

# Minutes

## **Board Meeting West Virginia Board of Barbers and Cosmetologist Hampton Inn Teays Valley, WV 3:00 p.m.**

**January 12, 2014**

### **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 3:04 p.m. on Sunday, January 12, 2014 at the Hampton Inn in Teays Valley, WV. Roll call was taken.

**The next item on the agenda was the approval of the August 18, 2013 minutes.** The Chair entertained a motion to approve the minutes as presented. On motion duly made by Justina Gabbert and seconded by Michael Belcher the motion carried.

**The next item on the agenda was PCARD purchases for August, September, October and November 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 August 2013 to November 2013. The Chair entertained a motion to approve the PCARD purchases as presented. On motion duly made by Michael Belcher and seconded by Justina Gabbert the motion carried.

**The next item on the agenda was Board FY 2013 Financials (July 2013 – October 2013).** The Chair recognized Mr. Adam Higginbotham, Executive Director, of the West Virginia State Board of Barbers and Cosmetologists. Mr. Higginbotham presented FY 2013 Financials. The Chair entertained a motion to approve the FY Financials as presented. On motion duly made by Justina Gabbert and seconded by Michael Belcher the motion carried.

**The next item on the agenda was Board Operations:**

- **Standard List Pricing:**
  1. **Individual List \$150**
  2. **Shop List \$100**
  3. **Specific County List \$50 for first county +\$10 for each additional county**

The Chair entertained a motion to change the amounts to the standard list pricing as follows:

1. Individual List \$300
2. Shop List \$200
3. Specific County List \$100 for first county +\$20 for each additional county

On motion duly made by Justina Gabbert and seconded by Jim Ryan the motion carried.

- **2014 Board Meeting Schedule**
- **Host Board meetings at same hotel for discounted rates**

The Chair entertained a motion to have the following dates as Board Meeting dates, 2/23/14, 4/27/14, 6/29/14, 10/26/14 and 12/14/14, at the same hotel to be determined later. On motion duly made by Susan Poveromo and seconded by Michael Belcher the motion carried.

- **Inspection follow ups with phone calls**

**The next item on the agenda was septic systems in rural shops.** Inspectors will hand out flyers to all shops that have septic systems informing them to contact the WV DEP to find out what is required of them to have a shop using a septic system.

**The next item on the agenda was RFP update.** The Chair entertained a motion to send a letter to the Purchasing Department (cc the Governor's office) 7 business days to respond to our RFP then the Board can release the RFP. On motion duly made by Justina Gabbert and seconded by Susan Poveromo the motion carried.

**The next item on the agenda was Third Party Examination Contract Extension.**

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

- **Barber wants to be apprenticeship provider without year's requirement.** The Chair entertained a motion to **DENY** his request. On motion duly made by Justina Gabbert and seconded by Michael Belcher the motion carried.
- **Southern Community and Technical College request.** The Chair entertained a motion to **DENY** this request. On motion duly made by Susan Poveromo and seconded by Michael Belcher the motion carried.
- **Individual wants 200 hours waived from cosmetology to become licensed.** The Chair entertained a motion to **DENY** this request. On motion duly made by Michael Belcher and seconded by Jim Ryan the motion carried.

**The next item on the agenda was 2013 Barber Conference Summary.**

**The next item on the agenda was 2013 NIC Conference Summary.**

The chair entertained a motion to adjourn regular session and go into Executive Session. On motion duly made by Justina Gabbert and seconded by Susan Poveromo the motion passed.

The Chair entertained a motion to approve all of the suggestions made in Executive Session. On motion duly made by Justina Gabbert and seconded by Michael Belcher the motion passed.

**The next item on the agenda is Complaint/Issues:**

- **Student Testing Issue**
- **C2013-01** – The Chair entertained a motion that the Board has found probable cause of sanitation violation that has put the public at risk thru past inspections. The Board authorizes the Director and/or Attorney General Representative to enter into a consent agreement with closure of shop for 2 weeks with a sign that states closed due to sanitation issues. If they do not agree we will continue with a hearing.
- **Fine Appeal Process** – The Chair entertained a motion that the Director is to keep the fine appeal process the same according to our current Board operation procedures. The board office is to send out the current fines that are being held.
- **Letter from Morgantown Beauty School** –
  1. We cannot find probable cause with Spencer Viney.
  2. If the school wants information on students that tested with a closed school he needs to contact the third-party testing company, DL Roope.
  3. If the hours requested were from another school to him, he would be granted the same privilege.
  4. Not all hours are going to transfer; all students are tested by the admitting school to see the level and the hours the school will accept.
  5. On our website, faxed to all schools and was reported to the woman that came on behalf of this school that is no longer there. Send your response to Morgantown Beauty School and cc'd to all the Board members.

The Chair entertained a motion to adjourn. On motion duly made by Jim Ryan and seconded by Susan Poveromo the motion carried.

**Drafted by Amanda D. Smith**