

**Meeting Agenda**  
**SOUTH DAKOTA COSMETOLOGY COMMISSION**  
123 W. Missouri Ave, Pierre, SD  
February 9, 2018 8:30 a.m. CST

To join the meeting via conference call:  
Dial: (866) 410-8397 • Conference Code: 5816742095

- A. Call to Order ..... Tammy Ugofsky
- B. Roll Call ..... Crystal Carlson
- C. Approval of Agenda ..... Tammy Ugofsky
- D. November 17, 2017 Meeting Minutes ..... Crystal Carlson
- E. Treasurer's Report..... Crystal Carlson
- F. Executive Director's Report ..... Kate Boyd  
    Agreed Upon Procedures Report of Revenues for FY 2017 from Lamfers & Maas
- G. Disciplinary Actions..... Violations Committee
  - 1. Case P-2017
  - 2. Case R-2017
  - 3. Case S-2017
  - 4. Lapsed Case 14-2017
  - 5. Lapsed Case 15-2017
  - 6. Lapsed Case 16-2017
  - 7. Lapsed Case 20-2017
  - 8. Lapsed Case 21-2017
  - 9. Lapsed Case 23-2017
  - 10. Lapsed Case 26-2017
  - 11. Lapsed Case 27-2017
  - 12. Lapsed Case 28-2017
- H. Cosmetology Inspectors
- I. Special Events - Inspection of licensees who have a booth license solely for purpose of performing services at special events.
- J. Leo Thomas Salon - Status of Apprenticeships
- K. School Requests
  - 1. Stewart School License Renewal Application
  - 2. Headlines Academy
    - Peggy Sprout Request for Waiver of 12 Hours Instructor Continuing Education

L. Administrative Rules Modification Requests

1. Dermaplane Procedures - Request to remove from the list of prohibited procedures  
- Kimberly Landsman
2. Glycolic Acid Peels - Request to modify allowable ph levels - Karma Crane, Stewart School
3. Microdermabrasion Machines - Questions and request from Karma Crane, Stewart School

M. Other Business

N. Upcoming Meeting Dates

1. March 8 & 9, 2018 - State Board Exams - Pierre
2. April 21 & 22, 2018 - NIC All Region Meeting - Charlotte, NC
3. April 27, 2018 - Sioux Falls & Watertown Schools Visits & Commission Meeting
4. April 28, 2018 - State Board Exams - Watertown

O. **ADJOURN**

*Individuals needing assistance, pursuant to the Americans with Disabilities Act, should contact the Cosmetology Commission (605/773-6193) at least 48-hours before convening to make any necessary arrangements.*

**Meeting Minutes**  
**SOUTH DAKOTA COSMETOLOGY COMMISSION**  
123 W Missouri Ave, Pierre, South Dakota  
November 17, 2017 CST

**Thursday, September 21, 2017**

President Tammy Ugofsky called the meeting to order at 8:35 am.

President Ugofsky announced that Commission member Lori Berreth resigned from the Commission in October, 2017.

Secretary-Treasurer Crystal Carlson read the roll and a quorum was established.

**Members Present:** Laurie Brandner  
Crystal Carlson  
Tammy Ugofsky

**Members Absent:** Lori Little

**Others Present:** Kate Boyd, Executive Director  
Kelsey Skoglund, Commission staff member  
Graham Oey, Staff Attorney, Department of Labor & Regulation  
Emily Ward, Department of Labor & Regulation  
Director of Administrative Services  
Tami Stokes, Cosmetologist  
Meagan Williams, Revive Day Spa  
Tara Mortland, Revive Day Spa  
Cricket Rick, Headlines Academy  
Nicole Finch Headlines Academy  
Angela Taylor, Stewart School, via phone

Tammy Ugofsky made a motion to approve the agenda as presented. Laurie Brander seconded the motion. **MOTION PASSED.**

Crystal Carlson made a motion to approve the September 21 & 22, 2017 meeting minutes. Laurie Brander seconded the motion. **MOTION PASSED.**

Secretary-Treasurer Crystal Carlson reported that as of October 31, 2017 the available budget was \$163,648 and the cash center balance was \$196,674.

Department of Labor & Regulation Director of Administrative Services, Emily Ward, was present to provide a verbal explanation of the various documents contained in the monthly financial report.

The Executive Directors Report had been included as a part of the meeting packets that were mailed. Tammy Ugofsky referred to the KELO news report that was included in the report. She

commented that some of the statements that the reporter attributed to her were not things that she actually said.

Case L-2017- Crystal Carlson made a motion to approve the Consent Agreement for Case L-2017 with the following terms:

- a. Tuan Nguyen license, Lic. #NT-11469, will be suspended for a period of 7 days, but will be immediately reinstated with the 7 days being held in abeyance; Tuan Nguyen's license will have no active suspension.
- b. The 7 days of suspension for his license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
  - 1) Mr. Nguyen will comply with all laws and regulations relating to his profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this Agreement;
- c. Cobe Nails Salon license, Lic. #NS-07613, will be suspended for a period of 7 days, but will be immediately reinstated with the 7 days being held in abeyance; Cobe Nails Salon license will have no active suspension.
- d. The 7 days of suspension for the salons license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
  - 1) Cobe Nails Salon will comply with all laws and regulations relating to its profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this Agreement;
  - 2) Cobe Nails Salon will be subject to additional inspections for a period of 1 year from the date of execution of this agreement. Mr. Nguyen , as owner of the salon, will make a onetime payment to the Commission for the additional expenses of the inspections in the amount of \$350.00 by December 31, 2017.
  - 3) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$500.00 to be paid prior to December 31, 2017.

Tammy Ugofsky seconded the motion. **MOTION PASSED** with Violations Committee Laurie Brandner abstaining.

Case Q-2017- Crystal Carlson made a motion to dismiss Case Q-2017 for lack of evidence. Tammy Ugofsky seconded the motion. **MOTION PASSED** with Violations Committee Laurie Brandner abstaining.

Lapsed Case 18-2017- Tammy Ugofsky made a motion to approve Lapse Case 18-2017 Consent Agreement with the following terms:

- a. Ms. Erickson's personal license, Lic.#CO-02001, will be suspended for a period of 5 days with 5 days being held in abeyance; Ms. Erickson's license will not actively be suspended.
- b. The 5 days of suspension for her license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
  - 1) Ms. Erickson will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement;
  - 2) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$50.00, as a condition for the immediate reinstatement of her personal license, to be paid prior to March 1, 2018.
- c. Style Masters Salon license, Lic.#CS-00792, will be suspended for a period of 10 days with 10days being held in abeyance; Style Masters Salon's license will not actively be suspended.
- d. The 10 days of suspension for the salon license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
  - 1) Style Masters Salon will comply with all laws and regulations relating to its profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this Agreement;
  - 2) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$150.00, as a condition for the immediate reinstatement of the salon license, to be paid prior to March 1, 2018.

Crystal Carlson seconded the motion. **MOTION PASSED** with Violations Committee Laurie Brandner abstaining.

In response to a request from the Commission at the September 21, 2017 meeting information was provided about the inspectors, their wages and benefits, and what the added expense would be to have inspectors work half-time and what the procedure would be to request additional FTE for inspectors. It was agreed to invite the inspectors to participate in the February 9, 2018 Commission meeting.

At the February 9, 2018 meeting, the inspectors can also give their thoughts on how to deal with booth renters who only have a booth for purposes of complying with the law so that they can perform special events services.

Revive Day Spa in Aberdeen has completed their three-month probation as an apprentice salon. The staff recommendation was to approve moving forward with the two apprenticeships. Tara Mortland and Meagan Williams from Revive Day Spa were present to respond to any questions the Commission may have about their apprenticeship program.

Tammy Ugofsky made a motion to approve the success of the Revive Day Spa three-month apprenticeship probationary period and to allow them to continue with their apprenticeships. Laurie Brandner seconded the motion. **MOTION PASSED.**

There was discussion about the apprentice kits and whether or not the apprentice salon is required to provide all of the kit supplies.

Tammy Ugofsky made a motion to approve the conditional senior instructor licenses requested by Headlines Academy for Kara Ammons, Kirianna Marenchin and Caroline Vettorazzi. Crystal Carlson seconded the motion. **MOTION PASSED.**

Tammy Ugofsky made a motion to approve the conditional senior instructor license requested by Black Hills Beauty College-Rapid City for Mary Ann Rankin. Crystal Carlson seconded the motion. **MOTION PASSED.**

Crystal Carlson made a motion to approve the school license renewal application of Black Hills Beauty College-Rapid City. Tammy Ugofsky seconded the motion. **MOTION PASSED.**

Tammy Ugofsky made a motion to approve the pre-approved provider application for Ramona Reicherts for microdermabrasion. Crystal Carlson seconded the motion. **MOTION PASSED.**

Crystal Carlson made a motion to approve the pre-approved provider application for Ayla Archer for eyelash extensions. Tammy Ugofsky seconded the motion. **MOTION PASSED.**

Tammy Ugofsky requested that the staff review the 2018 State Board Exam and Commission meeting calendar and try to schedule these for the same time whenever possible.

Crystal Carlson made a motion to adjourn. Tammy Ugofsky seconded the motion. **MOTION PASSED.**

The meeting was adjourned at 10:20 am.

Respectfully submitted,

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Kate Boyd, Executive Director

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Crystal Carlson, Secretary-Treasurer

BUDGET UNIT 1033

AVAILABLE FUNDS  
AS OF: 12/31/2017  
FY YEAR REMAINING: 49.9%  
PAY DAYS REMAINING: 12

MONTHLY

PAGE 1,452

DATE 12/30/2017

Dec. '17

BUDGET UNIT NAME COSMETOLOGY COMMISSION

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	316,243.00	0.00	0.00	30,071.90	174,695.33	111,475.77	180,789.52
BUDGETED TOT	316,243.00	0.00	0.00	30,071.90	174,695.33	111,475.77	
ALL COMP TOT	316,243.00	0.00	0.00	30,071.90	174,695.33	111,475.77	

TOTAL BUDGETED:

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101 EMPLOYEE SALARIES	142,785.00	0.00	0.00	14,298.49	87,116.20	55,668.80	39.0
5102 EMPLOYEE BENEFITS	49,184.00	0.00	0.00	3,891.78	23,724.41	25,459.59	51.8
5203 TRAVEL	40,074.00	0.00	0.00	1,263.86	23,290.86	16,783.14	41.9
5204 CONTRACTUAL SVCS	73,719.00	0.00	30,071.90	7,324.08	33,538.14	10,108.96	13.7
5205 SUPPLIES & MATRLS	10,481.00	0.00	0.00	1,171.67	7,025.72	3,455.28	33.0
TOTALS	316,243.00	0.00	30,071.90	27,949.88	174,695.33	111,475.77	35.3

BREAKOUT BY COMPANY:

COMPANY	PROFESSIONAL & LICENSING BOARDS	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101000 EMPLOYEE SALARIES	142,785.00	0.00	0.00	0.00	14,298.49	87,116.20	55,668.80	39.0
5102000 EMPLOYEE BENEFITS	49,184.00	0.00	0.00	0.00	3,891.78	23,724.41	25,459.59	51.8
5203000 TRAVEL	40,074.00	0.00	0.00	0.00	1,263.86	23,290.86	16,783.14	41.9
5204000 CONTRACTUAL SVCS	73,719.00	0.00	30,071.90	0.00	7,324.08	33,538.14	10,108.96	13.7
5205000 SUPPLIES & MATRLS	10,481.00	0.00	0.00	0.00	1,171.67	7,025.72	3,455.28	33.0
PS SUBTOTALS	191,969.00	0.00	0.00	0.00	18,190.27	110,840.61	81,128.39	42.3
OE SUBTOTALS	124,274.00	0.00	30,071.90	30,071.90	9,759.61	63,854.72	30,347.38	24.4
COMPANY 6503-I TOT	316,243.00	0.00	30,071.90	30,071.90	27,949.88	174,695.33	111,475.77	35.3

AGENCY: 10 LABOR & REGULATION  
BUDGET UNIT: 1033 COSMETOLOGY COMMISSION

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	180,789.52	DR	
COMPANY/SOURCE TOTAL 6503 618			180,789.52	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			180,789.52	DR **	
BUDGET UNIT TOTAL 1033			180,789.52	DR ***	

180,789.52



STATE OF SOUTH DAKOTA  
 REVENUE SUMMARY BY BUDGET UNIT  
 FOR PERIOD ENDING: 12/31/2017

AGENCY BUDGET UNIT	10 1033	LABOR & REGULATION COSMETOLOGY COMMISSION				
CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
COMPANY NO 6503 COMPANY NAME PROFESSIONAL & LICENSING BOARDS						
103300061806	6503	4293901	COS-OPERATOR/MANAGER	*3,090.00	56,155.00	*
103300061806	6503	4293969	COS-SALONS LICENSE	3,310.00 •	26,740.00	
103300061806	6503	4293970	COS-INSTRUCTORS LIC	155.00 •	775.00	
103300061806	6503	4293971	COS-STUDENTS/APPRENTICES	198.00 •	1,282.00	*
103300061806	6503	4293972	COS-PERMITTS	1,992.00 •	12,558.00	*
103300061806	6503	4293973	COS-SCHOOL LICENSE	.00	900.00	
103300061806	6503	4293984	COS-RECIPROCITY/CERTIF	560.00 •	4,420.00	*
ACCT: 4293			BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	9,305.00	102,830.00	*
ACCT: 42			LICENSES, PERMITTS & FEES	9,305.00	102,830.00	**
103300061806	6503	4393903	COS-PENALTY'S	*11,410.00	23,115.00	*
ACCT: 4393			PENALTIES (NON-GOVERNMENTAL)	*11,410.00	23,115.00	*
ACCT: 43			FINES, FORFEITS & PENALTIES	*11,410.00	23,115.00	**
103300061806	6503	4896004	COS-EDUCATION COURSE COST	200.00 •	1,320.00	
103300061806	6503	4896007	COS-NATL EXAM TEST COST	1,160.00 •	9,900.00	
103300061806	6503	4896020	MISCELLANEOUS INCOME	200.00 •	419.00	*
ACCT: 4896			OTHER REVENUE	1,560.00	11,639.00	**
ACCT: 48			NONOPERATING REVENUES	.00	2,909.35	*
103300061806	6503	4920045	NONOPERATING REVENUE	.00	2,909.35	*
ACCT: 4920			OTHER REVENUE	.00	2,909.35	**
ACCT: 49			NONOPERATING REVENUE	22,275.00	140,493.35	***
CNTR: 103300061806				22,275.00	140,493.35	****
COMP: 6503				22,275.00	140,493.35	*****
B UNIT: 1033				22,275.00	140,493.35	*****

BAFD02MJ 12/30/2017

STATE OF SOUTH DAKOTA  
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT  
FOR PERIOD ENDING: 12/31/2017

AGENCY 10 LABOR & REGULATION  
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
6503	103300061806	4293901	C108CC028	12/13/2017	312042	12/08/2017	1,465.00	DR
6503	103300061806	4293901	C108CC028	12/13/2017	312042	12/08/2017	1,465.00	DR
6503	103300061806	4293969	C108CC028	12/13/2017	312042	12/08/2017	1,015.00	DR
6503	103300061806	4293971	C108CC028	12/13/2017	312042	12/08/2017	1,015.00	DR
6503	103300061806	4293971	C108CC028	12/13/2017	312042	12/08/2017	108.00	DR
6503	103300061806	4293972	C108CC028	12/13/2017	312042	12/08/2017	108.00	DR
6503	103300061806	4293972	C108CC028	12/13/2017	312042	12/08/2017	498.00	DR
6503	103300061806	4293972	C108CC028	12/13/2017	312042	12/08/2017	498.00	DR
6503	103300061806	4293971	C108CC027	12/06/2017	312042	12/01/2017	1,710.00	DR
6503	103300061806	4293901	C108CC027	12/06/2017	312042	12/01/2017	1,710.00	DR
6503	103300061806	4293969	C108CC027	12/06/2017	312042	12/01/2017	1,710.00	CR
6503	103300061806	4293970	C108CC027	12/06/2017	312042	12/01/2017	1,015.00	CR
6503	103300061806	4293971	C108CC027	12/06/2017	312042	12/01/2017	25.00	CR
6503	103300061806	4293972	C108CC027	12/06/2017	312042	12/01/2017	24.00	CR
6503	103300061806	4293984	C108CC027	12/06/2017	312042	12/01/2017	264.00	CR
6503	103300061806	4293901	C108CC028	12/13/2017	312545	12/08/2017	100.00	CR
6503	103300061806	4293901	C108CC028	12/13/2017	312545	12/08/2017	1,465.00	DR
6503	103300061806	4293901	C108CC028	12/13/2017	312545	12/08/2017	1,465.00	CR
6503	103300061806	4293969	C108CC028	12/13/2017	312545	12/08/2017	1,015.00	CR
6503	103300061806	4293971	C108CC028	12/13/2017	312545	12/08/2017	1,015.00	CR
6503	103300061806	4293972	C108CC028	12/13/2017	312545	12/08/2017	108.00	CR
6503	103300061806	4293971	C108CC029	12/13/2017	313128	12/08/2017	498.00	CR
6503	103300061806	4293972	C108CC029	12/13/2017	313128	12/08/2017	498.00	CR
6503	103300061806	4293901	C108CC029	12/15/2017	313128	12/15/2017	1,420.00	DR
6503	103300061806	4293901	C108CC029	12/15/2017	313128	12/15/2017	1,420.00	CR
6503	103300061806	4293969	C108CC029	12/15/2017	313128	12/15/2017	735.00	CR
6503	103300061806	4293971	C108CC029	12/15/2017	313128	12/15/2017	66.00	CR
6503	103300061806	4293972	C108CC029	12/15/2017	313128	12/15/2017	198.00	CR
6503	103300061806	4293984	C108CC029	12/15/2017	313128	12/15/2017	220.00	CR
6503	103300061806	4293901	C108CC030	12/27/2017	313770	12/18/2017	1,665.00	DR
6503	103300061806	4293901	C108CC030	12/27/2017	313770	12/18/2017	1,665.00	CR
6503	103300061806	4293971	C108CC030	12/27/2017	313770	12/18/2017	12.00	CR
6503	103300061806	4293972	C108CC030	12/27/2017	313770	12/18/2017	12.00	CR
6503	103300061806	4293984	C108CC030	12/27/2017	313770	12/18/2017	120.00	CR
6503	103300061806	4293901	C108CC031	12/20/2017	313491	12/18/2017	3,530.00	DR
6503	103300061806	4293901	C108CC031	12/20/2017	313491	12/18/2017	3,530.00	CR
6503	103300061806	4293969	C108CC031	12/20/2017	313491	12/18/2017	1,180.00	CR
6503	103300061806	4293970	C108CC031	12/20/2017	313491	12/18/2017	1,180.00	CR
6503	103300061806	4293971	C108CC031	12/20/2017	313491	12/18/2017	1,020.00	DR
6503	103300061806	4293972	C108CC031	12/20/2017	313491	12/18/2017	1,020.00	DR
6503	103300061806	4293984	C108CC031	12/20/2017	313491	12/18/2017	20.00	DR
6503	103300061806	4293984	C108CC031	12/20/2017	313491	12/18/2017	20.00	DR
6503	103300061806	4293971	C108CC031	12/20/2017	313491	12/18/2017	140.00	CR
6503	103300061806	4293984	C108CC031	12/20/2017	313491	12/18/2017	140.00	CR
6503	103300061806	4293901	C108-048	12/27/2017	313491	12/27/2017	6,600.00	DR

BAIE02MJ 12/30/2017

STATE OF SOUTH DAKOTA  
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT  
FOR PERIOD ENDING: 12/31/2017

AGENCY 10 LABOR & REGULATION  
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
6503	103300061806	4293969	12/27/2017		12/27/2017	1,300.00	DR
6503	103300061806	4293970	12/27/2017		12/27/2017	20.00	DR
6503	103300061806	4293901	01/01/2018	R6RC0963	12/21/2017	100.00	DR
6503	103300061806	4293901	01/01/2018	R6RC0963	12/21/2017	100.00	DR
6503	103300061806	4293901	01/01/2018	R6RC0963	12/21/2017	100.00	DR

TOTAL ACCOUNT GROUP NET CHANGE

9,305.00 CR \*

COMP CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
6503	103300061806	4393903	12/13/2017		12/08/2017	1,040.00	DR
6503	103300061806	4393903	12/13/2017		12/08/2017	1,040.00	DR
6503	103300061806	4393903	12/06/2017	312042	12/01/2017	470.00	CR
6503	103300061806	4393903	12/13/2017	312545	12/08/2017	1,040.00	CR
6503	103300061806	4393903	12/15/2017	313128	12/15/2017	480.00	CR
6503	103300061806	4393903	12/27/2017	313770	12/18/2017	520.00	CR
6503	103300061806	4393903	12/20/2017	313491	12/18/2017	1,050.00	CR
6503	103300061806	4393903	12/27/2017		12/27/2017	7,920.00	CR
6503	103300061806	4393903	01/01/2018	R6RC0963	12/21/2017	80.00	DR

TOTAL ACCOUNT GROUP NET CHANGE

11,410.00 CR \*

COMP CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
6503	103300061806	4896007	12/13/2017		12/08/2017	360.00	DR
6503	103300061806	4896007	12/13/2017		12/08/2017	360.00	DR
6503	103300061806	4896007	12/06/2017	312042	12/01/2017	200.00	CR
6503	103300061806	4896007	12/13/2017	312545	12/08/2017	360.00	CR
6503	103300061806	4896004	12/15/2017	313128	12/15/2017	200.00	CR
6503	103300061806	4896020	12/15/2017	313128	12/15/2017	200.00	CR
6503	103300061806	4896007	12/27/2017	313770	12/18/2017	80.00	CR

TOTAL ACCOUNT GROUP NET CHANGE

1,560.00 CR \*

COMP CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
6503	103300061806	52053100	12/13/2017		12/04/2017	916.63	DR
6503	103300061806	52049600	12/08/2017	MC3499	12/08/2017	131.40	DR
6503	103300061806	52049600	12/08/2017	MC3499	12/08/2017	131.40	DR
6503	103300061806	52049600	12/08/2017	MC3499	12/08/2017	131.40	CR
6503	103300061806	52049600	12/08/2017	MC3498	12/08/2017	131.45	DR
6503	103300061806	52049600	12/08/2017	MC3498	12/08/2017	131.45	DR
6503	103300061806	52049600	12/08/2017	MC3498	12/08/2017	131.45	DR
6503	103300061806	52049600	12/08/2017	MC3498	12/08/2017	131.45	DR
6503	103300061806	52049600	12/15/2017	MC3522	12/15/2017	228.13	DR
6503	103300061806	52049600	12/15/2017	MC3522	12/15/2017	228.13	CR
6503	103300061806	52049600	12/15/2017	MC3523	12/15/2017	67.50	DR
6503	103300061806	52049600	12/15/2017	MC3523	12/15/2017	67.50	DR
6503	103300061806	52049600	12/15/2017	MC3523	12/15/2017	67.50	CR
6503	103300061806	52049600	12/15/2017	MC3523	12/15/2017	67.50	DR
6503	103300061806	52049600	12/15/2017	MC3524	12/15/2017	67.50	DR
6503	103300061806	52049600	12/15/2017	MC3524	12/15/2017	67.50	CR
6503	103300061806	52049600	12/20/2017	MC3532	12/04/2017	224.49	DR
6503	103300061806	52049600	12/20/2017	MC3532	12/04/2017	224.49	DR

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STATE OF SOUTH DAKOTA  
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT  
FOR PERIOD ENDING: 12/31/2017

AGENCY 10 LABOR & REGULATION  
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
6503	103300061806	52049600	D108CC008	12/20/2017	MC3532	12/04/2017	224.49	CR
6503	103300061806	52042000	FM809074	12/13/2017		12/13/2017	1,572.68	DR
6503	103300061806	52042000	PL810057	12/06/2017		12/06/2017	129.63	DR
6503	103300061806	52042000	PL811059	12/13/2017		12/05/2017	449.91	DR
6503	103300061806	52045300	TL811052	01/01/2018		12/29/2017	201.61	DR
6503	103300061806	52041600	TR810013	12/06/2017		12/06/2017	153.00	DR
6503	103300061806	5228000	T108-033	12/22/2017		12/22/2017	1,306.02	DR
6503	103300061806	5228000	T108-054	12/13/2017		12/07/2017	997.03	DR
TOTAL ACCOUNT GROUP NET CHANGE								
							6,576.98	DR *
6503	103300061806	82044900	REALIES/COSMRTT17	12/27/2017	309289	12/25/2017	1,041.75	CR
6503	103300061806	82049600	18SC100002 971	12/20/2017	18SC1000002	12/18/2017	645.00	CR
6503	103300061806	82041900	18SC100003 264	12/20/2017	18SC1000003	12/18/2017	490.20	CR
TOTAL ACCOUNT GROUP NET CHANGE								
							2,176.95	CR *
TOTAL COMPANY--NET CHANGE								
							17,874.97	CR **

STATE OF SOUTH DAKOTA  
MONTHLY EXPENDITURE REPORT  
FOR PERIOD ENDING: 12/31/2017

AGENCY BUDGET CENTER-5	UNIT 1033	LABOR & REGULATION COSMETOLOGY COMMISSION	10330	COSMETOLOGY COMMISSION	COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JY APPL OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
COMPANY NO 6503 COMPANY NAME PROFESSIONAL & LICENSING BOARDS															
6503	103300061806	51010100		CSEX171129					12/01/2017					4,103.33	DR
6503	103300061806	51010100		CSEX171213					12/15/2017					3,761.17	DR
OBJSUB: 5101010 F-T EMP SAL & WAGES															
6503	103300061806	51010200		CSEX171129					12/01/2017					7,864.50	DR *
6503	103300061806	51010200		CSEX171213					12/15/2017					2,670.85	DR
OBJSUB: 5101020 P-T/TEMP EMP SAL & WAGES															
6503	103300061806	51010300		CSEX171213					12/15/2017					6,313.99	DR *
OBJSUB: 5101030 BOARD & COMM MERS FEES															
OBJECT: 5101 EMPLOYEE SALARIES															
6503	103300061806	51020100		CSEX171129					12/01/2017					120.00	DR *
6503	103300061806	51020100		CSEX171205					12/06/2017					14,298.49	DR **
6503	103300061806	51020100		CSEX171213					12/15/2017					506.54	DR
OBJSUB: 5102010 OASI-EMPLOYER'S SHARE															
6503	103300061806	51020200		CSEX171129					12/01/2017					1,076.44	DR *
6503	103300061806	51020200		CSEX171213					12/15/2017					284.72	DR
OBJSUB: 5102020 RETIREMENT-ER SHARE															
6503	103300061806	51020600		CSEX171129					12/01/2017					547.35	DR *
6503	103300061806	51020600		CSEX171213					12/15/2017					1,139.77	DR
OBJSUB: 5102060 HEALTH/LIFE INS.-ER SHARE															
6503	103300061806	51020800		CSEX171129					12/01/2017					2,237.52	DR *
6503	103300061806	51020800		CSEX171213					12/15/2017					11.50	DR
OBJSUB: 5102080 WORKER'S COMPENSATION															
6503	103300061806	51020900		CSEX171129					12/01/2017					24.09	DR *
6503	103300061806	51020900		CSEX171213					12/15/2017					3.05	DR
OBJSUB: 5102090 UNEMPLOYMENT COMPENSATION															
OBJECT: 5102 EMPLOYEE BENEFITS															
GROUP: 51 PERSONAL SERVICES															
6503	103300061806	52030300		CSEX171205					12/06/2017					3,891.78	DR **
6503	103300061806	52030300		CSEX171205					12/06/2017					18,190.27	DR ***
6503	103300061806	52030300		CSEX171205					12/06/2017					397.32	DR
6503	103300061806	52030300		CSEX171207					12/08/2017					236.46	DR
6503	103300061806	52030300		CSEX171207					12/08/2017					228.48	DR
6503	103300061806	52030300		CSEX171207					12/08/2017					201.60	DR
OBJSUB: 5203030 AUTO-PRIV (IN-ST.) H/RTE															
6503	103300061806	52031400		CSEX171205					12/06/2017					1,063.86	DR *
OBJSUB: 5203140 TAXABLE MEALS/IN-STATE															
6503	103300061806	52031500		CSEX171205					12/06/2017					66.00	DR *
6503	103300061806	52031500		CSEX171207					12/08/2017					70.00	DR
6503	103300061806	52031500		CSEX171207					12/08/2017					32.00	DR

STATE OF SOUTH DAKOTA  
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AGENCY BUDGET CENTER-5	UNIT 1033	LABOR & REGULATION COSMETOLOGY COMMISSION	COMMISSION	COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
6503	103300061806	52031500	CGEX171207	12/08/2017	406943								32.00	DR
OBJSUB: 5203150 NON-TAXABLE MEALS/IN-ST														
OBJECT: 5203 TRAVEL														
6503	103300061806	52041600	TR810013	12/06/2017									134.00	DR *
OBJSUB: 5204160 WORKSHOP REGISTRATION FEE														
6503	103300061806	52041900	18SCI00003 264	12/27/2017	02232148	SMARTSOFTW	12221150						490.20	DR *
OBJSUB: 5204190 COMPUTER SERVICES-PRIVATE														
6503	103300061806	52042000	PM809074	12/13/2017									490.20	DR *
6503	103300061806	52042000	PL810057	12/06/2017									1,572.68	DR
6503	103300061806	52042000	PL811059	12/13/2017									129.63	DR
OBJSUB: 5204200 CENTRAL SERVICES														
6503	103300061806	52042300	2674174	12/13/2017	02230240	SERVALLUNT	12049672						2,152.22	DR *
OBJSUB: 5204230 JANITORIAL & MAINT SERV														
6503	103300061806	52044900	REHALES/COSMRENT17	12/27/2017	02231540	HYDEHOLDIN	12028880						5.88	DR *
OBJSUB: 5204490 RENTS-PRIVATE OWNED PROP.														
6503	103300061806	52045300	TR811052	01/01/2018	00470109	WESTDUNTFE	12142271						1,041.75	DR *
6503	103300061806	52045300	8381416X11242017	12/22/2017	00466878	ATMOTBLIT	12279233					02	201.61	DR
6503	103300061806	52045300		12/08/2017									8.71	DR
OBJSUB: 5204530 TELECOMMUNICATIONS SRVCS														
6503	103300061806	52045500	1112302	01/01/2018	00470917	ENVIROTECH	12189816						274.94	DR *
OBJSUB: 5204550 GARBAGE & SEWER														
6503	103300061806	52049600	D108CC003	12/08/2017	MC3499								8.62	DR *
6503	103300061806	52049600	D108CC003	12/08/2017	MC3499								131.40	DR
6503	103300061806	52049600	D108CC003	12/08/2017	MC3499								131.40	DR
6503	103300061806	52049600	D108CC004	12/08/2017	MC3498								131.40	CR
6503	103300061806	52049600	D108CC004	12/08/2017	MC3498								131.45	DR
6503	103300061806	52049600	D108CC004	12/08/2017	MC3498								131.45	DR
6503	103300061806	52049600	D108CC005	12/08/2017	MC3522								131.45	CR
6503	103300061806	52049600	D108CC005	12/15/2017	MC3522								228.13	DR
6503	103300061806	52049600	D108CC005	12/15/2017	MC3522								228.13	DR
6503	103300061806	52049600	D108CC006	12/15/2017	MC3523								228.13	CR
6503	103300061806	52049600	D108CC006	12/15/2017	MC3523								67.50	DR
6503	103300061806	52049600	D108CC006	12/15/2017	MC3523								67.50	CR
6503	103300061806	52049600	D108CC007	12/15/2017	MC3524								67.50	DR
6503	103300061806	52049600	D108CC007	12/15/2017	MC3524								67.50	CR
6503	103300061806	52049600	D108CC007	12/15/2017	MC3524								67.50	DR
6503	103300061806	52049600	D108CC008	12/20/2017	MC3532								224.49	DR
6503	103300061806	52049600	D108CC008	12/20/2017	MC3532								224.49	CR
6503	103300061806	52049600	D108CC008	12/20/2017	MC3532								224.49	DR
6503	103300061806	52049600	18SCI00002 971	12/27/2017	00470526	ISOQUALITY	12358629						645.00	DR
6503	103300061806	52049600	5994	12/13/2017	00467379	NATLINTERS	12114840						1,702.00	DR

STATE OF SOUTH DAKOTA  
MONTHLY EXPENDITURE REPORT  
FOR PERIOD ENDING: 12/31/2017

AGENCY	UNIT	10	LABOR & REGULATION	DOCUMENT	POSTING	JY APPL. #	SHORT	VENDOR	VENDOR	AMOUNT	DR/
BUDGET	CENTER	1033	COSMETOLOGY COMMISSION	NUMBER	DATE	OR PAYMENT #	NAME	NUMBER	GROUP		CR
6503	103300061806	52050200	OTHER CONTRACTUAL SERVICE		12/06/2017	02229857	INNOVATIVE	12550348		3,197.47	DR *
6503	103300061806	52050200	CONTRACTUAL SERVICES		12/06/2017	02229857	INNOVATIVE	12550348		7,524.08	DR **
6503	103300061806	52050200	IN1827439		01/01/2018	02232358	INNOVATIVE	12550348		120.59	DR
6503	103300061806	52050200	IN1838157							133.05	DR
6503	103300061806	52053100	OFFICE SUPPLIES		12/13/2017					253.64	DR *
6503	103300061806	52053100	CD811037							916.63	DR
6503	103300061806	52053500	PRINTING-STATE		12/06/2017	406503				1.40	DR *
6503	103300061806	52053500	CGEX171205							1.40	DR
6503	103300061806	52280000	POSTAGE		12/22/2017					1,171.67	DR **
6503	103300061806	52280000	SUPPLIES & MATERIALS		12/13/2017					1,306.02	DR
6503	103300061806	52280000	T108-033							997.03	DR
6503	103300061806	52280000	T108-054							1.40	DR *
6503	103300061806	52280000	OPER TRANS OUT -NON BUDGT							2,303.05	DR *
6503	103300061806	52280000	NONOP EXP/NONBUDT OP TR							2,303.05	DR **
6503	103300061806	52280000	OPERATING EXPENSES							12,062.66	DR ***
6503	103300061806	52280000								30,252.93	DR ****
6503	103300061806	52280000								30,252.93	DR *****
6503	103300061806	52280000								30,252.93	DR *****

STATE OF SOUTH DAKOTA  
 MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT  
 FOR PERIOD ENDING: 12/31/2017

AGENCY BUDGET CENTER	UNIT	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
103300061806	10	6503	51010100	F-T EMP SAL & WAGES	7,864.50	48,172.68
103300061806	1033	6503	51012200	F-T/TEMP EMP SAL & WAGES	6,313.99	35,223.52
103300061806	10330	6503	51010300	BOARD & COMM MBRS FEES	120.00	3,720.00
ACCT: 5101				EMPLOYEE SALARIES	14,298.49	87,116.20
103300061806	6503	6503	51020100	OASI-EMPLOYER'S SHARE	1,076.44	6,619.02
103300061806	6503	6503	51020200	RETIREMENT-ER SHARE	547.35	3,365.36
103300061806	6503	6503	51020600	HEALTH/LIFE INS.-ER SHARE	2,237.52	13,560.63
103300061806	6503	6503	51020800	WORKER'S COMPENSATION	24.09	141.87
103300061806	6503	6503	51020900	UNEMPLOYMENT COMPENSATION	6.38	37.53
ACCT: 5102				EMPLOYEE BENEFITS	3,891.78	23,724.41
ACCT: 51				PERSONAL SERVICES	18,190.27	110,840.61
103300061806	6503	6503	52030100	AUTO-STATE OWNED-IN STATE	.00	258.75
103300061806	6503	6503	52030300	AUTO-PRIV (IN-ST.) H/RTE	1,063.86	11,695.74
103300061806	6503	6503	52031000	LODGING/IN-STATE	.00	2,286.55
103300061806	6503	6503	52031400	TAXABLE MEALS/IN-STATE	66.00	1,197.00
103300061806	6503	6503	52031500	NON-TAXABLE MEALS/IN-STATE	134.00	1,612.00
103300061806	6503	6503	52032200	AUTO-PRIV. (OUT-STATE) L/R	.00	103.04
103300061806	6503	6503	52032300	AUTO-PRIV. (OUT-STATE) H/R	.00	299.04
103300061806	6503	6503	52032600	AIR-COMM-OUT-OF-STATE	.00	2,430.88
103300061806	6503	6503	52033000	LODGING/OUT-OF-STATE	.00	2,623.86
103300061806	6503	6503	52033200	INCIDENTALS-OUT-OF-STATE	.00	306.00
103300061806	6503	6503	52033500	NON-TAXABLE MEALS/OUT-ST	.00	478.00
ACCT: 5203				TRAVEL	1,263.86	23,290.86
103300061806	6503	6503	52041600	WORKSHOP REGISTRATION FEE	153.00	4,799.08
103300061806	6503	6503	52041800	COMPUTER SERVICES-STATE	.00	2,051.25
103300061806	6503	6503	52041810	BIT DEVELOPMENT COSTS	.00	131.10
103300061806	6503	6503	52041900	COMPUTER SERVICES-PRIVATE	490.20	3,294.00
103300061806	6503	6503	52042000	CENTRAL SERVICES	2,152.22	5,094.18
103300061806	6503	6503	52042300	JANITORIAL & MAINT SERV	5.88	35.31
103300061806	6503	6503	52044900	RENDS-PRIVATE OWNED PROP.	1,041.75	6,250.50
103300061806	6503	6503	52045300	TELECOMMUNICATIONS SRVCS	274.94	1,369.11
103300061806	6503	6503	52045400	ELECTRICITY	.00	638.42
103300061806	6503	6503	52045500	GARAGE & SEWER	8.62	50.27
103300061806	6503	6503	52049600	OTHER CONTRACTUAL SERVICE	3,197.47	9,824.92
ACCT: 5204				CONTRACTUAL SERVICES	7,324.08	33,538.14
103300061806	6503	6503	52050200	OFFICE SUPPLIES	253.64	709.40
103300061806	6503	6503	52050280	OFFICE SUPPLIES	.00	290.52
103300061806	6503	6503	52053100	PRINTING-STATE	916.63	2,568.14
103300061806	6503	6503	52053500	POSTAGE	1.40	2,923.21
103300061806	6503	6503	5205180	HEATING & COOKING FUELS	.00	50.85
103300061806	6503	6503	52059800	PROC CARD PURCH-APPROVED	.00	483.60



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STATE OF SOUTH DAKOTA  
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT  
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AGENCY BUDGET CENTER	UNIT	1033	10330	LABOR & REGULATION COSMETOLOGY COMMISSION COSMETOLOGY COMMISSION	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
5205	6503	5228000		SUPPLIES & MATERIALS		OPER TRANS OUT -NON BUDGT	1,171.67	7,025.72	*
5228				NONOP EXP/NONBGTD OP TR			2,303.05	5,453.14	*
52				OPERATING EXPENSES			12,062.66	69,307.86	**
COMP: 6503 PROFESSIONAL & LICENSING BOARDS							30,252.93	180,148.47	***
CENTER: 103300061806							30,252.93	180,148.47	****
B UNIT: 1033							30,252.93	180,148.47	*****

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BUDGET UNIT 1033  
BUDGET UNIT NAME COSMETOLOGY COMMISSION  
AVAILABLE FUNDS AS OF: 11/30/2017  
FY YEAR REMAINING: 58.4%  
PAY DAYS REMAINING: 14  
MONTHLY  
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COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	316,243.00	0.00	0.00	32,248.85	146,745.45	137,248.70	188,449.78
BUDGETED TOT	316,243.00	0.00	0.00	32,248.85	146,745.45	137,248.70	
ALT COMP TOT	316,243.00	0.00	0.00	32,248.85	146,745.45	137,248.70	

TOTAL BUDGETED:

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVAIL
5101 EMPLOYEE SALARIES	142,785.00	0.00	0.00	16,015.30	72,817.71	69,967.29	49.0
5102 EMPLOYEE BENEFITS	49,184.00	0.00	0.00	4,167.49	19,832.63	29,351.37	59.7
5203 TRAVEL	40,074.00	0.00	0.00	4,142.55	22,027.00	18,047.00	45.0
5204 CONTRACTUAL SVCS	73,719.00	0.00	32,248.85	4,474.27	26,214.06	15,256.09	20.7
5205 SUPPLIES & MATRIS	10,481.00	0.00	0.00	772.34	5,854.05	4,626.95	44.1
TOTALS	316,243.00	0.00	32,248.85	29,571.95	146,745.45	137,248.70	43.4

BREAKOUT BY COMPANY:

COMPANY	PROFESSIONAL & LICENSING BOARDS	PS SUBTOTALS	OE SUBTOTALS	TOT
5101000	EMPLOYEE SALARIES	142,785.00	191,969.00	334,754.00
5102000	EMPLOYEE BENEFITS	49,184.00	124,274.00	173,458.00
5203000	TRAVEL	40,074.00	0.00	40,074.00
5204000	CONTRACTUAL SVCS	73,719.00	0.00	73,719.00
5205000	SUPPLIES & MATRIS	10,481.00	0.00	10,481.00
	PS SUBTOTALS	191,969.00	0.00	191,969.00
	OE SUBTOTALS	124,274.00	32,248.85	156,522.85
	COMPANY 6503-I	TOT	32,248.85	316,243.00

137,248.70

COMPANY	PROFESSIONAL & LICENSING BOARDS	PS SUBTOTALS	OE SUBTOTALS	TOT
5101000	EMPLOYEE SALARIES	142,785.00	191,969.00	334,754.00
5102000	EMPLOYEE BENEFITS	49,184.00	124,274.00	173,458.00
5203000	TRAVEL	40,074.00	0.00	40,074.00
5204000	CONTRACTUAL SVCS	73,719.00	0.00	73,719.00
5205000	SUPPLIES & MATRIS	10,481.00	0.00	10,481.00
	PS SUBTOTALS	191,969.00	0.00	191,969.00
	OE SUBTOTALS	124,274.00	32,248.85	156,522.85
	COMPANY 6503-I	TOT	32,248.85	316,243.00

AGENCY: 10 LABOR & REGULATION  
BUDGET UNIT: 1033 COSMETOLOGY COMMISSION

COMPANY	CENTER	ACCOUNT
6503	103300061806	1140000
COMPANY/SOURCE TOTAL 6503 618		
COMP/BUDG UNIT TOTAL 6503 1033		
BUDGET UNIT TOTAL 1033		

BALANCE	DR/CR
188,739.78	DR
188,739.78	DR *
188,739.78	DR **
188,739.78	DR ***

CENTER DESCRIPTION  
COSMETOLOGY COMMISSION

STATE OF SOUTH DAKOTA  
CASH CENTER BALANCES  
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STATE OF SOUTH DAKOTA  
REVENUE SUMMARY BY BUDGET UNIT  
FOR PERIOD ENDING: 11/30/2017

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AGENCY BUDGET CENTER	UNIT	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
AGENCY BUDGET CENTER UNIT 1033 LABOR & REGULATION COSMETOLOGY COMMISSION							
COMPANY NAME 6503 PROFESSIONAL & LICENSING BOARDS							
103300061806	6503	4293901		COS-OPERATOR/MANAGER	9,515.00	53,065.00	
103300061806	6503	4293969		COS-SALONS LICENSE	4,475.00	23,430.00	
103300061806	6503	4293970		COS-INSTRUCTORS LIC	95.00	620.00	
103300061806	6503	4293971		COS-STUDENTS/APPRENTICES	78.00	1,084.00	
103300061806	6503	4293972		COS-PERMITS	2,070.00	10,566.00	
103300061806	6503	4293973		COS-SCHOOL LICENSE	300.00	900.00	
103300061806	6503	4293984		COS-RECIPROCIITY/CERTIF	180.00	3,860.00	
ACCT: 4293				BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	16,713.00	93,525.00	*
ACCT: 42				LICENSES, PERMITS & FEES	16,713.00	93,525.00	**
103300061806	6503	4393903		COS-PENALTY'S	3,230.00	11,705.00	
ACCT: 4393				PENALTIES (NON-GOVERNMENTAL)	3,230.00	11,705.00	*
ACCT: 43				FINES, FORFEITS & PENALTIES	3,230.00	11,705.00	**
103300061806	6503	4896004		COS-EDUCATION COURSE COST	50.00	1,120.00	
103300061806	6503	4896007		COS-NATL EXAM TEST COST	2,320.00	8,740.00	
103300061806	6503	4896020		MISCELLANEOUS INCOME	.00	219.00	
ACCT: 4896				OTHER REVENUE	2,370.00	10,079.00	*
ACCT: 48				OTHER REVENUE	2,370.00	10,079.00	**
103300061806	6503	4920045		NONOPERATING REVENUES	.00	2,909.35	
ACCT: 4920				NONOPERATING REVENUE	.00	2,909.35	*
ACCT: 49				OTHER REVENUE	.00	2,909.35	**
CNTR: 103300061806					22,313.00	118,218.35	***
COMP: 6503					22,313.00	118,218.35	***
B UNIT: 1033					22,313.00	118,218.35	*****

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AGENCY 10 LABOR & REGULATION  
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR	CR
COMPANY NO 6503 COMPANY NAME PROFESSIONAL & LICENSING BOARDS									
6503	103300061806	42939901	C108CC022	11/03/2017	309773	11/03/2017	890.00	DR	
6503	103300061806	42939901	C108CC022	11/03/2017	309773	11/03/2017	890.00	CR	
6503	103300061806	42939901	C108CC022	11/03/2017	309773	11/03/2017	880.00	CR	
6503	103300061806	42939901	C108CC022	11/03/2017	309773	11/03/2017	875.00	CR	
6503	103300061806	42939972	C108CC022	11/03/2017	309773	11/03/2017	6.00	CR	
6503	103300061806	42939972	C108CC022	11/03/2017	309773	11/03/2017	318.00	CR	
6503	103300061806	4293984	C108CC022	11/03/2017	309773	11/03/2017	120.00	CR	
6503	103300061806	42939901	C108CC023	11/10/2017	310276	11/09/2017	1,560.00	DR	
6503	103300061806	42939901	C108CC023	11/10/2017	310276	11/09/2017	1,560.00	CR	
6503	103300061806	42939901	C108CC023	11/10/2017	310276	11/09/2017	1,560.00	CR	
6503	103300061806	42939969	C108CC023	11/10/2017	310276	11/09/2017	560.00	CR	
6503	103300061806	42939971	C108CC023	11/10/2017	310276	11/09/2017	72.00	CR	
6503	103300061806	42939972	C108CC023	11/10/2017	310276	11/09/2017	204.00	CR	
6503	103300061806	42939984	C108CC023	11/10/2017	310276	11/09/2017	40.00	CR	
6503	103300061806	42939901	C108CC024	11/17/2017	310940	11/17/2017	1,475.00	DR	
6503	103300061806	42939901	C108CC024	11/17/2017	310940	11/17/2017	1,475.00	CR	
6503	103300061806	42939901	C108CC024	11/17/2017	310940	11/17/2017	1,735.00	CR	
6503	103300061806	42939969	C108CC024	11/17/2017	310940	11/17/2017	25.00	CR	
6503	103300061806	42939972	C108CC024	11/17/2017	310940	11/17/2017	150.00	CR	
6503	103300061806	42939901	C108CC025	11/28/2017	311388	11/22/2017	620.00	DR	
6503	103300061806	42939901	C108CC025	11/28/2017	311388	11/22/2017	620.00	CR	
6503	103300061806	42939969	C108CC025	11/28/2017	311388	11/22/2017	490.00	CR	
6503	103300061806	42939972	C108CC025	11/28/2017	311388	11/22/2017	78.00	CR	
6503	103300061806	42939973	C108CC025	11/28/2017	311388	11/22/2017	300.00	CR	
6503	103300061806	42939901	C108CC026	11/28/2017	311434	11/22/2017	4,980.00	DR	
6503	103300061806	42939901	C108CC026	11/28/2017	311434	11/22/2017	4,980.00	CR	
6503	103300061806	42939969	C108CC026	11/28/2017	311434	11/22/2017	4,980.00	CR	
6503	103300061806	42939971	C108CC026	11/28/2017	311434	11/22/2017	1,815.00	DR	
6503	103300061806	42939971	C108CC026	11/28/2017	311434	11/22/2017	1,815.00	CR	
6503	103300061806	42939970	C108CC026	11/28/2017	311434	11/22/2017	70.00	DR	
6503	103300061806	42939970	C108CC026	11/28/2017	311434	11/22/2017	70.00	CR	
6503	103300061806	42939972	C108CC026	11/28/2017	311434	11/22/2017	1,320.00	CR	
6503	103300061806	42939984	C108CC026	11/28/2017	311434	11/22/2017	20.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE									
							16,713.00	CR	*
TOTAL ACCOUNT GROUP NET CHANGE									
							3,230.00	CR	*

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COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR	CR
6503	103300061806	4896007	C108CC022	11/03/2017	309773	11/03/2017	160.00	CR	
6503	103300061806	4896004	C108CC023	11/10/2017	310276	11/09/2017	50.00	CR	
6503	103300061806	4896007	C108CC023	11/10/2017	310276	11/09/2017	360.00	CR	
6503	103300061806	4896007	C108CC024	11/17/2017	310940	11/17/2017	1,440.00	CR	
6503	103300061806	4896007	C108CC024	11/17/2017	310940	11/17/2017	200.00	CR	
6503	103300061806	4896007	C108CC025	11/17/2017	311388	11/22/2017	240.00	CR	
6503	103300061806	4896007	R626RC0916	11/10/2017	R6RC0916	11/10/2017	40.00	DR	
6503	103300061806	4896007	R626RC0916	11/10/2017	R6RC0916	11/10/2017	40.00	DR	
6503	103300061806	4896007	R626RC0916	11/10/2017	R6RC0916	11/10/2017	40.00	DR	
6503	103300061806	4896007	R626RC0927	11/24/2017	R6RC0927	11/07/2017	40.00	DR	
6503	103300061806	4896007	R626RC0927	11/24/2017	R6RC0927	11/07/2017	40.00	DR	
6503	103300061806	4896007	R626RC0927	11/24/2017	R6RC0927	11/07/2017	40.00	DR	
TOTAL ACCOUNT GROUP NET CHANGE							2,370.00	CR	*

6503	103300061806	52053100	CD810041	11/08/2017		11/01/2017	104.73	DR	
6503	103300061806	52041800	DP810099	11/17/2017		11/14/2017	417.75	DR	
6503	103300061806	52030100	MP809054	11/08/2017		11/08/2017	81.19	DR	
6503	103300061806	52042000	MP809054	11/08/2017		11/08/2017	81.19	DR	
6503	103300061806	52042000	MP809054	11/08/2017		11/08/2017	81.19	DR	
6503	103300061806	52053500	MS810052	11/17/2017		11/14/2017	616.64	DR	
6503	103300061806	52042000	PL809060	11/08/2017		11/08/2017	507.85	DR	
6503	103300061806	52045300	TL810052	11/10/2017		11/10/2017	155.34	DR	
6503	103300061806	52280000	TL108-044	11/17/2017		11/09/2017	377.70	DR	
TOTAL ACCOUNT GROUP NET CHANGE							2,261.20	DR	*

6503	103300061806	82044900	REALERS/COSMNT17	11/28/2017	309289	11/25/2017	1,041.75	CR	
6503	103300061806	82049600	18SCL00002	11/08/2017	18SCL00002	11/08/2017	1,320.00	CR	
6503	103300061806	82041900	18SCL00003	11/08/2017	18SCL00003	11/06/2017	810.60	CR	
TOTAL ACCOUNT GROUP NET CHANGE							3,172.35	CR	*
TOTAL COMPANY--NET CHANGE							23,224.15	CR	**

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AGENCY UNIT 10 LABOR & REGULATION  
BUDGET UNIT 1033 COSMETOLOGY COMMISSION  
CENTER-5 10330 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPL #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
COMPANY NO 6503 PROFESSIONAL & LICENSING BOARDS										
6503	1033000061806	51010100	CGEX171026	11/01/2017					4,311.24	DR
6503	1033000061806	51010100	CGEX171114	11/17/2017					4,368.17	DR
OBJSUB: 5101010 F-T EMP SAL & WAGES										
6503	1033000061806	51010200	CGEX171026	11/01/2017					8,679.40	DR
6503	1033000061806	51010200	CGEX171114	11/17/2017					3,874.00	DR
OBJSUB: 5101020 P-T/TEMP EMP SAL & WAGES										
6503	1033000061806	51010300	CGEX171026	11/01/2017					6,735.90	DR
6503	1033000061806	51010300	CGEX171114	11/17/2017					180.00	DR
OBJSUB: 5101030 BOARD & COMM MERS FEES										
OBJECT: 5101 EMPLOYEE SALARIES										
6503	1033000061806	51020100	CGEX171026	11/01/2017					600.00	DR
6503	1033000061806	51020100	CGEX171103	11/03/2017					16,015.30	DR
6503	1033000061806	51020100	CGEX171103	11/03/2017					627.73	DR
6503	1033000061806	51020100	CGEX171103	11/03/2017					2,524.18	DR
6503	1033000061806	51020100	CGEX171103	11/03/2017					2,524.18	DR
6503	1033000061806	51020100	CGEX171103	11/03/2017					1,684.48	DR
6503	1033000061806	51020100	CGEX171103	11/03/2017					5,054.48	DR
6503	1033000061806	51020100	CGEX171121	11/24/2017					573.68	DR
6503	1033000061806	51020100	CGEX171121	11/24/2017					4,504.48	DR
6503	1033000061806	51020100	CGEX171130	12/01/2017					2,524.18	DR
OBJSUB: 5102010 OAST-EMPLOYER'S SHARE										
6503	1033000061806	51020200	CGEX171026	11/01/2017					1,224.41	DR
6503	1033000061806	51020200	CGEX171114	11/17/2017					306.79	DR
OBJSUB: 5102020 RETIREMENT-ER SHARE										
6503	1033000061806	51020600	CGEX171026	11/01/2017					610.66	DR
6503	1033000061806	51020600	CGEX171114	11/17/2017					1,165.27	DR
OBJSUB: 5102060 HEALTH/LIFE INS.-ER SHARE										
6503	1033000061806	51020800	CGEX171026	11/01/2017					1,133.86	DR
6503	1033000061806	51020800	CGEX171114	11/17/2017					2,299.13	DR
OBJSUB: 5102080 WORKER'S COMPENSATION										
6503	1033000061806	51020900	CGEX171026	11/01/2017					26.33	DR
6503	1033000061806	51020900	CGEX171114	11/17/2017					3,794.48	DR
OBJSUB: 5102090 UNEMPLOYMENT COMPENSATION										
OBJECT: 5102 EMPLOYEE BENEFITS										
GROUP: 51 PERSONAL SERVICES										
6503	1033000061806	52030100	MR809054	11/08/2017					4,167.49	DR
OBJSUB: 5203010 AUTO-STATE OWNED-IN STATE										
6503	1033000061806	52030300	CGEX171103	11/03/2017					81.19	DR
OBJSUB: 5203030 OWNED-IN STATE										
6503	1033000061806	52030300	CGEX171103	11/03/2017					331.80	DR

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AGENCY 10 LABOR & REGULATION  
 BUDGET UNIT 1033 COSMETOLOGY COMMISSION  
 CENTER-5 10330 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL #	OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT
6503	103300061806	52030300	CGEX171103	11/03/2017	382489					296.52
6503	103300061806	52030300	CGEX171103	11/03/2017	380683					233.10
6503	103300061806	52030300	CGEX171103	11/03/2017	380684					75.60
6503	103300061806	52030300	CGEX171103	11/03/2017	380682					57.54
6503	103300061806	52030300	CGEX171121	11/24/2017	394095					508.20
6503	103300061806	52030300	CGEX171121	11/24/2017	393695					364.98
6503	103300061806	52030300	CGEX171121	11/24/2017	386667					201.60
6503	103300061806	52030300	CGEX171121	11/24/2017	386666					180.60
6503	103300061806	52030300	CGEX171130	12/01/2017	401020					171.36
6503	103300061806	52030300	CGEX171130	12/01/2017	399482A					228.48
6503	103300061806	52030300	CGEX171130	12/01/2017	399484					201.60
6503	103300061806	52030300	CGEX171130	12/01/2017	399483					147.42
6503	103300061806	52030300	CGEX171130	12/01/2017	399483					75.60
OBJSUB: 5203030 AUTO-PRIV (IN-ST.) H/RTE CGEX171103 382489 10132017 00460654 11032017 00464722 BAYMONTINN 12349691 BAYMONTINN 12349691										
OBJSUB: 5203100 LODGING/IN-STATE CGEX171103 380685 CGEX171103 382489 CGEX171103 380683 CGEX171103 380683 CGEX171103 380682 CGEX171121 394095 CGEX171121 393695 CGEX171130 399484 CGEX171130 399484										
OBJSUB: 5203140 TAXABLE MEALS/IN-STATE CGEX171103 382489 CGEX171103 380684 CGEX171121 386688 CGEX171121 386667 CGEX171121 386667 CGEX171121 399482A CGEX171130 399483 CGEX171130 401020										
OBJSUB: 5203150 NON-TAXABLE MEALS/IN-ST TRAVEL DP810099 341.00 4,142.55 DP810099 417.75 SMARTSOFTW 12221150 SMARTSOFTW 12221150										
OBJSUB: 5204190 COMPUTER SERVICES-PRIVATE MP809054 810.60 MP809054 81.19 PL809060 507.85										







**SOUTH DAKOTA COSMETOLOGY COMMISSION  
EXECUTIVE DIRECTOR'S REPORT**

**February 9, 2018**

**1. Legislative Update** - The 2018 legislative session has been extremely busy. I have been spending a great deal of time at the Capitol talking to legislators and testifying on our bills. I have sent the Commission several email reports and will continue to do so as our bills progress through the legislature.

**2. Tri-Annual Agreed-Upon Procedures Review of Revenue** - The CPA firm Lamfers & Maas completed our tri-annual review of the Commission's revenues. They do not review the expenditures because it is the Department of Labor & Regulation, together with the State Auditor's office who actually pays our bills. The report is enclosed for information and review of the Commission.

**3. NIC All Region Meeting - April 21 & 22, 2018 - Charlotte, NC** - Commission members were mailed information about the NIC All Region Meeting scheduled for Charlotte, NC, together with out-of-state travel requests. If you are interested in being considered to attend this meeting, please send or bring your out-of-state travel requests to the Commission office.

**4. Electric Nail File Certification** - We have been receiving inquiries from licensees who would like to become certified for electric nail file, but are unsuccessful in finding a place to go for the training, especially in eastern South Dakota. We may need to come up with other providers as a suggestion for the licensees who want the certification, since the South Dakota schools who have applied and been preapproved are reluctant to teach a class for one or two individuals.



## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Commissioners of the South Dakota Cosmetology Commission,  
and to the South Dakota Department of Labor and Regulation  
Pierre, South Dakota

We have performed the procedures enumerated below, which were agreed to by the South Dakota Cosmetology Commission, and the South Dakota Department of Labor and Regulation (the specified parties), solely to assist you in evaluating the internal controls over the revenue function of the South Dakota Cosmetology Commission for the year ended June 30, 2017. The South Dakota Cosmetology Commission's management is responsible for the Commission's internal controls over the revenue function. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in Government Auditing Standards issued by the Comptroller General of the United States. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures were as follows:

- 1) We inquired of management regarding the internal control processes as they relate to cash receipts for the revenue process.
- 2) We selected 30 licensed individuals approved by the Board from the licensee list on the Commission's database. For the licensees selected, we agreed the renewal fee charged with the South Dakota Codified Laws and Administrative Rules in effect for fiscal year June 30, 2017, and with the fees published on the Commission's website. We traced the payment received to the deposit receipt and agreed the information on the receipt to the weekly deposit voucher. We agreed the total from the deposit voucher to the monthly deposit report. We found one exception during our testing. The deposit voucher tested for 09/8/2016 reported a total deposit of \$2,488 but the monthly deposit report spreadsheet showed \$2,448, a difference of \$40. The difference related to \$40 that was erroneously entered into the non-cash portion of the spreadsheet instead of the respective deposit column. Therefore, the total cash was still accounted for – the \$40 was merely placed in the wrong column on the schedule.
- 3) We selected 15 salon licensed businesses approved by the Board from the licensee list on the Commission's database. For the licensees selected, we agreed the renewal fee charged with the South Dakota Codified Laws and Administrative Rules in effect for fiscal year June 30, 2017, and with the fees published on the Commission's website. We traced the payment received to the deposit receipt and agreed the information on the

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receipt to the weekly deposit voucher. We agreed the total from the deposit voucher to the monthly deposit report. There were no exceptions found as a result of applying these procedures.

- 4) We selected 10 examinees from the exam roster. We agreed the fee charged based on our review of the exam fee schedule included in the South Dakota Codified Laws and Administrative Rules in effect for fiscal year June 30, 2017 and with the fees published on the Organization's website. We traced the payment received to the deposit receipt and agreed the information on the receipt to the weekly deposit voucher. We agreed the total from the deposit voucher to the monthly deposit report. There were no exceptions found as a result of applying these procedures.
- 5) We agreed the totals from the monthly deposit report to the confirmation report provided by the Bureau of Financial Management. There were no exceptions found as a result of applying these procedures.

We were not engaged to and did not conduct an audit or a review, the objectives of which would be the expression of an opinion or limited assurance on the internal controls over the revenue function. Accordingly, we do not express such an opinion or limited assurance. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the South Dakota Cosmetology Commission and the South Dakota Department of Labor and Regulation, and is not intended to be and should not be used by anyone other than these specified parties.

*Lanfear + Mass, LLP*

November 28, 2017

## **AGENDA ITEM J - Leo Thomas Salon**

### **Status of Apprenticeships**

Leo Thomas Salon currently has two apprenticeships in progress. To date the salon has passed its inspections and the salon is on-time submitting the weekly timesheets to the Commission office.

The staff recommendation is that they have successfully completed their probationary period and the continuation of the apprenticeships should be approved by the Commission.

# Stewart School License Renewal - Agenda Item K-1

<b>For office use only:</b>	License number: _____	Date expires: _____
	Date processed: _____	

Cosmetology Commission 500 E Capitol Ave Pierre SD 57501 605/773-6193	<b>SOUTH DAKOTA COSMETOLOGY COMMISSION</b> <b>SCHOOL LICENSE RENEWAL FORM</b>
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**Instructions**  
 Please print or type. All areas should be completed. If not applicable, print NA. Information may be listed on a separate sheet and attached. Attach a non-refundable School License fee of \$300.00 for one (1) school license renewal. The expiration date is on the license. **The renewal form and fee should be submitted at least two months before the expiration date.**

**1. TYPE OF LICENSE RENEWING**

Cosmetology School      
 Nail School      
 Esthetics School      
 Branch School

**2. SCHOOL INFORMATION**

School Name: Stewart School		
Current On-site Director: Angela Taylor		
School Address: 604 N West Ave		
City/State/Zip Sioux Falls, SD 57104		
Telephone: 605-336-2775	Fax: 605-357-0288	Email: angela.taylor@stewartschool.com
Programs Offered:	Cosmetology <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Number of clock hours 2100
	Nail Technology <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Number of clock hours 400
	Esthetics <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Number of clock hours 600
Are the courses in clock or credit hours? CLOCK <input checked="" type="checkbox"/> CREDIT <input type="checkbox"/> If in credit hours, attach the conversion.		
Days/Times Open: Attach a separate sheet with this information Attachment #1		
Days and Times of Theory Classes: Attach a separate sheet with this information Attachment #2		
Days and Times of Clinic: Attach a separate sheet with this information Attachment #3		
What months are programs started? Cosmetology: January, March, June, September & November Esthetics: January & July Nail Tech: February		
Current Enrollment in - - - -	Cosmetology Program: 71	Nails Program: 0      Esthetics Program: 6
Approximate Square Footage of school physical premises: 15,799		

**3. SCHOOL OWNER INFORMATION**

Ownership (check one): Sole Proprietorship  Partnership  Corporation

List the name and address of each individual owner, partner, or corporate officer. If more space is needed, attach a separate sheet.

Owner Name	Owner Residence Address/City/State/Zip	Telephone Number
Matthew Fiegen	18518 Raylyn Rd. Durango, Iowa 52039	563-588-2379 ext. 308

If a corporation or partnership, list the name and address of the principal place of business of the partnership or corporation. Stewart School, 604 N West Ave Sioux Falls SD 57104

If the corporation has a registered agent in South Dakota authorized to accept legal service, list the name and address of the agent. Robert Fiegen, 25644 475<sup>th</sup> Ave, Renner, SD 57055

**4. INSTRUCTOR(S) AND QUALIFICATIONS – ATTACH** a list of all instructors. Include their names, license numbers (both instructor license and personal license), and license expiration dates. All instructors must have a current South Dakota instructor license and a current cosmetologist, nail technician, or esthetician license, as applicable. There must be one (1) senior instructor for every 20 students or a faction thereof. **IF THIS LIST CHANGES, THE SCHOOL NEEDS TO SUBMIT THE NEW INSTRUCTOR NAME TO THE COMMISSION OFFICE TO ADD TO THIS FORM. Attachment #4**

**5. REQUIRED ATTACHMENTS – the following need to be attached.**

List of required and non-required equipment (ARSD 20:42) Attachment #5

School's current catalog Attachment #6

List of textbook(s) and workbook(s) used Attachment #7

School advertising brochures and website address Attachment #8 www.stewartschool.edu

School rules and regulations Attachment #9

Student policies and procedures Attachment #10

Explanation of procedure to track student hours Attachment #11

Explanation of how student records are kept and stored Attachment #12

Schedule of days and times open, showing theory and practical times, holidays closed Attachment #13

Listing of proposed field trips on Commission form Attachment #14

Listing of substitute instructors and guest demonstrators Attachment #15

List any changes made since the last renewal application Attachment #16

**6. AGREEMENT AND SIGNATURE**

It is understood and agreed that any license granted is not transferable to another person, partnership, or corporation, or another location. Whenever the owner of the school or the location or school is changed, a new application must be submitted for approval by the Cosmetology Commission at least two months before the change.

It is further understood that the school license is renewed annually on the start date of the license. A renewal application must be submitted at least two months prior to the expiration date with all required attachments and the required fee. If a license is expired, the school shall pay the added penalty fee.

It is further understood that the Commission will be notified in writing of any changes from this application such as new instructors, change of days/times, etc.

It is further understood and acknowledged that the Commission may revoke or suspend the license of such school for any violation of the law or rules relating to cosmetology, esthetics, or nail technology, or if any of the above noted requirements or if further investigation reveals misrepresentation or false information being given in any manner or form as to any application or request for information made by the Commission, by any individual, partnership or corporation acting for or associated with said school.

I declare and affirm under the penalties of perjury that this information has been examined by me, and the best of my knowledge and belief, is in all things true and correct

Owner or School Director Signed: 

Dated: 1/18/18

Owner or School Director Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Notary

Subscribed and sworn to before me this 18 day of 01, 2018.

SEAL

  
Notary Public – South Dakota

My Commission expires: 12/01/20



Stewart School License Renewal Attachments  
Angela Taylor; 605-336-2775 ext. 3  
January 18th, 2018

*Attachment #1:*

*Days/Times Open:*

Our hours of operations are:

Mondays	8:00 am – 4:30 pm
Tuesdays	8:00 am – 8:00 pm
Wednesdays	8:00 am – 4:30 pm
Thursdays	8:00 am – 8:00 pm
Fridays	8:00 am – 4:30 pm
Saturdays	9:00 am – 3:00 pm

Stewart School License Renewal Attachments  
Angela Taylor; 605-336-2775 ext. 3  
January 18th, 2018

*Attachment 2*

*Days and Times of Theory Classes:*

**Cosmetology:**

Our classes start: January, April, June, September and November. Students have basic training for 9 weeks (166 hours of theory training). After a student graduates from basics they have Advance Training for 4 hours one day each week until they graduate (theory averages 2.5 hours and the remaining time is hands-on/practical training). We hold advance training by class start date. Advance training classes are scheduled Tuesdays, Wednesdays and Thursdays.

**Esthetics:**

We hold an Esthetics course twice a year, January and July. They have 3 weeks of basics training (120 hours) which consists of 55 – 60% theory and the remaining is hands-on/practical training. After the completion of basics they have Advance Training one day (8 hours) each week until they graduate with 4 hours of theory and 4 hours hands-on/practical training. Their Advance Training is held on Fridays.

**Nail Technology:**

If we have a Nail Technology class they have 2 weeks of basic training (80 hours), which consists of about 45 – 50% theory, and the remaining is hands on practice. After the completion of basics they have Advance Training one day (8 hours) each week until they graduate consisting of 3-4 hours of theory and the remaining time hands-on/practical training. Their Advance Training would be held on Fridays.

Stewart School License Renewal Attachments  
Angela Taylor; 605-336-2775 ext. 3  
January 18th, 2018

*Attachment 3*

*Days and Times of Clinic:*

Our Clinic Floor hours of operation are as follows:

Tuesday	8:00 am – 8:00 pm
Wednesday	8:00 am – 4:30 pm
Thursday	8:00 am – 8:00 pm
Friday	8:00 am – 4:30 pm
Saturday	9:00 am – 3:00 pm

**Cosmetology:** After the completion of the first 10 weeks of basic training the students have 35 hours of clinical training each week, except when they have skill evolutions or specialty classes. During the hours of clinic operations there is a mixture of students at all levels who have completed their 10 weeks (350 hours) of basic training.

**Esthetics:** After the completion of the first 3 weeks of basic training the students have 32 hours of clinical training each week.

**Nail Technology:** After the completion of the first 2 weeks of basic training the students have 32 hours of clinical training each week.

Stewart School License Renewal Attachments  
Angela Taylor; 605-336-2775 ext. 3  
January 18th, 2018

*Attachment 4*

*Instructors:*

<u>Name</u>	<u>Instructor License</u>	<u>Cosmetology License</u>	<u>Expiration Date</u>
Lyndsey Braunesriether	IC-09333-2018	CO-07746-2018	4/25/2018
Karma Crane	IC-07967-2018	CO-06471-2018	8/23/2018
Caitlin Hoogland	IC-09910-2019	CO-08460-2019	1/6/2019
Madaline Knutson	IC-09595-2019	CO-09591-2019	12/31/2019
Angi Marso	IC-07968-2018	CO-05937-2018	7/17/2018
Arielle Miller	IC-13404-2018	CO-11782-2018	12/03/2018
Angela Taylor	IC-07167-2019	CO-04735-2019	2/15/2019
Katie VanBallegooyen	IC-11551-2018	CO-09161-2018	8/29/2018
Samantha Kastengren	JC-13771-2018	CO-10626-2018	07/08/2018

**Class Start Times:**

Stewart School starts Cosmetology five times a year; usually in the months of February, April, June, September, and November. Esthetics and Nail Technology are offered no more two times a year. Classes may be cancelled or delayed if less than 6 students are enrolled.

**Stewart School Hours of operation:**

Student schedules vary based on start date. Students are scheduled to attend an average of 36 hours a week unless arranged otherwise with administrative staff.

Monday	8:30 am – 4:00 pm
Tuesday	8:00 am – 8:00 pm
Wednesday	8:00 am – 4:30 pm
Thursday	8:00 am – 8:00 pm
Friday	8:00 am – 4:30 pm
Saturday	9:00 am – 3:00 pm

**Holiday Schedule:**

The school is closed on the following holidays:

- New Year Day
- Easter
- Memorial Day
- 4<sup>th</sup> of July
- Labor Day
- Thanksgiving Day
- Christmas Day

Stewart School will offer waived days off determined by the administrative staff for the 4<sup>th</sup> of July Holiday and the Christmas Holiday. These will be posted for students at least two months in advance.

**Weather Closings:**

Notice of school closings due to snow or natural disasters will be aired on local radio stations and/or television stations in the city of Sioux Falls, South Dakota. They will also be posted on the school's Facebook page and voicemail system.

Stewart School License Renewal Attachments  
Angela Taylor; 605-336-2775 ext. 3  
January 18th, 2018

*Attachment 7*

*List of Textbooks and Workbooks used.*

Stewart School uses the following books in our programs:

**Cosmetology:**

Pivot Point Cosmetology Fundamentals Text Book  
Pivot Point Cosmetology Fundamentals Study Guide Workbook  
Pivot Point Cosmetology Fundamentals Online LAB  
Nuts and Bolts Business Training Solutions (3 Text Books)

**Esthetics:**

Pivot Point Salon Fundamentals Text Book  
Pivot Point Salon Fundamentals Study Guide Workbook  
Pivot Point Salon Fundamentals Exam Prep Book

**Nail Technology:**

Pivot Point Salon Fundamentals Text Book  
Pivot Point Salon Fundamentals Study Guide Workbook  
Pivot Point Salon Fundamentals Exam Prep Book

### **Cosmoprof Spring Hair Show**

Omaha, NE May 7<sup>th</sup>, 2018 or Minneapolis, MN October 29<sup>th</sup>

May 7<sup>th</sup>, 2018

8 hours

Educational Objectives:

- Students will gain knowledge of a variety of products, their proper applications, benefits, etc.
- Students will have the opportunity to observe top industry platform artists presenting current trends in color, Haircoloring and texture techniques and troubleshooting ideas for artificial nail services.
- Students will be able to gain new information on basic techniques and troubleshooting ideas for artificial nail services.
- Students will be exposed to a variety of products and treatments available for skin care and other spa treatments used in salons.
- Students will gain new insights on how to give good client service and to market their skills effectively from people who are successful and respected by peers in the Cosmetology profession.

Students will be required to sign in with instructors at various time throughout the day. Students will need to turn in reports on techniques they learned from classroom, sessions, as well 1 - 3 instructors will attend based on the number of students.

### **Charity Work**

Sioux Falls Community

Dates are Open

8 hours

Student Number Varies on Need

Educational Objectives:

- Students will learn the importance of doing outreach services to build their reputation within the community where their salon is, so people see they are interested in serving others at no charge.

Request from organizations vary, Good Shepard Center calls for people to do haircuts for the homeless and needy people who are trying to get back into the work force; girl scouts call to have people come do up-styles for an event they have; Sr. Citizen Organizations have called to have people come to do manicures; Elementary Schools call to have people come to do hairstyles for the career and health classes.

### **Salon Tours**

Sioux Falls Area

Dates are Open

8 hours

Educational Objectives:

- Students will have the opportunity to observe the functioning of a variety of salons in order to help them make a career decision for their future in the salon.
- Students will have a worksheet with questions they will need to ask the manager/receptionist as well as questions they can answer from observing or touring the salon.

Stewart School License Renewal Attachments  
Angela Taylor; 605-336-2775 ext. 3  
January 18th, 2018

*Attachment 15*

*Listing of substitute Instructors and guest demonstrators:*

None

Guest Demonstrators:

Product Trainers through:

L'ANZA

Clinical Care

Sebastian

Aquage

Nioxin

and local salons:

Hair by Stewarts

Great Clips

Smart Styles

Hollywood Styles

The Barbershop a Hair Salon for Men



Stewart School License Renewal Attachments  
Angela Taylor; 605-336-2775 ext. 3  
January 18th, 2018

*Attachment 16*

*List any changes made since the last renewal application:*

Changes:

- Danica Terry is no longer with us.
- We have hired two new Junior Coaches: Samantha Kastengren and Danielle Bouwman

## **AGENDA ITEM K 2 - Peggy Sproat**

### **Request for Waiver of 12 Hours of Continuing Education to Renew Instructor License**

Shown below is a request from Peggy Sproat, owner of Headlines Academy for the Commission to waive the required 12 hours of continuing education to renew her instructor license. Peggy indicated that she will be attending a two-day teacher workshop with the rest of the Headlines teaching staff in March, 2018.

Staff recommendation would be to renew Peggy Sproat's instructor license with the understanding that she will be doing her instructor continuing education in March, 2018.

**Boyd, Kate**

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**From:** psproat@headlinesacademy.com  
**Sent:** Tuesday, December 19, 2017 1:55 PM  
**To:** Boyd, Kate  
**Subject:** [EXT] instructor license

I am requesting a waiver of the 12 hours of instructor continuing education to renew my license. I teach maybe 40 hours a year if even that. We are fully staffed at the moment, and I don't see myself teaching beyond that.

I am however taking my staff to Denver again in March for the Regions Teach Training to which I will get my 12 hours then.

<http://speakerCarol.com/events/two-day-teacher-workshop-2/>

Peggy Sproat  
Financial Aid / President / CEO  
Headlines Academy, INC  
Tuscany Square  
333 Omaha Street Suite 7  
Rapid City, SD 57701  
605-348-4247  
[www.HeadlinesAcademy.com](http://www.HeadlinesAcademy.com)

## **AGENDA ITEMS L 1, L 2 and L 3**

### **Administrative Rules**

The Commission has received three requests to consider changing administrative rules. The Commission will likely pursue some administrative rules changes later in the Spring after the Legislative Session is over.

Shown below and in the next pages are the three current requests.

#### **Agenda Item L 1 - Dermaplane Procedures**

##### **20:42:04:04.03. Prohibited equipment and procedures.**

We have received a request from Esthetician Kimberly Landsman for the Commission to consider removing dermaplane procedures from the list of prohibited equipment and procedures.

Ms. Landsman's letter and thoughts about the administrative rule are attached. She plans to be present at the February 9, 2018 Commission Meeting to answer any questions the Commission may have.

# Dermaplane Procedure/ Administrative Rule

# Agenda Item L. 1

Dear South Dakota Cosmetology Commission Members,

My name is Kimberly Landsman, and I have been a licensed esthetician in the state of South Dakota since 2010. Since 2010, I have practiced skincare services in my private studio, and I started working for an established dermatologist part-time in 2014. In December 2017, I completed one-on-one, hands-on training in Wyoming with Dermaplane Pro. Once I summarize the definition, purpose, and established techniques, I hope rule 20:42:04:04.03 is modified to allow independent, licensed estheticians to perform dermaplaning after receiving advanced training.

During the February 9th meeting, I will discuss in detail the safety/scope of new dermaplaning techniques and tools. Dermaplaning is a wonderful and safe alternative for people who are not good candidates for chemical peels and microdermabrasion; however, because there is no other safe choice, these individuals seek out riskier services to achieve the same results. These individuals include those who are pregnant, nursing, highly sensitive skin, and those with broken capillaries.

Dermaplaning is a physical/mechanical exfoliation that is extremely safe when performed by a professionally trained skincare specialist utilizing the appropriate tools for the service. Currently, nurses perform dermaplaning in Aberdeen and Sioux Falls. I look forward to presenting more detailed information and providing a list of other states which currently enable estheticians to treat their clients specific to their individual needs.

On the following page I have listed the current administrative rule (in bold font) which prohibits dermaplane procedures, and I will address within it the relevant reasons to change this rule.

Sincerely,

Kimberly Landsman, LE

Please note bolded words are current administrative rule. Plain text are Ms. Landsman's comments

20:42:04:04.03. **Prohibited equipment and procedures.** The following equipment and procedures are prohibited:

**(1) Blades, knives, razor-type callus shavers, credo blades, rasps, graters, or any other implements used to remove corns or calluses capable of cutting below the stratum corneum layer of the skin, except for lancets used specifically for extraction of impurities;**

\*\*\*This rule specifically lists tools with the rationale to prevent possible damage to the 15-20 layers of dead skin (aka, stratum corneum); yet, many tools and products esthetician currently use possess the potential to cause damage much deeper into the living skin if used carelessly, incorrectly, and/or without training.

- Examples: wax, chemical peels, tweezers, dermafile, microdermabrasion, lancets, etc.
- Note-worthy distinction: dermaplane blades are specifically designed to only remove the first few layers of the stratum corneum with the lightest of touch. Whereas, the tools listed above require higher amounts of pressure and risk. These blades are not pointed.
- Despite the design, training is essential to protect the client's safety and esthetician's liability.

**(2) Dermaplane procedures, dermabrasion procedures, ultrasound equipment;**

\*\*\*The modern definition of dermaplane is to use a sterile blade at a 45-degree angle to remove the keratinized cells on the outer stratum corneum and fine villus hair. Dermabrasion, on the other hand, is a procedure used by a surgeon with a high-speed rotating brush to remove the entire epidermis (dead and living skin) with the goal of resurfacing extremely scarred and wrinkled skin. Dermabrasion is usually performed with the patient under anesthesia.

- Forty years ago, dermaplane also required anesthesia and the use of harsh chemicals (acetone and alcohol).
- Also, forty years ago, dermaplane used more aggressive, pointed surgical blades and devices called dermatomes (electric scalpel which moved back and forth).
- Dermatomes are now used as a surgical instrument to remove thin slices of skin to complete skin grafts.

**(3) Any procedure in which human tissue is cut or altered by any FDA Class 3 or above mechanical or energy devices; and**

\*\*\*Current dermaplane procedures only remove non-living tissue. No mechanical devices are utilized.

**(4) UV sterilizers or light boxes are prohibited as infection control devices.**

\*\*\*Each dermaplane blade is one-time use.

## L 2 - Glycolic Acid Peels

### 20:42:04:05.01 Infection control and safety procedures.

Stewart School is requesting a change in the administrative rule as it relates to glycolic acid peels. Angela Taylor and Karma Crane from Stewart School will join the meeting via teleconference to discuss this.

Shown below is the administrative rule and the comments of the school regarding a proposed change to the administrative rule regarding the allowable ph level for a glycolic peel. Please note that the two items in question are (18) (f) and (g) and they are underlined for easy review.

**20:42:04:05.01. Infection control and safety procedures.** The following procedures must be used for infection control and safety:

...

(18) Chemical exfoliation in salons or booths must comply with the following practices:

(a) Salons or booths, within the scope of their practice, may use chemicals or products, natural or synthetic, which act on or affect the epidermis layer of the skin;

(b) All exfoliant products or formulations shall be used in accordance with the manufacturer's recommendations;

(c) Cosmetic-use alpha hydroxy acid (AHA glycolic and lactic acids) exfoliation preparations that do not exceed a 35 percent concentration with a pH value not lower than pH 3.0 may be used;

(d) Jessner's solutions of 14 percent salicylic acid, lactic acid, and 2 percent resorcinol may be used;

(e) Trichloroacetic acid (TCA) with levels less than 20 percent may be used;

(f) Twenty percent beta hydroxy acid (BHA) which includes salicylic acid with a pH of 3.0 or higher may be used; and

(g) A licensee may not apply any exfoliating acid to a client's skin that has undergone microdermabrasion within the previous seven days.

Comments from Karma Crane, esthetics instructor at Stewart School

After researching the ph levels of glycolic acid peels, it states that a ph of at least 2.0 is the most effective for chemical peels. Most home peels have a ph of 2.5. As a professional and providing chemical peel services, a ph of 1.95 to 2.0 would be a safe level for our guidelines for up to 35% glycolic acid. The product stays on for 1 to 3 minutes maximum timing. The options for peels up 35% with a ph of 3 is non-existing. The product that is pharmaceutical grade that I would like to offer is 33% and a ph of 2.48.

### **L 3 - Microdermabrasion machine requirements.**

#### **20:42:04:04.02. Microdermabrasion machine requirements.**

Stewart School would like to discuss microdermabrasion machine requirements and possible changes to the administrative rule. Shown first is the current administrative rule with (3) underlined for ease of reading. After that are the questions from Stewart School. Angela Taylor and Karma Crane from Stewart School will join the meeting via teleconference to discuss this.

**20:42:04:04.02. Microdermabrasion machine requirements.** The requirements for a microdermabrasion machine are as follows:

- (1) The machine shall be specifically manufactured and labeled for use in esthetic services;
- (2) The machine may not be modified;
- (3) The machine shall include a closed-loop vacuum system that uses a tissue retention device;
- (4) The machine shall be kept in a clean, disinfected, and safe manner; and
- (5) The machine may only be used in accordance with specific manufacturer directions that do not result in the removal of the epidermis beyond the stratum corneum.

Questions from Angela Taylor & Karma Crane at Stewart School

Matt purchased a new microdermabrasion machine for us. It is a diamond tip machine, not closed loop. Karma (our skin care director) wants to know if the No exfoliation for 7 days prior for South Dakota would still apply? What they show for this machine is that it is used after a facial treatment a vacuum. I believe Karma is wanting to know if it is legal to do or is this still considered an exfoliation treatment.