

**WEST VIRGINIA BOARD OF BARBERS AND COSMETOLOGISTS**

**Board Meeting Minutes**

Holiday Inn & Suites

400 Second Avenue, South Charleston, WV 25303

August 23, 2021

11:00 a.m.

**Members Present**

Donnie Snyder, President

Samantha Grady, Vice President

Catelyne Nguyen

Catherine Donahoe

Margaret Osborne

Melissa Kelley

Chelsea McBee

Tyler Yates

The meeting was called to order by Donnie Snyder, Chair of the West Virginia Board of Barbers and Cosmetologists at 10:59 a.m. at Holiday Inn & Suites located at 400 Second Avenue, South Charleston, West Virginia.

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

Before proceeding to the next item on the agenda, Danielle Cordle, Executive Director, advised the Board that Sherry Wickline was present and had requested to speak to the Board. The Board permitted Ms. Wickline to speak, and during her statement she requested the Board consider establishing a cosmetology apprenticeship program.

The next item on the agenda was **Summoned for Potential Assessment of a Fine and/or Disciplinary Action**. The Chair recognized Danielle Cordle, Executive Director, Ms. Cordle presented the following Complaint(s):

**Complaint No. 2022-02: 3rd Offense** violation of allowing an unlicensed person to practice in a licensed shop. The Respondent was present and spoke to the Board regarding the violation.

The next item on the agenda was **Complaint Review**. The Chair entertained a motion to table this agenda item until the end of the meeting. On motion duly made by Samantha Grady and seconded by Catelyne Nguyen; the motion carried unanimously.

The next item on the agenda was **Financials**. The Chair entertained a motion to approve the Board's financials. On motion duly made by Samantha Grady and seconded by Tyler Yates; the motion carried unanimously.

The next items on the agenda were **P-Card Purchases: April 2021 – June 2021 and Meeting Minutes: May 24, 2021**. The Chair entertained a motion to approve the P-Card purchases and the meeting minutes from the Board meeting on May 24, 2021. On motion duly made by Tyler Yates and seconded by Melissa Kelley; the motion carried unanimously.

The next item on the agenda was **Written Requests for Dismissal of Violations**. The Board reviewed and discussed the following written requests for dismissal:

**Violation No. L-1284:** \$500.00 Fine for a 1st Offense violation of practicing barbering, cosmetology, facial technology or manicuring without a license or with a licensed issued to another person;

**Violation No. K-1525:** \$200.00 Fine for a 1st Offense violation of operating a shop with an expired shop license; and

**Violation No. K-1531:** \$200.00 Fine for a 1st Offense violation of operating a shop with an expired shop license.

The Chair entertained a motion to reduce the administrative fine for Violation No. L-1284 to \$250.00 and dismiss Violation No. K-1525 and K-1531. On motion duly made by Chelsea McBee and seconded by Catherine Donahoe; the motion carried unanimously.

The next item on the agenda was **Other Requests**. The Board reviewed the following request(s):

**Consider refunding late fees for Salon License No. 015873 and 016870.** The Chair entertained a motion to refund \$80.00 in late fees to the licensee. On motion duly made by Catelyne Nguyen and seconded by Melissa Delaney; the motion carried unanimously.

The next item on the agenda was **Board's Guidelines: Consider revising or lifting the Board's guidelines created in response to COVID-19**. The Chair entertained a motion to not consider revising or lifting the Board's guidelines. On motion duly made by Catelyne Nguyen and seconded by Catherine Donahoe; the motion carried unanimously.

The next item on the agenda was **Discussion of Future Goals & Objectives and Elections**. The Chair recognized Danielle Cordle, Executive Director. Ms. Cordle discussed future goals and objectives of the Board which consisted of revising the Board's legislative rules, Board elections, WV Treasurer's Lockbox system, and training.

**Executive Session:** The Chair entertained a motion to adjourn regular session and reconvene into executive session to discuss Complaints. On motion duly made by Samantha Grady and seconded by Melissa Kelley; 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 Melissa Kelley and seconded by Samantha Grady; the motion carried unanimously.

The next item on the agenda was **Complaint Review**. The Chair entertained a motion to take the following actions against the Complaint(s):

C2021-53: Dismiss the Complaint;

C2021-113: Dismiss the Complaint;

C2021-127: Dismiss the Complaint;

C2021-77: Investigate the Complaint further and table action until next meeting;

C2021-121: Dismiss the Complaint;

C2021-104: Dismiss the Complaint;  
C2021-126: Dismiss the Complaint;  
C2021-101: Close the Complaint;  
C2020-223: Close the Complaint;  
C2021-120: Dismiss the Complaint;  
C2022-04: Dismiss the Complaint;  
C2021-114: Dismiss the Complaint;  
C2021-86: Dismiss the Complaint;  
C2021-111: Dismiss the Complaint;  
C2021-84: Dismiss the Complaint;  
C2021-105: Dismiss the Complaint;  
C2021-32: Dismiss the Complaint;  
C2021-107: Dismiss the Complaint;  
C2021-83: Dismiss the Complaint;  
C2021-112: Dismiss the Complaints;  
C2021-133: Close the Complaint;  
C2021-115: Dismiss the Complaint;  
C2021-88: Close the Complaint;  
C2021-125: Dismiss the Complaint;  
C2021-102: Close the Complaint;  
C2021-90: Close the Complaint;  
C2021-103: Dismiss the Complaint;  
C2021-109: Close the Complaint;  
C2021-119: Dismiss the Complaint;  
C2021-117: Dismiss the Complaint;

C2021-134: Dismiss the Complaint;

C2021-124: Dismiss the Complaint;

C2021-89: Close the Complaint;

C2021-123: Dismiss the Complaint;

C2021-81: Dismiss the Complaint;

C2021-108: Dismiss the Complaint;

C2021-91: Dismiss the Complaint;

C2021-110: Close the Complaint;

C2021-76: Investigate the Complaint further and table action until next meeting;

C2021-85: Dismiss the Complaint;

C2022-01: Dismiss the Complaint;

C2021-69: Investigate the Complaint further and table action until next meeting;

C2021-79: Investigate the Complaint further and table action until next meeting;

C2021-70: Investigate the Complaint further and table action until next meeting; and

C2021-116: Dismiss the Complaint.

On motion duly made by Catelyne Nguyen and seconded by Samantha Grady; the motion carried unanimously.

The next item on the agenda was **Adjournment**. The Chair entertained a motion to adjourn the meeting. On motion duly made by Catelyne Nguyen and seconded by Tyler Yates; the motion carried unanimously.

Prepared By:



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Danielle J. Cordle, Executive Director

11/10/2021

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Date