

Meeting Minutes
SOUTH DAKOTA BOARD OF BARBER EXAMINERS
Thursday, November 16, 2023, 10:00 a.m. CST

Board Secretary James McGuire called the meeting to order at 10:03 a.m. CST and called the roll. A quorum was present.

Members Present: James McGuire
Kristy Wright
Jennifer Bunkers

Members Absent: None

Others Present: Tyler Evins, Executive Director
Gerald McCabe, DLR Senior Staff Attorney
Miranda Wilson, Office Staff
Lynn Thompson

Bunkers made a motion to approve the agenda. Wright seconded the motion. **MOTION PASSED.**

Bunkers made a motion to approve the August 16, 2023, meeting minutes. Wright seconded the motion. **MOTION PASSED.**

Evins reported that as of October 31, 2023, the available cash balance was \$27,582.36.

Evins presented the Executive Director report and informed the Board that the Board office had received multiple reciprocity applications since the previous meeting, most of which were approved for licensure. Evins also reported that the Board office had administered three written board examinations since the previous meeting.

During the public comment period, Lynn Thompson expressed interest in reforming the Barber Association.

Evins presented an option to reduce the costs and processing time for issuing licenses. Evins requested that the Board authorize his office to begin issuing a 'one-time' paper license which would contain a QR code and link to the online license verification tool. This tool can be used to verify the status of any barber or barbershop license. This would eliminate the need to mail a new license to each licensee, annually. Evins also requested the authority to print the barber pole on the license to distinguish it as belonging to a barber or barbershop. Evins estimated that this new standard would save the Board up to \$1,500.00 annually.

Wright made a motion to authorize the Board office to begin issuing a one-time paper license with the barber pole printed on it. Bunkers seconded the motion. **MOTION PASSED.**

During other business, Evins informed the Board that he would send a list of potential dates to hold quarterly meetings for calendar year 2024. This would be made available to board members prior to the new year.

Bunkers made a motion to adjourn the meeting. Wright seconded the motion. **MOTION PASSED.**

The Board of Barber Examiners adjourned at 10:47 a.m. CDT.

AVAILABLE FUNDS
 AS OF: 06/21/2024
 FY YEAR REMAINING: 2.7%
 PAY DAYS REMAINING: 0

WEEKLY

BUDGET UNIT 1032

DATE 06/22/2024

CENTER NAME BOARD OF BARBER EXAMINERS - INFO

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	28,498.00	19,250.00	0.00	0.00	42,032.39	5,715.61	14,789.42
BUDGETED TOT	28,498.00	19,250.00	0.00	0.00	42,032.39	5,715.61	
ALL COMP TOT	28,498.00	19,250.00	0.00	0.00	42,032.39	5,715.61	

TOTAL BUDGETED:

	OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	EXPENDITURES		BUDGET AVAILABLE	PCT AVL
					MONTHLY	YEAR-TO-DATE		
5101	EMPLOYEE SALARIES	21,510.00	0.00	0.00	941.63	19,214.21	2,295.79	10.7
5102	EMPLOYEE BENEFITS	4,107.00	0.00	0.00	234.68	5,516.66	1,409.66-	0.0
5203	TRAVEL	9,703.00	0.00	0.00	877.44	7,213.09	2,489.91	25.7
5204	CONTRACTUAL SVCS	12,008.00	0.00	0.00	1,519.18	9,176.22	2,831.78	23.6
5205	SUPPLIES & MATRLS	420.00	0.00	0.00	12.34	890.74	470.74-	0.0
5208	OTHER	0.00	0.00	0.00	0.00	21.47	21.47-	0.0
	TOTALS	47,748.00	0.00	0.00	3,585.27	42,032.39	5,715.61	12.0

BREAKOUT BY COMPANY:

COMPANY 6503-I PROFESSIONAL & LICENSING BOARDS

5101000	EMPLOYEE SALARIES	21,510.00	0.00	0.00	941.63	19,214.21	2,295.79	10.7
5102000	EMPLOYEE BENEFITS	4,107.00	0.00	0.00	234.68	5,516.66	1,409.66-	0.0
5203000	TRAVEL	9,703.00	0.00	0.00	877.44	7,213.09	2,489.91	25.7
5204000	CONTRACTUAL SVCS	12,008.00	0.00	0.00	1,519.18	9,176.22	2,831.78	23.6
5205000	SUPPLIES & MATRLS	420.00	0.00	0.00	12.34	890.74	470.74-	0.0
5208000	OTHER	0.00	0.00	0.00	0.00	21.47	21.47-	0.0
	PS SUBTOTALS	25,617.00	0.00	0.00	1,176.31	24,730.87	886.13	3.5
	OE SUBTOTALS	22,131.00	0.00	0.00	2,408.96	17,301.52	4,829.48	21.8
	COMPANY 6503-I TOT	47,748.00	0.00	0.00	3,585.27	42,032.39	5,715.61	12.0

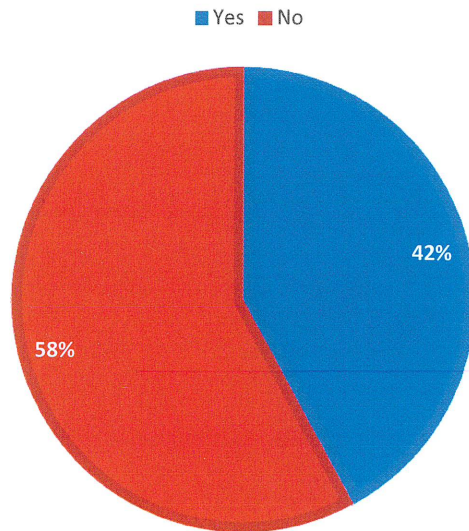
South Dakota Board of Barber Examiners Licensee Survey Results

Number of Licensees: 213

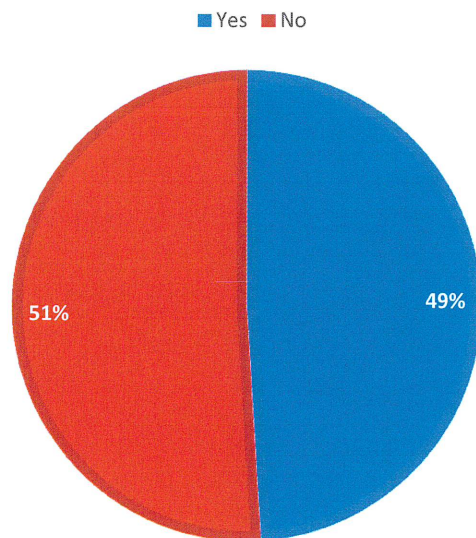
Response Rate: 26.8%

Purpose: This survey was conducted to provide the Board of Barber Examiners and the Department of Labor & Regulation with feedback from licensees regarding various solutions to ongoing budgetary concerns. The Board of Barber Examiners has run a deficit for the past three years, and despite several cost-cutting measures implemented by the Board office, the Board's expenses continue to exceed revenue.

1. Would you support combining the Board of Barber Examiners with the Cosmetology Commission to reduce expenses and prevent significant fee increases?

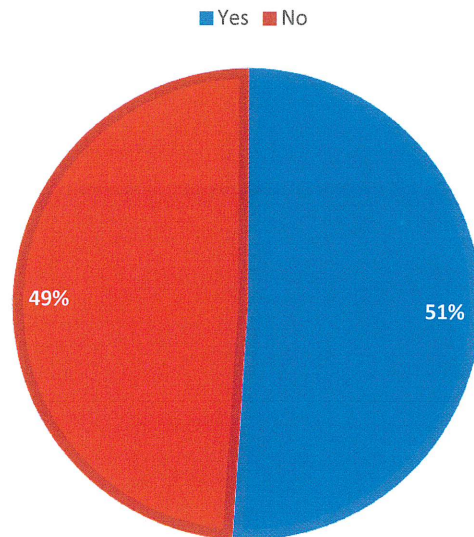


2. Would you support combining the boards if your license stays the same and barbers are represented on the combined board?

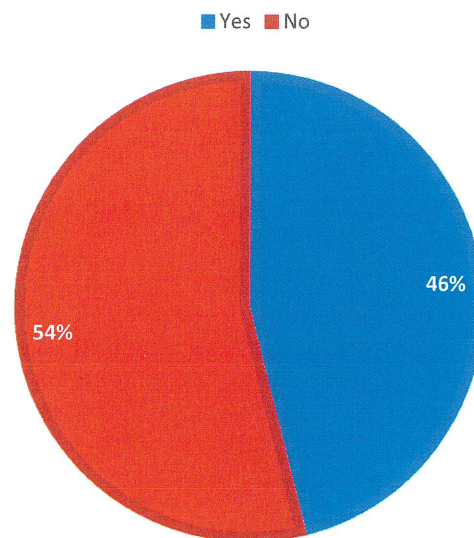


South Dakota Board of Barber Examiners Licensee Survey Results

3. Would you support combining the boards if cosmetologists continue to be prohibited from performing shaves and using the barber pole?



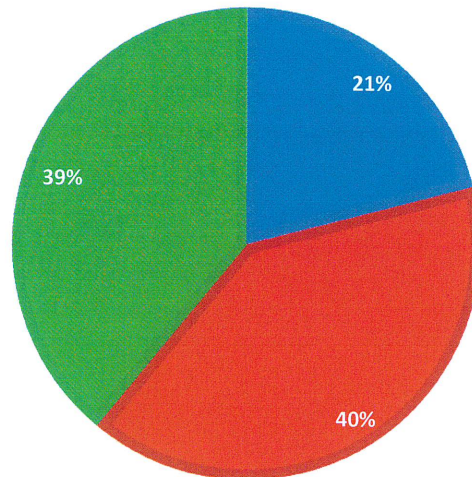
4. Would you support combining the boards if your annual barber license renewal fee stayed the same or was reduced.



South Dakota Board of Barber Examiners Licensee Survey Results

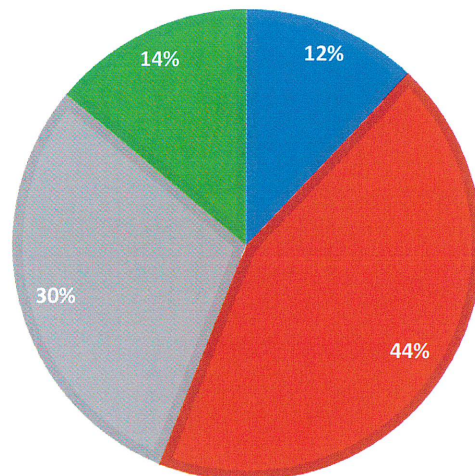
5. If you do not support combining the boards, are you willing to pay up to \$225.00 per year for your annual barber license renewal fee (currently \$75.00)?

■ Yes ■ No ■ I Support Combining Boards



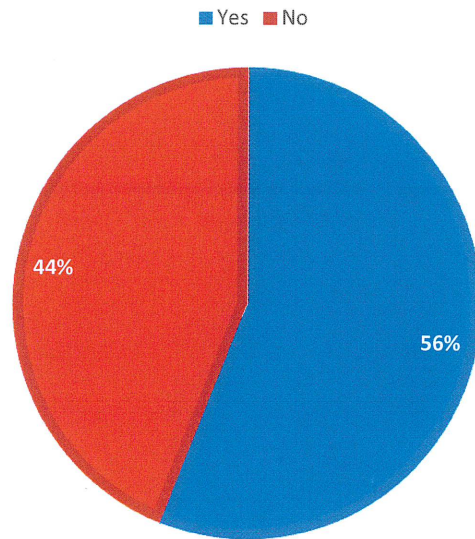
6. If you do not support combining the Boards, are you willing to pay up to \$450.00 per year for your annual barbershop license renewal fee (currently \$50.00)?

■ Yes ■ No ■ I Support Combining Boards ■ N/A

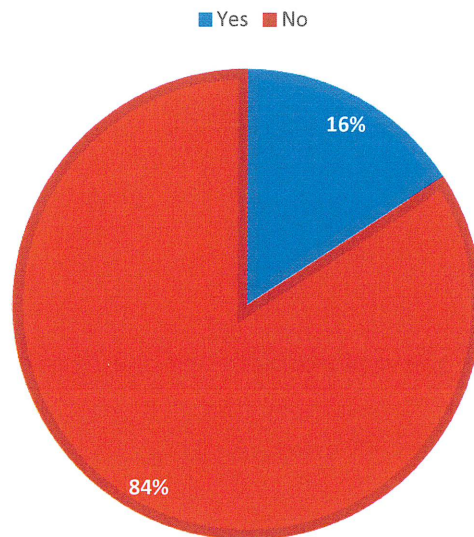


South Dakota Board of Barber Examiners
Licensee Survey Results

7. Do you support decreasing the frequency of barbershop inspections to reduce board costs?



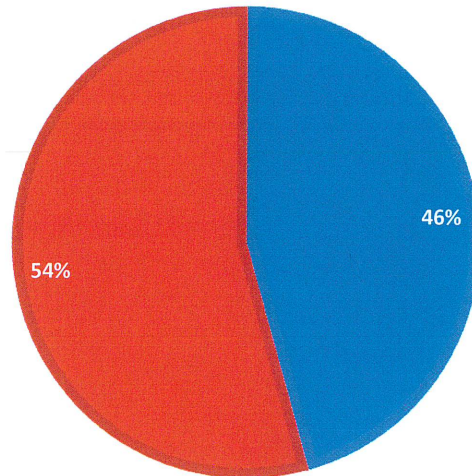
8. Do you support eliminating the practical examination for new barbers, to reduce expenses?



South Dakota Board of Barber Examiners Licensee Survey Results

9. After considering the previous survey questions, do you support combining the Board of Barber Examiners with the Cosmetology Commission.

■ Yes ■ No (I support Fee Increases)



SOUTH DAKOTA BOARD OF BARBER EXAMINERS HANDS-ON PRACTICAL EXAMINATION

INSTRUCTIONS

***Do not** begin any section of the exam until instructed to do so. If you drop an implement or comb anytime during the examination, follow the correct sanitation procedure before moving on. Once the testing has started, you will not be able to ask the examiner any questions.*

When you are finished after each section, turn on the green light at your station to signal to the examiner that you are completed.

Each section has an allotted amount of time. If you finish the section early, please remain quiet for those that are still working.

SECTION 1 - Preparation of Work Area and Inspection of Tools and Implements

You will set up your station with the universal supplies that you will use throughout the entire examination and supplies for the simulated blood exposure, the haircut, and shaving portions. You will have **20 minutes** to complete this section.

SECTION 2 - Haircut, Neck, and Face Shave with Straight Razor

You will need to demonstrate a haircut, and a neck and face shave with straight razor. You will have **95 minutes** to complete this section. When you have completed this section and the examiner has completed their review, please leave your client draped for the next portion of the exam.

You will demonstrate the following:

- *Proper draping of your model.*
- *A blended tapered haircut using clippers on the back and sides.*
- *Clipper over comb to blend the sides and remove weight line.*
- *Using shear over comb.*
- *Using shears or clipper over comb to cut the hair on the top of the head.*
- *Proper use of an outliner to remove hair around the ear.*
- *You must remove a minimum of a ½ inch of hair over the entire head.*
- *You will demonstrate shaving both sides of the neck using a straight razor with an inserted blade.*

- *You will demonstrate the face shave using a straight razor.*
- *You will demonstrate use of a steamed towel, proper free-hand strokes, back-hand strokes, and reverse free-hand strokes.*

SECTION 3 – Simulated Blood Exposure

You will need to demonstrate the blood exposure process. You will have **20 minutes** to complete this section.

This completes the hands-on practical examination. Please clean up your workstation and take all supplies with you. Your examination score will be emailed to you 7-10 business days. Information regarding the theory examination will be emailed to you when available.

SOUTH DAKOTA BOARD OF BARBER EXAMINERS HANDS-ON PRACTICAL EXAMINATION

Read to candidates: Welcome to the SD Board of Barber Examiners State Board Exams. My name is _____. Today's examiner is Barber Board member Jim McGuire.

During the practical examination, you will demonstrate each of the following:

- 1. Preparation of Work Area and Inspection of Tools and Implements.*
- 2. Haircut*
- 3. Simulated Blood Exposure*
- 4. Neck Shave Using a Straight Razor*
- 5. Face Shave Using a Straight Razor*
- 6. Chemical Wave – Virgin Application*
- 7. Hair Color Retouch Application*

Do not begin any section of the exam until instructed to do so. If you drop an implement or comb anytime during the examination, follow the correct sanitation procedure before moving on. Once the testing has started, you will not be able to ask the examiners any questions.

When you are finished after each section, turn on the green light at your station to signal to the examiner that you are completed.

Each section has an allotted amount of time. If you finish the section early, please remain quiet for those that are still working.

****Are there any questions at this time?***

1. Preparation of Work Area and Inspection of Tools and Implements

Examiner Initials _____

Station #						
1. Did candidate wash/sanitize their hands	Y	N	Y	N	Y	N
2. Did candidate disinfect the station	Y	N	Y	N	Y	N
3. Did candidate disinfect the chair	Y	N	Y	N	Y	N
4. Are the combs free of hair/debris	Y	N	Y	N	Y	N
5. Are implements and supplies visibly clean	Y	N	Y	N	Y	N
6. Were items needing to be disinfected stored of properly	Y	N	Y	N	Y	N
7. Did candidate demonstrate safety while applying the blade to the razor	Y	N	Y	N	Y	N
8. Does candidate have a blood exposure kit at workstation	Y	N	Y	N	Y	N

Points: 8 possible

Min. Points Required: 6 points

Time Allotted: 20 minutes

2. Haircut, Neck and Face Shave with Straight Razor

Examiner Initials _____

Station #						
1. Did candidate demonstrate proper draping	Y	N	Y	N	Y	N
2. Did candidate demonstrate a blended tapered haircut	Y	N	Y	N	Y	N
3. Did candidate safely demonstrate use of clippers	Y	N	Y	N	Y	N
4. Did candidate safely demonstrate use of shears	Y	N	Y	N	Y	N
5. Did candidate demonstrate proper use of outliner around ears	Y	N	Y	N	Y	N
6. Did candidate remove at least a ½ inch of hair	Y	N	Y	N	Y	N
7. Did candidate successfully complete a neck shave using a straight razor	Y	N	Y	N	Y	N
8. Did candidate demonstrate safety while using the straight razor	Y	N	Y	N	Y	N
9. Did candidate check the temperature of steamed towel on inside of wrist	Y	N	Y	N	Y	N
10. Did candidate safely demonstrate free-hand stroke	Y	N	Y	N	Y	N
11. Did candidate safely demonstrate back-hand stroke	Y	N	Y	N	Y	N
12. Did candidate safely demonstrate reverse free-hand stroke	Y	N	Y	N	Y	N
13. Did candidate remove all the facial hair	Y	N	Y	N	Y	N

Points: 26 possible

Min. Points Required: 23 points

Time Allotted: 90 minutes

3. Simulated Blood Exposure

Examiner Initials _____

Station #					
1. Did candidate demonstrate proper stopping of service	Y	N	Y	N	Y
2. Did candidate demonstrate disposal of blade/razor in container	Y	N	Y	N	Y
3. Did candidate wash hands and put on gloves	Y	N	Y	N	Y
4. Did candidate demonstrate applying pressure to area	Y	N	Y	N	Y
5. Did candidate demonstrate cleaning with antiseptic in the appropriate area	Y	N	Y	N	Y
6. Did candidate dispense styptic powder to stop any residual bleeding	Y	N	Y	N	Y
7. Did candidate apply adhesive bandage	Y	N	Y	N	Y
8. Did candidate clean and disinfect workstation, and did candidate clean and disinfect all tools with blood contact before removing gloves	Y	N	Y	N	Y
9. Did candidate discard all single use contaminated objects	Y	N	Y	N	Y
10. Did candidate wash hands again before returning to service	Y	N	Y	N	Y

Points: 10 possible

Min. Points Required: 7 points

Time Allotted: 20 minutes

Minimum Points to Pass: 36 points

Total Points Possible: 44 Points

After all candidates are finished: This completes the hands-on practical examination. Please clean up your workstation and take all supplies with you. Your examination score will be emailed to you 7-10 business days. Information regarding the theory examination will be emailed to you when available.