

**SOUTH DAKOTA COSMETOLOGY COMMISSION**  
**Minutes**  
**March 17, 2008**

The regular meeting of the Cosmetology Commission was called to order by President Jacquelyn Dahlquist on Monday, March 17, 2008, at 4:45 p.m. in the Cosmetology office, Pierre, South Dakota.

**Roll call** was taken by Secretary/Treasurer Lois Porch, with the following members present: Jacquelyn Dahlquist, Ila Davis, Lois Porch, and Nora Slykhuis. Dorothy Johnson – absent. Staff present: Susan Monge, Executive Director. Others present: Todd Kolden, Department of Labor.

**Minutes**

**A MOTION WAS MADE** by Ila Davis, seconded by Nora Slykhuis, to accept the minutes of January 14, 2008. The motion passed.

**Treasurer's Report**

Lois Porch reported that as of 2/29/08 the available budget was \$57,518.48, and the cash center balance of \$46,281.47.

**A MOTION WAS MADE** by Nora Slykhuis, seconded by Ila Davis, to approve the Treasurer's report. The motion passed.

**Executive Director's Report**

Susan Monge reported on numerous issues (attachment #1.)

The Commission decided to have only two inspectors, Karen Dossett and Nancy LaBrie, attend the NIC examiner training in April and then work as substitute examiners as needed.

The Commission recommended that the Education Committee review the junior instructor timesheets when they are first submitted.

**Disciplinary Actions**

None at this time.

**Old Business**

**School Committee Meeting Report**

The committee met on Monday, March 10 through the DDN. The agenda listed a number of issues and some issues were held for the next meeting. The committee decided to concentrate on recommendations for substitute teachers. The committee will meet again in May.

**Protection Course**

Monge reported that the Protection Course was presented on March 6, 2008 in Pierre to three licensees as a part of their consent orders. Inspectors Dossett and LaBrie also attended and critiqued the presentation afterwards. Dahlquist will present the course at the NIC Region 1 & 2 and the Region 3 & 4 meetings this spring.

### **Stewart Branch School license renewal**

Monge reported that a hearing has been set. The Commission would not discuss or deal with this until after the hearing.

### **Scope of License Handout with Massage Therapy Board**

Monge met with the Massage Board on March 10 through a conference call. A long discussion was held with a number of concerns mentioned. Monge discussed the scope of practices for cosmetology and esthetics. Numerous questions were asked about spa services. No final decisions were made. Monge invited the board to send a member to meet with the commission.

### **New Business**

#### **Additional Testing Dates for 2008**

The Commission agreed to add testing dates as needed. March 31 was added for nail technicians and estheticians. April 15 was added for cosmetologists. June 9, August 25, and October 20 may be added if necessary. These additional dates will be State Boards only, and the Commission will not hold a meeting.

#### **Student Volunteering and ARSD 20:42:06:06(1)**

At the July 2008 meeting a question was asked about students volunteering if they needed to stay in the school after eight hours which is regulated by ARSD 20:42:06:06(1). Monge checked with the Commission's attorney, and information was sent to the Commission.

A long discussion was held as to whether or not to allow volunteering in the school when a corrective service was needed on the clinic floor by a student who had already reached the maximum eight hours. The Commission felt it should be very, very rare for a student to need to stay longer than eight hours in order to complete a corrective service only. A corrective service would be one where a client absolutely cannot leave and return the next day. Though the Commission understands that unexpected problems can happen, the rule is still in place and should be followed. Instructors should be responsible for managing the students so there is no problem with this rule. The Commission decided that any complaints should be investigated by the investigating committee on a case-by-case basis and to follow the complaint process.

#### **Senior Instructor license experience and Apprentice Instructor license requirements**

Monge stated that this subject and the apprentice instructor could be discussed together.

Monge stated that currently to get a senior instructor license a person has to go to a cosmetology school for the 1,000 hours of instructor education. An individual who wished to teach an apprentice would have to go to school for 1,030 hours of instructor education. Some individuals have expressed an interest in a senior instructor license to teach an apprentice, but the 1,030 schooling hours is a problem if it can only be completed in a cosmetology school. The law allows the Commission to accept experience in lieu of education. A rule would have to be proposed regarding experience instead of education. The law allows the Commission to pre-approve an education plan. There are alternatives that a person could complete for the instructor education without going to a cosmetology school.

After a long discussion the Commission decided they were interested in proposing rules to recognize experience and alternate types of education. One proposal was to allow ten years or more salon experience to be recognized as 500 hours of schooling. The experience could be granted to anyone applying for a senior instructor license. In addition, a draft list of other alternate educational programs was discussed. Monge will organize this list for the next meeting. It was suggested that the applicant would propose an education plan as to when and how the education would be completed, and the Commission would have to pre-approve the plan. The education would have to be completed before the license was issued.

The Commission decided to discuss this further at the next meeting.

**Next Meeting and State Boards**

The next meeting is scheduled for May 5-6, 2008

**Adjournment**

**A MOTION WAS MADE** by Lois Porch, seconded by Nora Slykhuis, to adjourn. The motion passed. The meeting adjourned at 7:16 p.m.

Respectfully submitted by:

\_\_\_\_\_  
Susan Monge, Recording Secretary      and      \_\_\_\_\_  
Lois Porch, Secretary/Treasurer

Attest:

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Jackie Dahlquist, President

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Ila Davis, Vice-President

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Dorothy Johnson, Member

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Nora Slykhuis, Member

**EXECUTIVE DIRECTOR'S REPORT – March 17, 2008**

1. The contract has been signed for the NIC examiner training in April. The cost is \$2,000 to NIC.
2. We did not have any legislation that affected us this year.
3. There are two providers in South Dakota for the electric files courses (Stewart School and Headlines Academy) and one provider for microdermabrasion (Stewart School).
4. I am distributing the 2007 year-end cosmetology examination pass/fail statistical reports from NIC.
5. A memo was sent to each school regarding submitting monthly timesheets for any junior instructors. The timesheets have already been coming in.
6. I still do not have a date for when Larry Walthers will be attending our State Boards to review our security procedures. It will probably be an unannounced visit.
7. Performance appraisals have been completed for Karen Dossett and Nancy LaBrie. Cathy Steen's will be done this week.
8. The Bureau of Personnel will be reviewing the cosmetology inspector positions for possible reclassification.