 per year.
- The Chair entertained a motion to grant Chassidy Kinser a salary increase in the amount of \$2,000.00 and to grant Kenyon Warner and Stacie Harper a salary increase in the amount of \$1,000.00.

On motion(s) duly made by Susan Poveromo and seconded by Khuong Nguyen, the motion(s) 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 1:35 p.m.

**Others Present**

Charles Persinger, Executive Director  
Danielle Wattie, Deputy Director  
Jason Graves, Senior Inspector  
Kenyon Warner, Inspector  
Chassidy Kinser, Inspector  
Linda Johnson, Carver  
Shonda Young, Shirley's Tanning  
Kristi Johnson, Personal Reflection Spa  
Gene Nelson  
Bobby Nelson  
Ann Thomas, ACT

Prepared by:

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Danielle J. Wattie, Deputy Director/Secretary

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Date

Board of Barbers & Cosmetologists  
Board Meeting Agenda  
February 6, 2017  
Board Office  
1201 Dunbar Ave. Dunbar, WV 25064

- XVII. Call to Order/Roll Call
- XVIII. Board Minutes Approval
  - January 9, 2017
- XIX. Board to hear 3<sup>rd</sup> + offenses
  - K-457 2.68 4<sup>th</sup> offense
  - K-458 2.40 4<sup>TH</sup> offense
  - K-454 2.40 4<sup>th</sup> offense
  - K-455 2.33 4<sup>th</sup> offense
- XX. Fine Appeals
  - In Writing -L-533
- XXI. P-Card Purchases
  - December 2016
- XXII. Public Requests
  - Long Ngoc Tran
- XXIII. DL ROOPE Examinations Overview
- XXIV. Board Financials
- XXV. Review of January 2017 Board Meeting
- XXVI. Inspector Graves findings on Pedicure liners
- XXVII. Discussion of Upcoming 2017 Legislative Session
- XXVIII. Adjournment.

## MINUTES

**BOARD MEETING  
WEST VIRGINIA STATE BOARD OF BARBERS AND COSMETOLOGISTS  
BOARD OFFICE, DUNBAR, WV  
10:00 A.M.**

**FEBRUARY 6, 2017**

### **Members Present**

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

### **Members Absent**

Justina Gabbert  
Sean Stevens  
Susan Poveromo

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**.

The next item on the agenda was **Board Minutes Approval**. The Chair entertained a motion to approve the minutes for January 9<sup>th</sup>, 2017 as presented. On motion duly made by Melissa Delaney and seconded by Michael Belcher; the motion carried unanimously.

The next item on the agenda was **Board to Hear 3<sup>rd</sup> + Offenses**. The Chair recognized Charles Persinger, Executive Director. Mr. Persinger presented the following 3<sup>rd</sup> + offense(s):

**K-457:** 4<sup>th</sup> offense; 2.68; failing to discard files after each use. **K-458:** 2.40; 4<sup>th</sup> offense; failing to discard a disposable emery board, sponge, buffer, or orangewood stick after use on a client or to give the emery board, sponge, buffer, or orangewood stick to the client. Shop owner did appear to answer for 4<sup>th</sup> offense violations. The Chair entertained a motion to approve the negotiation of a consent decree. On motion duly made by Khuong Nguyen and seconded by Michael Belcher; the motion carried unanimously.

**K-454:** 4<sup>th</sup> offense; 2.40; failing to discard a disposable emery board, sponge, buffer, or orangewood stick after use on a client or to give the emery board, sponge, buffer, or orangewood stick to the client. Shop owner did appear to answer for 4<sup>th</sup> offense violation. The Chair entertained a motion approve the

negotiation of a consent decree. On motion duly made by Khuong Nguyen and seconded by Michael Belcher; the motion carried unanimously.

**K-455:** 4<sup>th</sup> offense; 2.33; failing to ensure that all articles which come in contact with a client are either disinfected, cleaned or disposed of. Shop owner did appear to answer for 4<sup>th</sup> offense violation. The Chair entertained a motion to approve the negotiation of a consent decree. On motion duly made by Khuong Nguyen and seconded by Michael Belcher; the motion carried unanimously.

The next item on the agenda was **Fine Appeals**. The Chair recognized Charles Persinger, Executive Director. Mr. Persinger presented the following fine appeal(s) that were submitted in writing:

**L-533:** 1<sup>st</sup> offense; 2.4; operating a shop with an expired shop license. The Chair entertained a motion to uphold the fine 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 **P-Card Purchases**. The Chair recognized Danielle Wattie, Deputy Director. Ms. Wattie presented the p-card purchases for December 2016. The total amount for p-card purchases for the month of December 2016 was \$6,766.47. The Chair entertained a motion to approve the p-card purchases as presented. On motion duly made by Melissa Delaney and seconded by Khuong Nguyen; the motion carried unanimously.

The next item on the agenda was **Public Requests**. The Chair recognized Charles Persinger, Executive Director. Mr. Persinger presented the following request(s):

**Long Ngoc Tran** – Mr. Tran requested that the Board consider authorizing him to obtain a nail technician license in West Virginia without providing documentation that he graduated from an accredited nail technology school. The Chair entertained a motion to deny Mr. Tran's request. On motion duly made by Michael Belcher and seconded by Melissa Delaney; the motion carried unanimously.

The next item on the agenda was **D.L. Roope Examinations Overview**. The Board and staff discussed attending D.L. Roope's examination overview program on March 7, 2017.

The next item on the agenda was **Board Financials**. The Chair recognized Charles Persinger, Executive Director. Mr. Persinger presented the financials. The Chair entertained a motion to approve the financials as presented. On motion duly made by Melissa Delaney and seconded by Khuong Nguyen; the motion carried unanimously.

The next item on the agenda was **Review of January 2017 Board Meeting**. The Chair recognized Charles Persinger, Executive Director. Mr. Persinger gave an overview and conclusions of agenda items that were discussed at the last meeting on January 9<sup>th</sup>, 2017.

The next item on the agenda was **Inspector Graves' findings on Pedicure Liners**. The Chair recognized Jason Graves, Senior Inspector. Mr. Graves discussed licensed shops utilizing pedicure liners. It was

determined that liners are not permissible to use in lieu of properly disinfecting foot spa's after each use.

The next item on the agenda was **Discussion of Upcoming 2017 Legislative Session**. The Board and staff discussed legislative session.

**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 11:54 a.m.

**Others Present**

Charles Persinger, Executive Director  
Danielle Wattie, Deputy Director  
Jason Graves, Senior Inspector  
David Phami, Top Nails  
Lieu Chau, N.V. Nail  
Linda Johnson, Carver Beauty Academy

Prepared by:

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Danielle J. Wattie, Deputy Director/Secretary

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Date



Board of Barbers & Cosmetologists  
Board Meeting Agenda  
April 10, 2017  
Board Office  
1201 Dunbar Ave. Dunbar, WV 25064

- XXIX. Call to Order/Roll Call
- XXX. Board Minutes Approval
  - February 2017
- XXXI. Board to hear 3<sup>rd</sup> + offenses
  - K-352 2.4 4<sup>th</sup> offense
  - L-548 2.2 4<sup>TH</sup> offense
  - L-512 2.4 4<sup>TH</sup> offense
  - K-473 2.3 3<sup>RD</sup> offense
- XXXII. Fine Appeals
  - H-886
  - H-911
  - K-443
  - K-461
  - L-540
- XXXIII. Public Requests
  - Kristy Potter
  - Amber Workman
  - Nicholas Ramanoli
- XXXIV. P-Card Purchases
  - January 2017
  - February 2017
- XXXV. Board Financials
- XXXVI. DL Roope Contract
- XXXVII. Carver Beauty School
- XXXVIII. Sky Nail & Spa
- XXXIX. Applicants/Licensees that have been Convicted of a Felony
- XL. Instructor Licenses
- XLI. Micro-Blading
- XLII. Overview of February 2017 Board Meeting
- XLIII. Overview of 2017 Legislative Session
- XLIV. Adjournment

## MINUTES

**BOARD MEETING  
WEST VIRGINIA STATE BOARD OF BARBERS AND COSMETOLOGISTS  
BOARD OFFICE, DUNBAR, WV  
10:00 A.M.**

**APRIL 10, 2017**

### **Members Present**

Michael Belcher, Vice President  
Justina Gabbert  
Susan Poveromo  
Khuong Nguyen  
Melissa Delaney

### **Members Absent**

Sarah Hamrick, President  
Sean Stevens

The meeting was called to order by Michael Belcher, Vice 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**.

The next item on the agenda was **Board Minutes Approval**. The Chair entertained a motion to approve the minutes for February 6<sup>th</sup>, 2017 as presented. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen; the motion carried unanimously.

The next item on the agenda was **Board to Hear 3<sup>rd</sup> + Offenses**. The Chair recognized Charles Persinger, Executive Director. Mr. Persinger presented the following 3<sup>rd</sup> + offense(s):

**K-352:** 4<sup>th</sup> offense; 2.4; operating a shop with an expired shop license. Practitioner did appear to answer for 4<sup>th</sup> offense violation. The Chair entertained a motion to approve the negotiation of a consent decree. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen; the motion carried unanimously.

**L-548:** 4<sup>th</sup> offense; 2.2; working with an expired license. **L-512:** 2.4; 4<sup>th</sup> offense; operating a shop with an expired shop license. Practitioner did not appear to answer for 4<sup>th</sup> offense violations. The Chair entertained a motion to proceed with conducting an administrative hearing to revoke the practitioner's individual and salon licenses due to the practitioner failing to appear after being summoned. On motion duly made by Susan Poveromo and seconded by Justina Gabbert; the motion carried unanimously.

**K-473:** 3<sup>rd</sup> offense; 2.3; practicing in a shop with an expired work permit/certificate. Practitioner did appear to answer for 3<sup>rd</sup> offense violation. The Chair entertained a motion to waive half the balance owed in outstanding fines; provided, that the practitioner is in attendance for an upcoming Board examination. On motion duly made by Khuong Nguyen and seconded by Melissa Delaney; the motion carried unanimously.

The next item on the agenda was **Fine Appeals**. The Chair recognized Charles Persinger, Executive Director. Mr. Persinger presented the following fine appeal(s) that were submitted in writing:

**H-886:** 3<sup>rd</sup> offense; 2.43; failing in a shop or as a booth renter to disinfect tools and implements. The Chair entertained a motion to uphold the fine as presented. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen; the motion carried unanimously.

**H-911:** 1<sup>st</sup> offense; 2.4; operating a shop with an expired shop license. The Chair entertained a motion to uphold the fine as presented. On motion duly made by Susan Poveromo and seconded by Justina Gabbert; the motion carried unanimously.

**K-443:** 2<sup>nd</sup> offense; 2.52; failing to keep equipment in a shop, including upholstery fabrics, clean and in good repair. The Chair entertained a motion to uphold the fine as presented. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen; the motion carried unanimously.

**K-461:** 3<sup>rd</sup> offense; 2.40; failing to discard a disposable emery board, sponge, buffer, or orangewood stick after use on a client or to give the emery board, sponge, buffer, or orangewood stick to the client. The Chair entertained a motion to uphold the fine as presented. On motion duly made by Susan Poveromo and seconded by Justina Gabbert; the motion carried unanimously.

**L-540:** 2<sup>nd</sup> offense; 2.12; allowing an unlicensed person to practice in a licensed shop. The Chair entertained a motion to uphold the fine as presented. On motion duly made by Justina Gabbert and seconded by Melissa Delaney; the motion carried unanimously.

The next item on the agenda was **Public Requests**. The Chair recognized Charles Persinger, Executive Director. Mr. Persinger presented the following request(s):

**Kristy Potter:** Ms. Potter requested that the Board consider authorizing credits she earned at Southeastern School of Electrology, Laser & Skin Care to an aesthetics program in the state of West Virginia. The Chair entertained a motion to approve the request as presented; provided, that Ms. Potter provide a transcript of clock hours to the school she wishes to attend and the hours earned in each subject must relate to the aesthetics curriculum. On motion duly made by Susan Poveromo and seconded by Justina Gabbert; the motion carried unanimously.

**Amber Workman:** Ms. Workman requested that the Board consider authorizing her to perform an eyelash service after completion of a course with Yumi Lashes. The Chair entertained a motion to deny the request as presented. Ms. Workman does not hold a license with WVBBCC and could perform the eyelash service if she were to obtain a cosmetologist or aesthetician license. On motion duly made by Susan Poveromo and seconded by Khuong Nguyen; the motion carried unanimously.

**Nicholas Romanoli:** Did not appear and did not submit anything in writing.

The next item on the agenda was **P-Card Purchases**. The Chair recognized Danielle Wattie, Deputy Director. Ms. Wattie presented the p-card purchases for January 2017 and February 2017. The total amount for p-card purchases for the month of January 2017 was \$7,161.04 and the total amount of p-card purchases for the month of February 2017 was \$5,921.03. The Chair entertained a motion to approve the p-card purchases as presented. On motion duly made by Justina Gabbert 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 financials. The Chair entertained a motion to approve the financials as presented. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen; the motion carried unanimously.

The next item on the agenda was **DL Roope Contract**. The Board discussed renewing the contract that authorizes DL Roope to administer the Board exams. The Chair entertained a motion to renew DL Roope's contract starting July 1<sup>st</sup>, 2017 until December 31<sup>st</sup>, 2017. On motion duly made by Justina Gabbert and seconded by Melissa Delaney; the motion carried unanimously.

**Executive Session:** The Chair entertained a motion to adjourn regular session and reconvene into executive session to discuss Carver Beauty Academy. On motion duly made by Susan Poveromo and seconded by Justina Gabbert; the motion carried unanimously.

The next item on the agenda was **Carver Beauty Academy**. The Board and staff discussed a recent inspection of Carver Beauty Academy. It was determined that Carver's equipment and room for their barber program was not arranged in a manner that complies with State Code. The Chair entertained a motion that the equipment and room for Carver's barber program must be in compliance with State Code and to send Senior Inspector Graves to Carver Beauty Academy to discuss changes that need to be made immediately. On motion duly made by Susan Poveromo and Khuong Nguyen; the motion carried unanimously.

The next item on the agenda was **Sky Nail & Spa**. The Board office received a request from the former owner of Sky Nail & Spa, Minh Tuan Mai. According to records at the Board office, Sky Nail & Spa was previously cited for various violations and a balance is still owed for outstanding fines which will have to be remitted in full before Mr. Mai can operate another salon. Mr. Mai disputed being the owner of Sky Nails & Spa at the time when the salon was fined. Mr. Mai presented a bill of sale and tax records for the Board to review and requested that the fines be dismissed. The Chair entertained a motion to deny Mr. Mai's request due to the Board office's records showing that Mr. Mai was the owner at the time the salon was fined. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen; the motion carried unanimously.

The next item on the agenda was **Applicants/Licensees that have been Convicted of a Felony**. The Board and staff discussed procedures relating to renewing or issuing a license to individuals who have

been convicted of a felony. It was determined that procedures pertaining to agenda item would need to be discussed further with the Attorney General's office and brought back for discussion at a future Board meeting.

The next item on the agenda was **Instructor Licenses**. The Board and staff discussed language that is currently on instructor licenses that are being distributed to certified instructors. The Chair entertained a motion to change the language on instructor licenses from "instructor licenses" to "instructor certifications" due to the language "certification" being referred as an instructor certification in State Code. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen; the motion carried unanimously.

The next item on the agenda was **Micro-Blading**. The Board and staff discussed micro-blading. The Chair entertained a motion to prohibit unlicensed individuals to perform micro-blading because it is a cosmetic procedure that is applied by a mechanical apparatus. On motion duly made by Susan Poveromo and seconded by Melissa Delaney; the motion carried unanimously.

The next item on the agenda was **Overview of February 2017 Board Meeting**. The Board and staff revisited and discussed agenda items from the last meeting on February 6, 2017.

The next item on the agenda was **Overview of 2017 Legislative Session**. The Board and staff discussed 2017 legislative session.

**Adjournment:** The Chair entertained a motion to adjourn the meeting. On motion duly made by Justina Gabbert and seconded by Khuong Nguyen; the motion carried unanimously. The meeting was adjourned at 12:41 p.m.

**Others Present**

Charles Persinger, Executive Director  
Danielle Wattie, Deputy Director  
Jason Graves, Senior Inspector  
Chassidy Kinser, Inspector  
Stacie Harper, Inspector  
Ann Thomas, ACT  
Linda Macri  
Donte McFaden

Prepared by:

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Danielle J. Wattie, Deputy Director/Secretary

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Date

Board of Barbers & Cosmetologists  
Board Meeting Agenda  
June 5, 2017  
Board Office  
1201 Dunbar Ave. Dunbar, WV 25064

- XLV. Call to Order/Roll Call
- XLVI. Board Minutes Approval
  - April 2017
- XLVII. Board to hear 3<sup>rd</sup> + offenses
  - K-464 2.4 4<sup>th</sup> offense 008466
  - K-478 2.4 3<sup>RD</sup> offense 014949
  - L-512 2.4 3<sup>RD</sup> offense 015232
  - H-951 2.4 4<sup>TH</sup> offense 013904
  - H-952 2.40 4<sup>TH</sup> offense 013904
  - H-953 2.43 4<sup>th</sup> offense 013904
- XLVIII. Fine Appeals
  - E- 0121 & L-521 - 008310
- XLIX. Carver Beauty Academy
  - L. P-Card Purchases
    - March 2017
    - April 2017
  - LI. Board Financials
  - LII. 2017 Legislative Rules Approved
  - LIII. Overview of April 2017 Board Meeting
  - LIV. Overview of NIC Meeting
  - LV. Adjournment

## WEST VIRGINIA STATE BOARD OF BARBERS AND COSMETOLOGISTS

1201 Dunbar Avenue  
Dunbar, WV 25064  
Board 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 5<sup>th</sup>, 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 3<sup>rd</sup> + Offenses**. The Chair recognized Charles Persinger, Executive Director. Mr. Persinger presented the following 3<sup>rd</sup> + offense(s):

K-464: 4<sup>th</sup> offense; 2.4; operating a shop with an expired shop license. Practitioner did not appear to answer for 4<sup>th</sup> offense violation, but did notify the Board office that they would be unable to attend. The Chair entertained a motion to send the practitioner a certified letter stating that they must renew their license and remit payment for any outstanding fines within 15 days. If practitioner fails to renew license and remit payment for outstanding fines, legal action will be taken against the practitioner. On motion duly made by Susan Poveromo and seconded by Michael Belcher; the motion carried unanimously.

K-478: 3<sup>rd</sup> offense; 2.4; operating a shop with an expired shop license. Practitioner did appear to answer for 3<sup>rd</sup> offense violation. The Chair entertained a motion to issue a citation for 2<sup>nd</sup> offense; 2.4; \$500.00 fine for operating a shop with an expired shop license. On motion duly made by Susan Poveromo and seconded by Melissa Delaney; the motion carried unanimously.

L-512: 3<sup>rd</sup> offense; 2.4; operating a shop with an expired shop license. Practitioner did appear to answer for 3<sup>rd</sup> offense violation. The Chair entertained a motion issue a warning for 3<sup>rd</sup> offense; 2.4; operating a shop with an expired shop license. On motion duly made by Michael Belcher and seconded by Melissa Delaney; the motion carried unanimously.

H-951: 4<sup>th</sup> offense; 2.4; operating a shop with an expired shop license. H-952: 4<sup>th</sup> offense; 2.40; failing to discard a disposable emery board, sponge, buffer, or orangewood stick after use on a client or to give the emery board, sponge, buffer, or orangewood stick to the client. H-953: 4<sup>th</sup> offense; 2.43; failing in a shop or as a booth renter to disinfect tools and implements. Practitioner did appear to answer for 4<sup>th</sup> offense violations. Practitioner stated that their shop was now closed and voluntarily surrendered the shop license. The Chair entertained a motion to accept the Practitioner's license and to send an Inspector to confirm that the shop is closed. On motion duly made by Michael Belcher and seconded by Susan Poveromo; the motion carried unanimously.

The next item on the agenda was Fine Appeals. The Chair recognized Charles Persinger, Executive Director. Mr. Persinger presented the following fine appeal(s):

E-0121: 1<sup>st</sup> offense; 2.4; operating a shop with an expired shop license. L-521: 2<sup>nd</sup> offense; 2.4; operating a shop with an expired shop license. Practitioner attended meeting and requested that the Board dismiss outstanding fines. The Chair entertained a motion to UPHOLD the fines 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 Carver Beauty Academy. The Chair recognized Linda Johnson, the Cosmetology Director at Carver Beauty Academy. Ms. Johnson presented a proposed floor plan for Carver's barber program. Ms. Johnson informed the Board that construction to the room where the barber program is currently being taught will be finished by December 2017.

The next item on the agenda was P-Card Purchases. The Chair recognized Charles Persinger, Executive Director. Mr. Persinger presented the p-card purchases for March 2017 and April 2017. The total amount of p-card purchases for the month of March 2017 was \$4,599.77 and the total amount of p-card purchases for the month of April 2017 was \$3,885.16. The Chair entertained a motion to approve the p-card 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 Board Financials. The Chair recognized Charles Persinger, Executive Director. Mr. Persinger presented the financials. The Chair entertained a motion to approve the financials 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 2017 Legislative Rules Approved. The Board and staff discussed rules that were passed during the 2017 Legislative session.



The next item on the agenda was Overview of April 2017 Board Meeting. The Board and staff discussed agenda items from the last meeting on April 10<sup>th</sup>, 2017.

The next item on the agenda was Overview of NIC Meeting. The Board and staff discussed the National Interstate Council conference that will be held in Charleston, WV in August 2017.

Adjournment: The Chair entertained a motion to adjourn the meeting. On motion duly made by Michael Belcher and seconded by Susan Poveromo; the motion carried unanimously. The meeting was adjourned at 11:45 a.m.

#### Others Present

Charles Persinger, Executive Director  
Danielle Wattie, Deputy Director  
Paula Kurczak, Morgantown Beauty College  
Christina Mayle, Morgantown Beauty College  
Shay Stump, Morgantown Beauty College  
Nicole Craig, Morgantown Beauty College  
Issac Probsil, Morgantown Beauty College  
Chinh Luong, Love Nails  
Roxann Shipley, Glamour House  
Rose Jordan, Hairways  
Rachel Hypes, Morgantown Beauty College  
Linda Johnson, Carver Beauty Academy  
Virginia Carper, Spa Elements  
Jennifer Beal, Spa Elements  
Ann Thomas, Academy of Careers & Technology  
Davida Adams, Morgantown Beauty College  
Bethany Stemple, Morgantown Beauty College  
Summer Walls, Morgantown Beauty College  
Kara Grose, Morgantown Beauty College  
Emily Blankenship, Morgantown Beauty College  
Annamarie Mosufo, Morgantown Beauty College  
Anne Balcer, Morgantown Beauty College

Prepared by:

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Danielle J. Wattie, Deputy Director/Secretary

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Date