

**WEST VIRGINIA BOARD OF BARBERS AND COSMETOLOGISTS**

**Board Meeting Minutes**

1201 Dunbar Avenue, Dunbar, WV 25064

August 22, 2022

11:00 a.m.

**Members Present:**

Donnie Snyder, Chair/President

Samantha Grady, Vice Chair/President

Catherine Donahoe

Melissa Kelley

Tyler Yates

Chelsea McBee

Catelyne Nguyen

The meeting was called to order by Donnie Snyder, Chair/President of the West Virginia Board of Barbers and Cosmetologists at 11:15 a.m. at the Board office located at 1201 Dunbar Avenue, Dunbar, WV 25064.

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

The next item on the agenda was **Noticed to Appear for Potential Disciplinary Action**. The Chair recognized Danielle J. Cordle, Executive Director. Ms. Cordle presented the following Board-initiated complaints:

**Complaint # 2022-143**

4th Offense violation of failing to discard a disposable emery board, sponge, buffer, or orangewood stick after use on a client or to give the emery board, sponge, buffer, or orangewood stick to the client;

**Complaint # 2022-144**

5th Offense violation of allowing an unlicensed person to practice in a licensed shop; and

**Complaint # 2022-145**

4th Offense violation of operating a shop with an expired shop license.

The next item on the agenda was **Written Requests for Dismissal of Violations**. The Chair recognized Danielle J. Cordle, Executive Director. Ms. Cordle presented the following Board-initiated written requests for dismissal of violations:

**Violation # L-1385**

3rd Offense violation of working with an expired license;

**Violation # K-1577**

Warning for a 1st Offense violation of failing to discard a disposable emery board, sponge, buffer, or orangewood stick after use on a client or to give the emery board, sponge, buffer, or orangewood stick to the client;

**Violation # K-1578**

Warning for a 1st Offense violation of failing to discard files after each use;

**Violation # K-1579**

Warning for a 1st Offense violation of failing in a shop or as a booth renter to disinfect tools and implements;

**Violation # K-1580**

Warning for a 1st Offense violation of failing to store disinfected or cleaned tools and implements separately from all others;

**Violation # K-1581**

Warning for a 1st Offense violation of failing to keep storage cabinets, workstations, vanities and the inside of microwave ovens or other such equipment clean;

**Violation # K-1582**

Warning for a 1st Offense violation of failing to keep storage drawers for clean tools and implements clean and to use such drawers only for clean tools and implements;

**Violation # M-280**

\$100.00 administrative fine for a 1st Offense violation of working with an expired license;

**Violation # M-281**

\$300.00 administrative fine for a 3rd Offense violation of having pets in shops, other than fish in an aquarium; and

**Violation # M-150**

\$500.00 administrative fine for a 2nd Offense violation of operating a shop with an expired shop license.

The Chair entertained a motion to uphold Violation # M-281 and dismiss all other violations. On motion duly made by Samantha Grady and seconded by Melissa Kelley; the motion carried unanimously.

**Executive Session:** The Chair entertained a motion to adjourn regular session and reconvene into executive session to discuss Board operations and potential changes and complaint findings. On motion duly made by Melissa Kelley and seconded by Samantha Grady; 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 Grady and seconded by Catherine Donahoe; the motion carried unanimously.

The next item on the agenda was **Complaint # 2022-54**. The Chair entertained a motion to Close and Complaint and accept the proposed Consent Decree as an informal settlement of Complaint # 2022-54. On motion duly made by Catherine Donahoe and seconded by Catelyne Nguyen; the motion carried unanimously.

The next item on the agenda was **Complaint Review**. The Chair entertained a motion to accept Director Corde's recommended actions against the Complaints which included the following:

**Complaint # 2022-143:** Enter into a Consent Decree with the Respondent which will require the Respondent to pay an administrative fine in the amount in the amount of \$300.00 and complete sanitation training provided by a Board Inspector;

**Complaint # 2022-144:** Enter into a Consent Decree with the Respondent which will require the Respondent to pay an administrative fine in the amount in the amount of \$1,000.00 and complete three (3) additional inspections administered by a Board Inspector within three (3) months of the date the Consent Decree is accepted by the Board;

**Complaint # 2022-145:** Enter into a Consent Decree with the Respondent which will require the Respondent to pay an administrative fine in the amount in the amount of \$1,000.00;

**Complaint # C2022-50:** Dismiss the Complaint;

**Complaint # C2022-56:** Close the Complaint (Probable cause was found);

**Complaint # C2022-60:** Dismiss the Complaint;

**Complaint # C2022-84:** Dismiss the Complaint;

**Complaint # C2022-91:** Dismiss the Complaint;

**Complaint # C2022-94:** Close the Complaint (Probable cause was found);

**Complaint # C2022-95:** Dismiss the Complaint;

**Complaint # C2022-96:** Dismiss the Complaint;

**Complaint # C2022-97:** Dismiss the Complaint;

**Complaint # C2022-98:** Dismiss the Complaint;

**Complaint # C2022-99:** Dismiss the Complaint;

**Complaint # C2022-100:** Dismiss the Complaint;

**Complaint # C2022-101:** Dismiss the Complaint;

**Complaint # C2022-102:** Dismiss the Complaint;

**Complaint # C2022-103:** Dismiss the Complaint;

**Complaint # C2022-104:** Dismiss the Complaint;

**Complaint # C2022-108:** Dismiss the Complaint;

**Complaint # C2022-109:** Dismiss the Complaint;

**Complaint # C2022-110:** Dismiss the Complaint;

**Complaint # C2022-113:** Dismiss the Complaint;

**Complaint # C2022-114:** Dismiss the Complaint;

**Complaint # C2022-115:** Dismiss the Complaint;

**Complaint # C2022-120:** Dismiss the Complaint;

**Complaint # C2022-122:** Dismiss the Complaint;

**Complaint # C2022-126:** Dismiss the Complaint;

**Complaint # C2022-128:** Dismiss the Complaint;

**Complaint # C2022-129:** Dismiss the Complaint;

**Complaint # C2022-131:** Dismiss the Complaint;

**Complaint # C2022-139:** Close the Complaint (Probable cause was found);

**Complaint # C2022-140:** Dismiss the Complaint; and

**Complaint # C2022-142:** Dismiss the Complaint.

On motion duly made by Catherine Donahoe and seconded by Melissa Kelley; 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 Catherine Donahoe and seconded by Melissa Kelley; the motion carried unanimously.

The next item on the agenda was **P-Card Purchases**. The Chair entertained a motion to approve the Board's P-Card purchases from April 2022 – June 2022. On motion duly made by Catherine Donahoe and seconded by Catelyne Nguyen; the motion carried unanimously.

The next item on the agenda was **Meeting Minutes**. The Chair entertained a motion to approve the meeting minutes from May 23, 2022. On motion duly made by Catelyne Nguyen and seconded by Samantha Grady; the motion carried unanimously.

The next item on the agenda was **Personnel Matters**. The Chair entertained a motion to assign Roane and Wood County to Inspector Warner and Monongalia and Upshur County to Inspector Kinser. On motion duly made by Catherine Donahoe and seconded by Samantha Grady; the motion carried unanimously.

**Adjournment:** The Chair entertained a motion to adjourn the meeting. On motion duly made by Melissa Kelley and seconded by Catherine Donahoe; the motion carried unanimously.

**Others Present:**

Danielle J. Cordle, Executive Director  
Jason P. Graves, Deputy Director  
Kiana Carroll, Secretary  
Teddy Meredith, Inspector/Investigator  
Bao Nguyen

Prepared By:



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Danielle J. Cordle, Executive Director

10/21/2022

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Date