

Minutes

Board Meeting West Virginia Board of Barbers and Cosmetologists Hampton Inn Bridgeport, WV 11:00 a.m.

May 20, 2013

Members Present:

Michael Belcher
Justina Gabbert
Sarah Hamrick
Susan Poveromo
James (Jim) Ryan

Others Present:

Adam L. Higginbotham
Amanda D. Smith
Charlie Persinger

(See Attached Sign-In Sheet)

The meeting was called to order by Sarah Hamrick, Chairman of the State Board of Barbers and Cosmetologists at 11:00 a.m. on Monday, May 20, 2013 at the Hampton Inn Bridgeport, WV. Roll call was taken.

The next item on the agenda was the approval of the March 10, 2013 minutes. The Chair entertained a motion to approve the minutes as presented. On motion duly made by Jim Ryan and seconded by Rick Stache the motion carried.

The next item on the agenda is PCARD purchases for March 2013 to April 2013. The Chair recognized Mr. Adam Higginbotham, Executive Director, of the West Virginia State Board of Barbers and Cosmetologists. Mr. Higginbotham presented the PCARD purchases from March 2013 to April 2013. The Chair entertained a motion to approve the PCARD purchases as presented. On motion duly made by Justina Gabbert and seconded by Susan Poveromo the motion carried.

The next item on the agenda was Software Development Update. The Chair recognized Mr. Adam Higginbotham, Executive Director, of the West Virginia State Board of Barbers and Cosmetologists. Mr. Higginbotham presented the Software Development Update on Student Registrations, Work Permits, and Shop Openings.

The next item on the agenda was Appeal of Fines. The Chair recognized Charlie Persinger with the State Board office. Charlie Persinger presented the following Appeal of Fines.

- ▶ **B-0662:** The Chair entertained a motion to **UPHOLD** the fine. On motion duly made by Justina Gabbert and seconded by Susan Poveromo the motion carried.
- ▶ **B-0687:** The Chair entertained a motion to **UPHOLD** the fine. On motion duly made by Justina Gabbert and seconded by Rick Stache the motion carried.

- ▶ **B-0707:** The Chair entertained a motion to **UPHOLD** the fine however, monetary will be waived. On motion duly made by Justina Gabbert and seconded by Michael Belcher the motion carried.

The next item on the agenda was Policy Development:

Service Animals: The Chair entertained a motion to make a clear policy that makes a certified service animals that are trained to do work or to assist people with disabilities are permitted in salons only with a certification that accompanies the dog. On motion duly made by Justina Gabbert and seconded by Rick Stache the motion carried.

Returned Check Fees and Licensee's license status: The Chair entertained a motion if we receive a bounced check from a licensee; put a policy in place that their license is void until they pay the amount that was due and a returned check fee of \$20 via a money order or credit card. On motion duly made by Justina Gabbert and seconded by Susan Poveromo the motion carried.

TB Test for graduates of WV Schools getting first time license: The Chair entertained a motion if any student that registers with the board goes thru a WV school, completes, graduates, takes the test & passes that apply for first time license does not need to have another TB test submitted at time of applying for first time license would like to replace with a question that says "Have you traveled outside the United States or been exposed to someone with TB since you enrolled as a student?". On motion duly made by Michael Belcher and seconded by Justina Gabbert the motion carried.

The Chair opened the floor to the public.

The Chair entertained a motion to go into Executive Session after a short break. On motion duly made by Michael Belcher and seconded by Rick Stache the motion carried.

The Chair entertained a motion to reconvene into Regular Session. On motion duly made by Justina Gabbert and seconded by Susan Poveromo the motion carried. The following decisions were made in matters discussed in Executive Session:

The Board approved to raise the salaries of Amanda Smith & Charles Persinger 3% after start of fiscal year 2014.

The phone has to be answered all the time.

The next item on the agenda was Application Review:

Application #1: The Chair entertained a motion to **DENY** Kathy Brooks application for a CE provider on the basis of: scheduling classes and cancelling them and not paying back individuals their refunds. On motion duly made by Rick Stache and seconded by Justina Gabbert the motion carried.

Application #2: The Chair entertained a motion that no action will be taken until we receive more information. On motion duly made by Justina Gabbert and seconded by Susan Poveromo the motion carried.

The next item on the agenda was RFP Examination Services Rough Draft Review:

The next item on the agenda was School Program Approvals:

LBI Program Approval: The Chair entertained a motion to **APPROVE** the Cosmetology, Hair Stylists, Nail & Aesthetics Programs as presented. On motion duly made by Michael Belcher and seconded by Justina Gabbert the motion carried.

ASIC Program Approval: The Chair entertained a motion to **CONDITIONALLY APPROVE** the Barbering program as presented. On motion duly made by Michael Belcher and seconded by Justina Gabbert the motion carried.

The next item on the agenda is Personnel Issues:

Inspector Hiring: The Chair entertained a motion to hire Jason Graves at a salary of \$25,000/yr. On motion duly made by Justina Gabbert and seconded by Rick Stache the motion carried.

Employee Leave Payout: The Chair entertained a motion to pay out annual & sick leave upon separation of employment. On motion duly made by Justina Gabbert and seconded by Michael Belcher the motion carried.

The Chair entertained a motion to adjourn. On motion duly made by Justina Gabbert and seconded by Michael Belcher the motion carried.

Drafted by Amanda D. Smith