

SOUTH DAKOTA COSMETOLOGY COMMISSION MEETING MINUTES

May 29 & 30, 2014

Call Meeting to Order

A meeting of the Cosmetology Commission was called to order by President Lois Porch on Thursday, May 29, 2014 1:10 pm at the Department of Labor and Regulation office located at 2330 N Maple Avenue, Rapid City, South Dakota.

Roll Call

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

2. Minutes of the January 27, February 6, March 4, April 22 and May 22, 2014 Meetings

IT WAS MOVED BY NORA SLYKHUIS, SECONDED BY TAMMY UGOFSKY, TO APPROVE THE MINUTES OF THE JANUARY 27, FEBRUARY 6, MARCH 4, APRIL 22 AND MAY 22, 2014 MEETINGS AS WRITTEN. THE MOTION PREVAILED ON A VOICE VOTE.

3. Treasurer's Report

Secretary-Treasurer Tammy Ugofsky reported that as of April 30, 2014, the available budget was -\$74,512.00 and the cash center balance was \$315,888.03. The negative budget balance is due to the fact that the major database and on-line renewal computer programming project was not reflected in the budget for FY 14.

IT WAS MOVED BY TAMMY UGOFSKY, SECONDED BY LORI LITTLE, TO APPROVE THE TREASURER'S REPORT AS PRESENTED. THE MOTION PREVAILED ON A VOICE VOTE.

4. Executive Director's Report

The Executive Director's report had been mailed to the commission and is attached to these Minutes. The report included: (1) notice that Inspector Noreen Johnson has resigned effective June 8; (2) we will meet with the Massage Therapy Board on July 21, 2014; (3) we are working on a seminar for licensees in mid June 2015; (4) there has been a preliminary inquiry about the need for a barber school in South Dakota, which may result in the Commission being asked to explore some common areas of education between cosmetology and barbering; (5) update on the computer programming project, and (6) example of what the Jean Ann Hentges plaque will look like at Stewart School.

5. Disciplinary Actions - No Report

OLD BUSINESS

6. Report on NIC Board Administrators and Region Meeting

Commission members Nora Slykhuis and Tammy Ugofsky and Executive Director Kate Boyd reported on their attendance at the NIC Region Meeting and Board Administrators meeting that was held in Las Vegas, Nevada in mid-March.

7. Report on May 13, 2014 Meetings with Licensees

Commission members Lois Porch and Nora Slykhuis reported on the educational meetings that had been held on May 13, 2014 with several licensees involved with complaints for working outside a salon. The meetings were also attended by Attorney Aaron Arnold, Executive Director

Kate Boyd. Kathy Smith from the South Dakota Department of Revenue was present to help educate these licensees on sales tax licensing.

NEW BUSINESS

8. Commission Application Updates

a. Reciprocity Application - This application was updated to remove the reference that an individual cannot attend cosmetology school while also working toward their high school diploma.

b. Application for Examination - This application was updated to allow school graduates to check a box to indicate whether or not they authorize the Commission to release their exam scores to their cosmetology school. In the past the applicants were required to send in an additional piece of paper and we are trying to reduce paperwork.

9. School Applications - The following school-related applications were reviewed and action taken by the Commission as noted below.

(a) Black Hills Beauty College - Sioux Falls

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

(b) Lake Area Technical Institute Cosmetology - Watertown

IT WAS MOVED BY LORI LITTLE, SECONDED BY TAMMY UGOFISKY, TO APPROVE THE SCHOOL LICENSE RENEWAL APPLICATION OF LAKE AREA TECHNICAL INSTITUTE COSMETOLOGY - WATERTOWN. It was suggested that the school be contacted and asked to provide more detail and a lesson plan in the future for their school field trips. THE MOTION PREVAILED ON A VOICE VOTE.

(c) Stewart School - Sioux Falls

IT WAS MOVED BY NORA SLYKHUIS, SECONDED BY LORI LITTLE, TO APPROVE THE SCHOOL LICENSE RENEWAL APPLICATION OF STEWART SCHOOL, SIOUX FALLS. THE MOTION PREVAILED ON A VOICE VOTE.

(d) Electric File Provider Application - Iowa School of Beauty - Sioux City, Iowa

IT WAS MOVED BY LORI LITTLE, SECONDED BY TAMMY UGOFISKY, TO APPROVE THE 8-HOUR ELECTRIC FILE PROVIDER APPLICATION OF IOWA SCHOOL OF BEAUTY, SIOUX CITY, IOWA. THE MOTION PREVAILED ON A VOICE VOTE.

10. School Visits

The agenda for the upcoming school visits was reviewed and agreed upon.

11. NIC Conference, August 22-25, & Board Administrators Meeting, August 21-22, 2014

It was agreed to submit out-of-state travel requests for Commission members Tammy Ugofsky and Lori Little, as well as Executive Director Kate Boyd to attend the upcoming NIC conference and for Kate to attend the Board Administrators Meeting.

13. Other Business

It was noted that Commission member Tammy Ugofsky has received out-of-state travel approval to attend the June Esthetics show and meeting in Las Vegas, Nevada. The purpose of this trip will be to help the Commission become better educated on new esthetics equipment and procedures.

14. Upcoming Meeting Dates

- July 20, 2014 - NIC Examiner Training - Pierre (Mandatory)
- July 21-22, 2014, 2014 - State Board Examinations and Commission Meeting - Pierre

Recess

IT WAS MOVED BY NORA SLYKHUIS, SECONDED BY LORI LITTLE, TO RECESS AND RECONVENE AT 4:00 PM AT DESAREE SCHOOL OF BEAUTY IN STURGIS. THE MOTION PREVAILED ON A VOICE VOTE.

The meeting recessed at 3:00 p.m.

Reconvene

The meeting reconvened at 4:00 pm at Desaree & Company School of Beauty located at 1117 Main St Ste C, Sturgis, South Dakota.

Roll Call

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

The Commission toured with Desaree & Company School of Beauty classrooms and observed students working and studying. Following the tour the commission met briefly with Desaree and Company owner Desaree Dargatz.

There being no further business, IT WAS MOVED BY LORI LITTLE, SECONDED BY TAMMY UGOFSKY, TO RECESS FOR THE DAY. THE MOTION PREVAILED ON A VOICE VOTE.

The meeting recessed at 5:00 p.m.

Friday, May 30, 2014

The Commission reconvened at 9:00 am at Headlines Academy located at 333 Omaha St Ste 6 & 7, Rapid City.

Roll Call

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

The Commission toured Headlines Academy classrooms and observed students working and studying. Following the tour the Commission met briefly with Headlines Academy school owners Sandy Seachris and Peggy Sproat.

IT WAS MOVED BY NORA SLYKHUIS, SECONDED BY TAMMY UGOFISKY, TO RECESS THE MEETING AND RECONVENE AT BLACK HILLS BEAUTY COLLEGE-RAPID CITY. THE MOTION PREVAILED ON A VOICE VOTE.

The meeting was recessed at 10:05 a.m.

Reconvene

The meeting reconvened at 10:30 am at Black Hills Beauty College-Rapid City located at 623 St. Joseph St., Rapid City, South Dakota.

Roll Call

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

The Commission toured Black Hills Beauty College classrooms and observed students working and studying. Following the tour the Commission met briefly with Black Hills Beauty College owners Tom and Joy Poloncic and school director Holly Keszler.

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

The meeting adjourned at 11:30 am.

Respectfully submitted by:

Kate Boyd, Recording Secretary

and

Tammy Ugofsky, Secretary-Treasurer

EXECUTIVE DIRECTOR'S REPORT

May 29, 2014

1. Inspector Noreen Johnson has resigned, effective June 8, 2014
2. Meeting With Massage Therapy Board - 7/21/14
3. Seminar for Licensees - The Commission, during the 2013 Strategic Planning Session had placed a high priority on developing a seminar for licensees to include safety and infection control procedures and other subjects that may be identified as important to share with our licensees. Leslie Roste, an educator with Barbicide, has agreed to come to South Dakota in mid-June 2015 to speak at a seminar for licensees in both Rapid City and Sioux Falls. Leslie has indicated that there is no charge for her services to provide education regarding safety and infection control.
4. Barber School - There is a need for a barber school in South Dakota. At some point in the future the Commission may be asked to explore some common areas of education between cosmetology and barbering
5. Database and On-Line Renewal of Licenses - The initial computer programming is almost complete and we will begin the transition to the new system soon.
6. Jean Ann Hentges Plaque - Copies of a plaque that will hang in Stewart School in remembrance of long-time instructor Jean Ann are included in the meeting packets.