

**WEST VIRGINIA STATE BOARD OF BARBERS AND COSMETOLOGISTS**

**Board Meeting Minutes**

1201 Dunbar Avenue

Dunbar, WV 25064

October 20, 2019

10:00 a.m.

**Members Present**

Sarah Hamrick, President

Susan Poveromo

Melissa Delaney

Donnie Snyder

**Others Present:**

Danielle J. Cordle, Executive Director

Jason P. Graves, Deputy Director

**Members Absent**

Michael Belcher, Vice President

The meeting was called to order by Sarah Hamrick, President of the West Virginia State Board of Barbers and Cosmetologists at 10:07 a.m. at the Board office, located at 1201 Dunbar Avenue, Dunbar WV.

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

The next item on the agenda **Financials – July 2019, August 2019, and September 2019**. The Chair recognized Danielle Cordle, Executive Director. Ms. Cordle presented the Board's revenue and expenses for July 2019, August 2019, September 2019, and cash balance as of October 3, 2019 (Attachment A). The Chair entertained a motion to approve the financials as presented. On motion duly made by Susan Poveromo and seconded by Donnie Snyder; the motion carried unanimously.

The next item on the agenda was **P-Card Purchases – May 2019 – September 2019**. The Chair recognized Danielle Cordle. Ms. Cordle presented P-Card purchases in the amount of \$5,729.92 for May 2019 (Attachment B), \$7,830.99 for June 2019 (Attachment C), \$2,756.03 for July 2019 (Attachment D), \$5,984.16 for August 2019 (Attachment E), and \$10,704.88 for September 2019 (Attachment F). The Chair entertained a motion to approve the purchases 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 **Employee Handbook**. The Chair recognized Danielle Cordle. Ms. Cordle updated the Board on changes to the Employee Handbook and proposed the Board review the changes at the February 10, 2020 Board meeting.

The next item on the agenda was **Complaint Review**. The Chair recognized Danielle Cordle. Ms. Cordle presented the following Complaints:

**C2018-71** – The Chair entertained a motion to request the individual appear before the Board. On motion duly made by Susan Poveromo and seconded by Melissa Delaney; the motion carried unanimously.

**C2019-103** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Susan Poveromo and seconded by Donnie Snyder; the motion carried unanimously.

**C2019-56** – The Chair entertained a motion to table the complaint until the December Board Meeting. On motion duly made by Susan Poveromo and seconded by Donnie Snyder; the motion carried unanimously.

**C2019-109** – The Chair entertained a motion to table the complaint until the December Board Meeting. On motion duly made by Susan Poveromo and seconded by Donnie Snyder; the motion carried unanimously.

**C2019-91** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Susan Poveromo and seconded by Melissa Delaney; the motion carried unanimously.

**C2019-95** – The Chair entertained a motion to investigate further. On motion duly made by Susan Poveromo and seconded by Donnie Snyder; the motion carried unanimously.

**C2018-138 & C2019-98** – The Chair entertained a motion to investigate further. On motion duly made by Donnie Snyder and seconded by Melissa Delaney; the motion carried unanimously.

**C2019-146** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Donnie Snyder and seconded by Susan Poveromo; the motion carried unanimously.

**C2019-147** – The Chair entertained a motion to table the complaint until the December Board Meeting. On motion duly made by Melissa Delaney and seconded by Donnie Snyder; the motion carried unanimously.

**C2019-132** – The Chair entertained a motion to investigate further. On motion duly made by Susan Poveromo and seconded by Donnie Snyder; the motion carried unanimously.

**C2019-101** – The Chair entertained a motion to table the complaint until the December Board Meeting. On motion duly made by Susan Poveromo and seconded by Melissa Delaney; the motion carried unanimously.

**C2020-18 & C2020-25** – The Chair entertained a motion to dismiss the complaint as presented. On motion duly made by Susan Poveromo and seconded by Donnie Snyder; the motion carried unanimously.

The next item on the agenda was **Employee Evaluations**. The Chair recognized Danielle Cordle. Ms. Cordle stated all employee evaluations have been completed and sent to Board members. The Chair announced that the Board would review the evaluations at the December Board Meeting and any pay raises approved would be effective January 1, 2020.

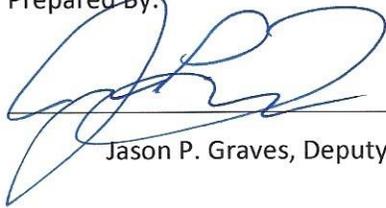
The next item on the agenda was **2020 Meeting Dates**. The Chair recognized Danielle Cordle. Ms. Cordle announced the 2020 meeting dates would be February 10, April 6, June 8, August 10, October 19, and

December 7. All 2020 Board Meetings will take place at 10am at Holiday Inn & Suites, 400 Second Avenue, South Charleston, WV 25303.

The Chair recognized Jonathan Wriston, Barber Instructor at Carver Career Center. Mr. Wriston asked the Board to consider allowing his students to earn hours by performing free barbering services at homeless shelters, elementary schools, and community centers. The Chair instructed Danielle Cordle to research the possibility of students earning hours performing services at locations other than school.

The Chair entertained a motion to adjourn the meeting. On motion duly made by Susan Poveromo and seconded by Melissa Delaney; the motion carried unanimously.

Prepared By:



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Jason P. Graves, Deputy Director

12-7-19

Date