

SOUTH DAKOTA COSMETOLOGY COMMISSION MEETING MINUTES

January 5, 2015

Call Meeting to Order

A meeting of the Cosmetology Commission was called to order by President Lois Porch on Monday, January 5, 2015 at 4:55 pm at the Cosmetology Commission office, 111 E Capitol Avenue, Pierre, South Dakota.

Roll Call

Attendance was taken by Secretary-Treasurer Nora Slykhuis, with the following members present: Lois Porch, Nora Slykhuis and Tammy Ugofsky. Members absent: Lori Berreth, Lori Little, Staff present: Attorney Aaron Arnold, Executive Director Kate Boyd.

2. Minutes of September 25-26 and December 1-2, 2014 Meetings

IT WAS MOVED BY NORA SLYKHUIS, SECONDED BY TAMMY UGOFISKY, TO APPROVE THE MINUTES OF THE SEPTEMBER 25-26, 2014 AND DECEMBER 1-2, 2014 MEETINGS. THE MOTION PREVAILED ON A VOICE VOTE.

3. Treasurer's Report

Secretary-Treasurer Nora Slykhuis reported that as of December 31, 2014, the available budget was -\$104,194 and the cash center balance was \$291,099.

IT WAS MOVED BY TAMMY UGOFISKY, SECONDED BY NORA SLYKHUIS, TO APPROVE THE TREASURER'S REPORT AS PRESENTED. THE MOTION PREVAILED ON A VOICE VOTE.

4. Executive Director's Report

Executive Director Kate Boyd reported on the following items: (1) Reviewed the status of the database update and on-line renewal of licenses; (2) NIC is implementing new exam content for estheticians and nail technicians; (3) Copies of the Agreed Upon Procedures Report of our FY 2014 Audit of Revenues was received from Paul East of East Vander Woode, Grant & Co, the CPA firm who conducted the review. There were no reportable findings; (4) A copy of the 2015 State Board Exam and Commission meeting schedule was included in the Commission meeting packets; (5) A copy of the 2015 newsletter was also available for the Commission's review and comment.

5. Disciplinary Actions - N/A

6. Review of Commission Policies

Executive Director Kate Boyd pointed out several items that need clarification or a change in administrative rules. Included in that list is: (1) Proof of High School Graduation, (2) proof of a legal name change, and (3) Destruction of old records, included individuals that graduated many years ago but never took state boards or that dropped their education and never re-enrolled. It was agreed that these subjects will take some further study and clarification and possible administrative rules changes.

7. Safety & Infection Control Seminars - June 9 and 10, 2015 (Sioux Falls and Rapid City)

Leslie Roste has confirmed her availability to speak at the safety and infection control seminars in Sioux Falls and Rapid City in June, 2015. We will invite schools to bring their students and our licensees. The Rapid City seminar will be held at the Ramkota Hotel. We are still in the process

of firming up the location for the Sioux Falls seminar. It was suggested that we invite various vendors to have a booth at the seminars for a small fee and maybe obtain some door prizes.

8. School Requests

a. School License Renewal Application - Black Hills Beauty College - Rapid City

IT WAS MOVED BY NORA SLYKHUIS, SECONDED BY TAMMY UGOFISKY, TO APPROVE THE SCHOOL LICENSE RENEWAL APPLICATION FOR BLACK HILLS BEAUTY COLLEGE-RAPID CITY. THE MOTION PREVAILED ON A VOICE VOTE.

b. School License Renewal Application - Desaree & Company School of Beauty - Sturgis

IT WAS MOVED BY NORA SLYKHUIS, SECONDED BY TAMMY UGOFISKY, TO APPROVE THE SCHOOL LICENSE RENEWAL APPLICATION FOR DESAREE AND COMPANY SCHOOL OF BEAUTY, STURGIS. THE MOTION PREVAILED ON A VOICE VOTE.

c. Electric File Provider Application - Desaree & Company School of Beauty - Sturgis

I WAS MOVED BY NORA SLYKHUIS, SECONDED BY TAMMY UGOFISKY, TO APPROVE THE ELECTRIC FILE PROVIDER APPLICATION OF DESAREE & COMPANY SCHOOL OF BEAUTY, STURGIS. THE MOTON PREVAILED ON A VOICE VOTE.

d. Avalon School of Cosmetology - Worthington, MN

Avalon School of Cosmetology, located in Worthington, Minnesota, has requested that the South Dakota Cosmetology Commission consider acceptance of 2100 hours of cosmetology education and 400 hours of nail technician education directly from their school for individuals who attend their school but then decide to pursue licensure in South Dakota instead of Minnesota. Minnesota requires 1550 hours for cosmetology and only 350 hours for nail technology. The Minnesota Board of Cosmetology will only certify licensure, not education hours. In particular, if an individual completes 350 hours for nail technology in Minnesota and is moving to eastern South Dakota, there usually are not schools for them to attend for the additional 50 hours of nail technician education.

IT WAS MOVED BY NORA SLYKHUIS, SECONDED BY TAMMY UGOFISKY, TO ACCEPT 2100 HOURS OF COSMETOLOGY EDUCATION AND 400 HOURS OF NAIL TECHNOLOGY FROM AVALON SCHOOL IN WORTHINGTON, MINNESOTA SO INDIVIDUALS WITH THAT LEVEL OF EDUCATION CAN APPLY TO TAKE SOUTH DAKOTA STATE BOARD EXAMINATIONS. THE MOTION PREVAILED ON A VOICE VOTE.

9. Instructor Continuing Education - Milady Webinar Series

Milady has discontinued their previous on-line instructor education program that the Commission had preapproved for South Dakota instructors to complete for their 12-hours of continuing education required each year in order to renew their instructor license. Milady has replaced the on-line program with a series of one-hour webinars. They plan to release four sets of one-hour webinars throughout the year. IT WAS MOVED BY TAMMY UGOFISKY, SECONDED BY NORA SLYKHUIS, TO APPROVE THE MILADY WEBINAR SERIES FOR INSTRUCTOR CONTINUING EDUCATION. AN INDIVIDUAL WOULD NEED TO COMPLETE 12 OF THE ONE-HOUR WEBINARS TO OBTAIN THEIR 12-HOURS OF CONTINUED EDUCATION EACH YEAR. THE MOTION PREVAILED ON A VOICE VOTE.

10. NIC Region Meeting Attendance

Out-of-state Travel requests have been submitted for Tammy Ugofsky, Lori Berreth, Lori Little and Kate Boyd to attend the February 28-March 1, 2015 NIC Region Meeting in Savannah, Georgia and for Kate to attend the Board Administrators Meeting on February 27.

11. Other Business - N/A

12. Upcoming Meeting Dates

- February 14, 2015 - State Board Examinations - Sioux Falls
- March 16 & 17, 2015 - State Board Examinations & Commission Meeting - Pierre

Adjournment

IT WAS MOVED BY TAMMY UGOFSKY, SECONDED BY NORA SLYKHUIS, TO ADJOURN.
THE MOTION PREVAILED ON A VOICE VOTE.

The meeting adjourned at 6:45 p.m.

Respectfully submitted by:

Kate Boyd, Recording Secretary

and

Nora Slykhuis, Secretary-Treasurer

Executive Director's Report

January 5, 2015

1. **Status of Database and On-line Renewal of Licenses**
We are nearing the completion of the implementation of our new database. The remaining work mostly consists of the import of salon and booth records. We have hired a temporary employee to assist with license renewal. This has allowed us to deal with the serious backlog of personal license renewals and they are now up-to-date. The on-line renewal will not be active until we get all the remaining salons and booths imported.
2. **NIC Exam Update**
Effective February 1, 2015, NIC is implementing new exam content for estheticians and nail technicians. There are some optional areas in the esthetics practical exam that our Commission can choose to test or not test. We need to send our decision to NIC.
3. **Agreed Upon Procedures Report (FY 2014 Audit of Revenues)**
Enclosed with the meeting packets is the Agreed Upon Procedures Report from Paul East, East, Vander Woude, Grant & Co. Paul has conducted our tri-annual audit of revenues and has indicated there are no reportable findings.
4. **2015 State Board Exam and Commission Meeting Schedule**
Enclosed in the meeting packet is a copy of the tentative 2015 State Board Exam and Commission Meeting Schedule. You will note that there are no school visits scheduled for eastern South Dakota. With the anticipated appointment of two new Commission members on April 15, I thought it would be best to not schedule anything too soon after their appointment.
5. **2015 Newsletter**
Enclosed in the meeting packet is a draft 2015 Newsletter. One remaining item for the newsletter is to secure a location for the June 9, 2015 Sioux Falls seminar. Hopefully this can be finalized prior to the January 5, 2015 Commission meeting.