

SOUTH DAKOTA COSMETOLOGY COMMISSION MEETING MINUTES

January 13, 2010

1. Call Meeting to Order

The regular meeting of the Cosmetology Commission was called to order by President Jacquelyn Dahlquist on Wednesday, January 13, 2010 at 8:00 a.m. in the Cosmetology Commission Office, Pierre, South Dakota.

2. Roll Call

Attendance was taken by Secretary/Treasurer Lois Porch, with the following members present: Pat Clark, Jackie Dahlquist, Ila Davis, Lois Porch, and Nora Slykhuis. Staff present: Kate Boyd, Executive Director.

3. Minutes

IT WAS MOVED BY PAT CLARK, SECONDED BY NORA SLYKHUIS, TO APPROVE THE MINUTES OF THE NOVEMBER 10, 2009 MEETING AS PRESENTED. THE MOTION PREVAILED ON A VOICE VOTE.

Executive Director Kate Boyd presented the Commission with a correction to the October 7, 2009 Minutes. Under Continuing Education, the Minutes stated that additional information was required from Black Hills Beauty College before approving their request for instructor continuing education. In fact, the school had supplied the requested information in early July. With the transition of Executive Directors from Susan Monge to Kate Boyd, the file had been misplaced.

IT WAS MOVED BY ILA DAVIS, SECONDED LOIS PORCH, TO CORRECT THE OCTOBER 7, 2009 MINUTES AS NOTED ABOVE. THE MOTION PREVAILED ON A VOICE VOTE.

4. Treasurer's Report

Lois Porch reported that as of December 31, 2009 the available budget was \$98,073.66, and the cash center balance was \$101,563.49.

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

5. Executive Director's Report

Executive Director Kate Boyd reported on various items; the written report is incorporated as Attachment 1. Items of special note included:

Inspectors -- Nancy LaBrie resigned effective January 23, 2010. The position will be announced January 19, with a closing date of February 12, 2010. The annual inspector meeting, normally held in late January, will be postponed until we have a new inspector hired. Meanwhile, the other inspectors can start their annual inspections.

Reciprocity -- The office has received calls from individuals who qualify to be licensed through reciprocity, but the individual wants to go to a South Dakota cosmetology school to brush up on their skills. It was clarified that these individuals would need to have a student license in order to be in school.

6. Disciplinary Actions - N/A

7. OLD BUSINESS

7.a. Stewart School - 10-Hour School Day Request & On-Line Theory

Stewart School had requested that the administrative rule be changed to allow certain students, after they have completed their basic training, to attend school up to 10 hours per day. The current rule states that the maximum number of hours per day is 8 hours. Following discussion, IT WAS MOVED BY NORA SLYKHUIS, SECONDED BY LOIS PORCH, TO ELIMINATE THE 8-HOUR SCHOOL DAY MAXIMUM FROM THE ADMINISTRATIVE RULES. THE MOTION PREVAILED ON A VOICE VOTE. (Note: The proposed change will be included in the Administrative Rules that are presented for adoption during 2010.)

Stewart School also submitted a written request to be allowed to offer a portion (equivalent of 160 or less of the required 250 hours) of theory education in an on-line format to certain students. No action was taken on this request.

7.b. Desaree & Company School of Beauty

● **Nail Curriculum - Request for Approval to Offer Nail Course**

Commission members had reviewed the application from Desaree & Company School of Beauty to be allowed to offer a nail technician program.

● **Instructors Course - Request for Approval**

Desaree & Company also submitted curriculum and lesson plans to offer a junior instructors course. Their submission had been reviewed by Commission members prior to the meeting.

IT WAS MOVED BY NORA SLYKHUIS, SECONDED BY LOIS PORCH, TO APPROVE THE NAIL TECHNICIAN PROGRAM AND INSTRUCTORS COURSE CURRICULUM SUBMITTED BY DESAREE AND COMPANY SCHOOL OF BEAUTY. THE MOTION PREVAILED ON A VOICE VOTE.

7.c. NIC Examiner Training - April 18-19, 2010 - Pierre

It was noted the NIC Examiner Training will be held April 18 & 19, 2010 in Pierre. The training will be from 9:00 am - 5:00 pm on Sunday, April 18, and half a day on Monday, April 19. It was agreed that besides the Commission members, the inspectors should also attend the training. The Commission will make a block of sleeping rooms at the Governors Inn for the nights of April 17 & 18.

7.d. NIC Regional Meeting - March 20-21, 2010 - Las Vegas

The Commission discussed the upcoming NIC Regional Meeting scheduled for March 20-21, 2010 in Las Vegas. The consensus was that we should request approval from the Department of Labor to send Commission members Pat Clark and Lois Porch and Executive Director Kate Boyd.

7.e. Consider Proposed Policies

- **Procedure for Handling NSF Checks**

Director Kate Boyd presented a draft policy for the handling of insufficient funds checks. A copy is attached to these Minutes as Attachment 2.

- **Procedure for Requests to retake Failed Exams**

Director Kate Boyd presented a draft policy for handling requests to retake failed exams. A copy is attached to these Minutes as Attachment 3.

IT WAS MOVED BY PAT CLARK, SECONDED BY ILA DAVIS, TO APPROVE THE PROPOSED POLICIES AS CONTAINED ON ATTACHMENT 2 & 3. THE MOTION PREVAILED ON A VOICE VOTE.

7.f. Office Copy Machine Replacement Cost

The Commission reviewed the lease costs for a new copy machine for the Cosmetology Commission office. It had been reported at the November meeting that the current machine would not be able to be on a service contract in 2010, due to the age of the machine. The Department of Labor Purchasing Officer has recommended that we lease a Konica Minolta Bizhub 222 at a cost of \$79.06 per month. The machine would be able to copy, print from the computer, scan, and fax. With a lease arrangement, we would automatically get a new machine every three years.

IT WAS MOVED BY LOIS PORCH, SECONDED BY NORA SLYKHUIS, TO PROCEED WITH LEASING THE COPY MACHINE DESCRIBED ABOVE. THE MOTION PREVAILED ON A VOICE VOTE.

7.g. Survey Results

During 2009 the Commission office had mailed out survey forms that asked if licensees thought we should require continuing education in order to renew a cosmetology, nail technician, or esthetics license. The survey results were pretty evenly split, with 272 saying yes, 280 responding no, and 13 undecided. No action was taken at this time.

8. NEW BUSINESS

8.a. Secretarial Position - Status of Hiring Process

The Commission was informed on the status of the interviews for the office secretarial position. Director Kate Boyd and Commission Vice President Nora Slykhuis are conducting the interviews. Three candidates were selected for interviews, with two of the interviews taking place the previous day, and a third candidate later in the afternoon.

8.b. Jackie Dahlquist - Request for Approval of 12-hour Continuing Education - Deferred to next meeting.

8.c. Black Hills Beauty College - Rapid City - School License Renewal Request

IT WAS MOVED BY ILA DAVIS, SECONDED BY PAT CLARK, TO APPROVE BLACK HILLS BEAUTY COLLEGE - RAPID CITY, SCHOOL LICENSE RENEWAL APPLICATION. THE MOTION PREVAILED ON A VOICE VOTE.

● **Headlines Academy - School License Renewal Request**

IT WAS MOVED BY NORA SLYKHUIS, SECONDED BY LOIS PORCH, TO APPROVE HEADLINES ACADEMY SCHOOL LICENSE RENEWAL APPLICATION. THE MOTION PREVAILED ON A VOICE VOTE.

● **Headlines Academy - Continuing Education Provider Applications**

(1) Microdermabrasion

IT WAS MOVED BY ILA DAVIS, SECONDED BY NORA SLYKHUIS, TO APPROVE HEADLINES ACADEMY AS A CONTINUING EDUCATION PROVIDER FOR 16-HOUR MICRODERMABRASION. THE MOTION PREVAILED ON A VOICE VOTE.

(2) Electric File

IT WAS MOVED BY PAT CLARK, SECONDED BY NORA SLYKHUIS, TO APPROVE HEADLINES ACADEMY AS A CONTINUING EDUCATION PROVIDER FOR 8-HOUR ELECTRIC NAIL FILE. THE MOTION PREVAILED ON A VOICE VOTE.

8.d. Sign for Outside of Commission Office

Kate Boyd presented a quote from M & R Signs to provide a hanging sign outside the Cosmetology Commission office building in Pierre. The total cost would be \$643. The building owner has indicated that he would pay for the pole for the sign, in order to maintain the historic look.

IT WAS MOVED BY PAT CLARK, SECONDED BY NORA SLKYHUIS, TO APPROVE THE PURCHASE OF A SIGN FOR THE BUILDING. THE MOTION PREVAILED ON A VOICE VOTE.

Artwork for the sign will be provided at a future meeting, since this would be a project for later in the Spring or Summer.

9. OTHER BUSINESS

• Tammie Wood Apprenticeship Application

The Commission reviewed an application from Tammie Wood, Spearfish, to be an apprentice instructor at her salon for one individual interested in becoming a cosmetologist. IT WAS MOVED BY NORA SLYKHUIS, SECONDED BY LOIS PORCH, TO APPROVE MOVING TO THE NEXT STEP IN THE APPLICATION PROCESS, WHICH IS THE INTERVIEW CONDUCTED BY A MEMBER OF THE COSMETOLOGY COMMISSION, ASSISTED BY THE INSPECTOR FOR THAT AREA OF THE STATE. BOTH TAMMIE WOOD AS THE INSTRUCTOR, AND THE PROPOSED APPRENTICE WILL BE INTERVIEWED. THE MOTION PREVAILED ON A VOICE VOTE.

Next Meeting and State Boards

The next testing dates are February 8, 2010 and March 8-9, 2010, with a Commission meeting being held in March. The Commission will set their meeting time and date when it is determined how many days of testing we will need.

Adjournment

IT WAS MOVED BY LOIS PORCH, SECONDED BY PAT CLARK, TO ADJOURN. THE MOTION PREVAILED ON A VOICE VOTE.

The meeting adjourned at 10:25 a.m.

Respectfully submitted by:

Kate Boyd, Recording Secretary

and _____
Lois Porch, Secretary/Treasurer

Attest:

Jackie Dahlquist, President

Nora Slykhuis, Vice President

Pat Clark, Member

Ila Davis, Member

Attachment 1

EXECUTIVE DIRECTOR'S REPORT – January 13, 2010

1. Black Hills Beauty College was displeased with the October 7, 2009 Commission Meeting Minutes. Please refer to the sheet in the Commission packets regarding the October 7, 2009 Meeting Minutes and the clarifying documentation that is attached.
2. Nina Fromm's last day was December 23, 2009. The secretarial position has closed and the applications (25 in all) are currently being reviewed. (The status of the hiring process will be updated at the January 13 meeting.)
3. "My Christmas present" when I came back in the office on December 28 (Monday) was to find in the practical exam room wet carpet, water dripping from the ceiling and ceiling tiles that had become soaked and crashed to the floor. The owner of the building was very responsive and immediately dealt with the problem (broken water heater in the apartment above). The apartment occupants were out-of-state so were unaware of the problem. The water is no longer leaking, the floor has been steam-cleaned, and ceiling tile replacement will occur before the January 11 State Boards.
4. Inspectors
 - a. Nancy LaBrie resigned effective January 23, 2010
 - b. The central region inspector position will be announced next Tuesday Jan 19. The closing date will be February 2. Hopefully we'll have a list of candidates by the time the Commission comes in on February 8 for State Boards. Who will be interviewing these candidates with me? When will we schedule the interviews for?
 - c. The January 25, 2010 Annual Inspector Meeting will be postponed until we have someone new on board for the central region. This will also allow more time to get a secretary hired and get the inspector materials for the year all assembled for them to pick up. The inspectors have been contacted to ensure that they have enough supplies to get them started for the year..
5. Calls have been received regarding individuals who qualify to be licensed through reciprocity contacting a school and wanting to go back to school for refresher hours. Questions: Can an individual have their license and go back to school? If so, do they still get a student license? Does the school send in all the same paperwork and timesheets as they do for other students?

Attachment 2

Proposed Policy for Insufficient Funds Checks

1. Notice is received from the State Treasurer's Office that a check has been returned.
2. Send a letter to individual requesting that they send a Money Order or Cashier's Check to replace the ISF check. Give them 7 days to do so.
3. Send a letter to the individual or salon stating that their license has been revoked for failure to submit the appropriate fees.

Attachment 3

Proposed Policy for Requests to Retake Failed Exams

1. Tell individual that they must first send in their retake exam fees. Tentatively set the date for the retake exam(s). Tell the individual they will receive written confirmation from the office after their fees have been received.
2. When retake fees have been received in the office, send a letter of confirmation to the individual regarding the retake date/time/location.