

West Virginia
State Board of Barbers and Cosmetologists



ANNUAL REPORT
FY 2009

Director

Adam L. Higginbotham M.B.A.

Board Members

Justina Gabbert

Sarah Hamrick

Paula Kurczak

James "Jim" Ryan

TABLE OF CONTENTS

Letter to the Honorable Joe Manchin III, State of West Virginia.....	4
Statutory History.....	5
Board Members.....	6
Board Staff.....	7
Organizational Chart.....	8
Mission.....	9
Operations.....	10
Performance Measures.....	11
Staff Training and Development.....	12
Board’s FY2010 Goals.....	13
National Presence	14
Overview of Board’s FY2009 Activities.....	15
Receipts and Disbursements	
FY 2009.....	16
Five Year (2005-2009) Review of Receipts and Disbursements.....	17
Educational Overview	18
State Approved Schools	
Beauty Schools.....	19
Barbering Schools.....	20
Licenses Issued	
2009.....	21
Graph: 2009 Distribution of Licenses.....	22
Five Year (2005-2009) Review of Licenses.	23
Graph: Beauty Industry.....	23
Graph: Barber 5 Year Review.....	24
Graph: Cosmetologist 5 Year Review	24
Graph: Manicurist 5 Year Review.....	25
Graph: Aesthetician 5 Year Review.....	25
Graph: Shop 5 Year Review.....	26
Five Year New Registration	27
Graph: Five Year New Registration Review	27
Five Year Shop Opening and Booth Rental Registration.....	28
Estimated Number of Job Created.....	28
Shops Insepected.....	29

Shops per County.....	30
Individuals per County.....	31
Complaints.....	32-80
List of New Registrations.....	81-88

Governor Joe Manchin III
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305

September 1st, 2009

The West Virginia State Board of Barbers and Cosmetologists presents the FY 2009 Annual Report as required by West Virginia Code § 30-1-12.

The report consists of the general operations and functions of the board, revenue and expenditure data, licensee and state statistics related to the beauty culture industry, past and recent activities of the board, and future goals.

Sincerely,

Adam L. Higginbotham M.B.A.
Director

STATUTORY HISTORY

In April 2009, the West Virginia State Legislature passed HB2531 that replaced the previous law governing the practice of barbering and beauty culture that was established in 1934.

The new West Virginia Code § 30-27 took effect July 1st, 2009. The major change to the code was the separation from the Department of Health and Human Resources and the Board of Barbers and Cosmetologists. Some other changes to the code include: updated terminology, outlined scope of practice for professions, and organized operations, powers, and duties of the board.

West Virginia Code § 30-27 is accompanied by eight (8) rules and regulations that govern or detail the practice, operations, businesses, schools, curricula, fees, and fines associated with beauty culture.

The rules are:

[Series 1- Procedures, Criteria, and Curricula for Examination and Licensure of Barbers, Cosmetologists, Manicurists, and Aestheticians](#)

[Series 2- Qualifications, Training, Examination, and Licensure of Instructors in Barbering and Beauty Culture](#)

[Series 3- Rules and Regulations for Licensing Schools of Barbering and Beauty Culture](#)

[Series 4- Operational Standards for Schools of Barbering and Beauty Culture](#)

[Series 5- Operation of Barber, Beauty Shops, and Schools of Barbering and Beauty Culture](#)

[Series 6- Schedule of Fees](#)

[Series 7- Schedule of Fines](#)

[Series 9- Complaint Procedures](#)

BOARD MEMBERS

Justina Gabbert
Lay Member
Martinsburg, West Virginia

Sarah Hamrick
Cosmetologist
Hurricane, West Virginia

Paula Kurczak
Cosmetologist
Fairmont, West Virginia

James "Jim" Ryan
Barber
Alum Creek, West Virginia

BOARD STAFF

Board Office

Adam L. Higginbotham M.B.A.
Executive Director

Mindi Stewart
Office Assistant III

Shon Smith
Office Assistant II

Cindy Mercer
Office Assistant II

Field Inspectors

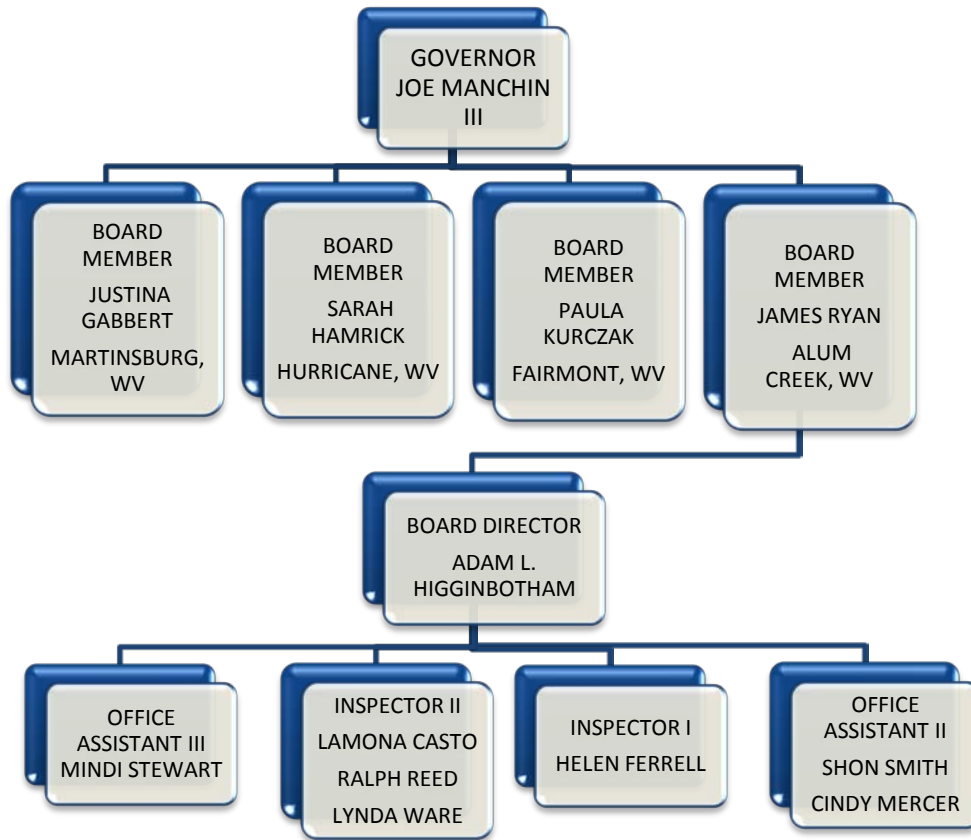
Lamona Casto
Inspector II
Burnsville, West Virginia

Lynda Ware
Inspector II
Reedsville, West Virginia

Ralph Reed
Inspector II
Beckley, West Virginia

Helen Ferrell
Inspector I
Folsom, West Virginia

ORGANIZATIONAL CHART



MISSION

The West Virginia Board of Barbers and Cosmetologists protects the health and welfare of all West Virginia citizens who seek professional services in barbering, cosmetology, manicuring, and aesthetics while ensuring good health standards and practices are kept with the law by frequent inspections of all licensed facilities. The Board also conducts examinations to determine competency in the licensing of all barbers, cosmetologists, manicurists, and aestheticians.

OPERATIONS

- Issues licenses to qualified applicants.
- Processes applications and documents for licenses and permits.
- Maintains database of all licensees, shops, salons, and schools.
- Maintains record of all proceedings of the board.
- Inspects licensed shops, salons, and schools within the jurisdiction of the board.
- Investigates and processes complaints against barbers, cosmetologists, manicurists, aestheticians, salons, shops, and schools.
- Establishes procedures and guidelines for the suspension or revocation of a license and suspends, revokes, and reinstates those licenses.
- Conducts hearings on licensing issues and any other matter within the jurisdiction of the board.
- Responds to requests for information relating to licensees, functions of the board, or upcoming events.
- Responds to requests related to verification of licensees and certification, discipline cases, complaints, and the functions of the board.
- Implements rules and regulations relative to the practice of beauty culture.
- Reviews and evaluates multistate regulations.
- Establishes, implements, and regulates the curriculum in all licensed schools by legislative rule.
- Establishes and regulates licensing standards for individuals, shops, salons, and schools by legislative rule.
- Administers examination for applicants to become licensed barbers, cosmetologists, manicurist, or aestheticians.
- Prepares and supervises annual budget and reports.
- Provides support services for inspectors.
- Provides collection and accounting for license, permit, examination, and other applicable fees.

PERFORMANCE MEASURES

Performance measures were not implemented into past operations due to the Board previously being listed as a program under the Department of Health and Humans Resources' Public Health Division. However, below is a list of measures that were accomplished by the end of Fiscal Year 2009.

- ✓ Completed new website with downloadable and printable forms and applications.
- ✓ Restructured state territories for reduced fuel consumption.
- ✓ Updated and re-organized all forms and applications.
- ✓ Implemented in-house accounting functions.
- ✓ New code governing the Board was introduced and passed.
- ✓ Introduced 10 set of rules and regulations changes or new rules for 2010 legislative session.

STAFF TRAINING AND DEVELOPMENT

Board Office

Training

Adam L. Higginbotham M.B.A.
Executive Director

Access Database 1&2, Driver Safety
Word /Outlook Foundations, PCARD

Mindi Stewart
Office Assistant III

Word/Outlook Foundations
Excel Level 1

Shon Smith
Office Assistant II

Word 1

Cindy Mercer
Office Assistant II

Word/Outlook Foundations
Word 1

Field Inspectors

Training

Lamona Casto
Inspector II

Investigation Training

Lynda Ware
Inspector II

Investigation Training

Ralph Reed
Inspector II

Investigation Training

Helen Ferrell
Inspector I

Investigation Training

FISCAL YEAR 2010 BOARD GOALS AND OBJECTIVES

1. Resolve complaint findings within 9 months.
2. Implement online license renewals.
3. Create online form submission capabilities for applicable documents.
4. Develop and implement new web-based licensing database software.
5. Switch individual licenses to security protected features to prevent fraudulent documents.
6. Modify inspector's violation process.
7. Improve operations and reduce expenses by implementing new inspector job functions of utilizing web-based licensing database software, computer reporting system, and data-entry functions.
8. Inspect all licensed facilities twice per year.
9. Inform licensees of rules and regulations changes and of website capabilities through mailings.
10. Move office into ADA compliant office by December 1st, 2009.