

Meeting Minutes
SOUTH DAKOTA COSMETOLOGY COMMISSION
via Microsoft Teams or Call: +1 605.679.7263, ID 448 438 575#
Thursday, January 26, 2023, 10:00 a.m. CST

By general consent, Commissioner Annette Petersen was chosen to preside over the January 26th meeting of the Cosmetology Commission, in the absence of the President and Vice President of the Commission.

Commissioner Annette Petersen called the meeting to order at 10:02 a.m. and called the roll. A quorum was present.

Members Present: Annette Petersen
Renee Graf
Zoe Hiller

Members Absent: Tami Stokes
Debbie Pageler

Others Present: Tyler Evins, Executive Director, Cosmetology Commission
Jerry McCabe, Staff Attorney, DLR
Julia Anderson

Petersen motioned to approve the agenda, with Lapsed Case 54-2022 stricken from agenda item H, at the request of Evins. Hiller seconded the motion. **MOTION PASSED.**

Hiller motioned to approve the December 16, 2022, meeting minutes. Graf seconded the motion. **MOTION PASSED.**

Hiller reported that as of December 31, 2022, the available cash balance was 203,698.91.

The Executive Director Report was included in the meeting packet and included the following information: (1) Postponement of State Board Examinations (2) Status Update on NIC National License Verification Database (3) Approval of two apprentice students

Public Comment: (1) Julia Anderson of the public addressed the Commission concerning the prohibited practice of microneedling in the State of South Dakota. Anderson wished to express support for any future legislative efforts to allow the practice in the State.

The Commission reviewed the following disciplinary actions, included in the meeting packet:

1. Lapsed Case 47-2022
2. Lapsed Case 48-2022
3. Lapsed Case 51-2022
4. Lapsed Case 52-2022
5. Lapsed Case 53-2022
6. Lapsed Case 55-2022

7. Lapsed Case 56-2022
8. Lapsed Case 57-2022
9. Lapsed Case 58-2022
10. Lapsed Case 59-2022
11. Lapsed Case 60-2022
12. Lapsed Case 61-2022

Hiller motioned to approve the above consent agreements with the conditions contained in the agreements. Petersen seconded the motion. **MOTION PASSED.**

The Commission reviewed the following field trip requests:

Paul Mitchell, The School – Rapid City
Appoise Esthetics School – Aberdeen

Hiller motioned to approve the above field trip requests. Petersen seconded the motion. **MOTION PASSED.**

The Commission reviewed the following guest speaker requests:

Appoise Esthetics School – Aberdeen

Petersen motioned to approve the above guest speaker requests. Hiller seconded the motion. **MOTION PASSED.**

The Commission reviewed the following applications:

Education Certification Course Provider Application
Appoise Esthetics School – Aberdeen

Petersen motioned to approve the above applications. Graf seconded the motion. **MOTION PASSED.**

The 2023 meeting and exam dates were reviewed.

Petersen motioned to adjourn the meeting at 10:33 a.m. Hiller seconded the motion. **MOTION PASSED.**

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	213,689.79	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			213,689.79	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			213,689.79	DR **	
BUDGET UNIT TOTAL 1033			213,689.79	DR ***	

STATE OF SOUTH DAKOTA
 REVENUE SUMMARY BY BUDGET UNIT
 FOR PERIOD ENDING: 02/28/2023

AGENCY BUDGET UNIT	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
10 1033	LABOR & REGULATION COSMETOLOGY COMMISSION - INFO				
COMPANY NO 6503 COMPANY NAME PROFESSIONAL & LICENSING BOARDS					
103300061806	6503	4293901	COS-OPERATOR/MANAGER	14,005.00	112,370.00
103300061806	6503	4293969	COS-SALONS LICENSE	7,560.00	49,405.00
103300061806	6503	4293970	COS-INSTRUCTORS LIC	105.00	1,645.00
103300061806	6503	4293971	COS-STUDENTS/APPRENTICES	25.00	1,614.00
103300061806	6503	4293972	COS-PERMITTS	2,424.00	19,890.00
103300061806	6503	4293973	COS-SCHOOL LICENSE	.00	1,200.00
103300061806	6503	4293984	COS-RECIPROCIITY/CERTIFI	750.00	12,525.00
ACCT: 4293			BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	24,869.00	198,649.00
ACCT: 42			LICENSES, PERMITTS & FEES	24,869.00	198,649.00
103300061806	6503	4393903	COS-PENALTY'S	3,140.00	31,835.00
ACCT: 4393			PENALTIES (NON-GOVERNMENTAL)	3,140.00	31,835.00
ACCT: 43			FINES, FORFEITS & PENALTIES	3,140.00	31,835.00
103300061806	6503	4896004	COS-EDUCATION COURSE COST	100.00	1,250.00
103300061806	6503	4896007	COSM-NATL EXAM TEST COST	220.00	16,832.00
103300061806	6503	4896020	MISCELLANEOUS INCOME	.00	442.00
ACCT: 4896				320.00	18,524.00
ACCT: 48			OTHER REVENUE	320.00	18,524.00
103300061806	6503	4920045	NONOPERATING REVENUES	.00	1,799.98
ACCT: 4920			NONOPERATING REVENUE	.00	1,799.98
ACCT: 49			OTHER REVENUE	.00	1,799.98
CNTR: 103300061806				28,329.00	250,807.98
COMP: 6503				28,329.00	250,807.98
B UNIT: 1033				28,329.00	250,807.98

AGENCY 10 LABOR & REGULATION
 BUDGET UNIT 1033 COSMETOLOGY COMMISSION - INFO
 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 103300061806 51010100 CGEX230126 02/01/2023 4,937.71 DR
 6503 103300061806 51010100 CGEX230213 02/17/2023 3,697.66 DR

OBJSUB: 5101010 F-T EMP SAL & WAGES
 6503 103300061806 51010200 CGEX230126 02/01/2023 8,635.37 DR *
 6503 103300061806 51010200 CGEX230213 02/17/2023 2,414.33 DR
 2,753.47 DR

OBJSUB: 5101020 P-T/TEMP EMP SAL & WAGES
 6503 103300061806 51010300 CGEX230213 02/17/2023 5,167.80 DR *
 180.00 DR

OBJSUB: 5101030 BOARD & COMM MBRS FEES
 OBJECT: 5101 EMPLOYEE SALARIES
 6503 103300061806 51020100 CGEX230126 02/01/2023 180.00 DR *
 13,983.17 DR **
 540.38 DR
 4.28 DR
 494.39 DR
 5.36 DR
 5.36 DR
 2.13 DR

OBJSUB: 5102010 OASI-EMPLOYER'S SHARE
 6503 103300061806 51020200 CGEX230126 02/01/2023 1,051.90 DR *
 296.26 DR
 221.85 DR

OBJSUB: 5102020 RETIREMENT-ER SHARE
 6503 103300061806 51020600 CGEX230126 02/01/2023 518.11 DR *
 977.20 DR
 654.03 DR

OBJSUB: 5102060 HEALTH/LIFE INS.-ER SHARE
 6503 103300061806 51020800 CGEX230126 02/01/2023 1,631.23 DR *
 17.62 DR
 15.46 DR

OBJSUB: 5102080 WORKER'S COMPENSATION
 6503 103300061806 51020900 CGEX230126 02/01/2023 33.08 DR *
 .98 DR
 .80 DR

OBJSUB: 5102090 UNEMPLOYMENT COMPENSATION
 OBJECT: 5102 EMPLOYEE BENEFITS
 GROUP: 51 PERSONAL SERVICES
 6503 103300061806 52030300 CGEX230203 02/03/2023 1,78 DR *
 3,236.10 DR **
 17,219.27 DR ***
 262.65 DR
 292.23 DR
 140.76 DR
 265.20 DR

OBJSUB: 5203030 AUTO-PRIV (IM-ST) H/RTE
 6503 103300061806 52031000 868438D048786 02/03/2023 00836451 SUPERNOTE 12036104 01 960.84 DR *
 77.00 DR

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 02/28/2023

AGENCY BUDGET CENTER	UNIT	LABOR & REGULATION	COMMISSION - INFO	COMMETOLOGY COMMISSION	COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JY APPVL #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
10	10330	10330													
6503	103300061806	5203100	LODGING/IN-STATE	CGEXX230203					02/03/2023	156324				77.00	DR *
6503	103300061806	52031400	CGEXX230214	CGEXX230214					02/15/2023	162641				56.00	DR DR
6503	103300061806	52031400	CGEXX230214	CGEXX230214					02/15/2023	162640				70.00	DR DR
6503	103300061806	52031400	CGEXX230221	CGEXX230221					02/22/2023	169102				28.00	DR DR
6503	103300061806	5204180	TAXABLE MEALS/IN-STATE											224.00	DR *
6503	103300061806	52040500	TRAVEL						02/08/2023	02484102	SMARTSOFTW	12221150		1,261.84	DR **
6503	103300061806	52041800	COMPUTER CONSULTANT						03/01/2023					167.20	DR
6503	103300061806	52042000	COMPUTER SERVICES-STATE						02/22/2023					2,673.00	DR *
6503	103300061806	52045300	CENTRAL SERVICES						02/08/2023	00057590	ATTMOBILIT	12279233		395.40	DR *
6503	103300061806	52047400	TELECOMMUNICATIONS SRVCS						02/08/2023	314401				246.21	DR *
6503	103300061806	52047400	C103CC08						02/08/2023	314401				469.66	DR DR
6503	103300061806	52047400	D103CC08						02/10/2023	F24393				469.66	CR DR
6503	103300061806	52047400	D103CC08						02/10/2023	F24393				469.66	DR DR
6503	103300061806	52047400	D103CC08						02/10/2023	F24393				469.66	CR CR
6503	103300061806	52050200	BANK FEES AND CHARGES						03/01/2023	00840961	HPINC	12125515		469.66	DR *
6503	103300061806	52050200	CONTRACTUAL SERVICES						03/01/2023	00840961	HPINC	12125515		3,951.47	DR **
6503	103300061806	52050200	0483778						03/01/2023	00840421	STOXTFALLS	12036365		35.72	DR DR
6503	103300061806	52050200	3629						03/01/2023	00840421	STOXTFALLS	12036365		20.12	DR DR
6503	103300061806	52053500	OFFICE SUPPLIES						02/03/2023	156324				55.84	DR *
6503	103300061806	52053500	CGEXX230203						02/15/2023					3.60	DR DR
6503	103300061806	52053500	MS301048						02/15/2023					765.42	DR DR
6503	103300061806	52074910	POSTAGE						02/08/2023					769.02	DR *
6503	103300061806	52074910	SUPPLIES & MATERIALS						02/08/2023					824.86	DR **
6503	103300061806	52074910	E103-146						02/08/2023					405.00	DR DR
6503	103300061806	52074910	E103-146						02/08/2023					405.00	CR DR
6503	103300061806	52074910	E103-150						02/10/2023					405.00	DR DR
6503	103300061806	52079010	TELEPHONE EQUIPMENT						03/01/2023	02486867	RIVERSIDET	12163031		405.00	DR *
6503	103300061806	52079010	0375112-IN						03/01/2023	02486867	RIVERSIDET	12163031		185.00	DR DR
6503	103300061806	5228000	COMPUTER HARDWARE						02/08/2023					185.00	DR *
6503	103300061806	5228000	CAPITAL OUTLAY						02/08/2023					590.00	DR **
6503	103300061806	5228000	TI03-106						02/08/2023					585.33	DR DR

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

COMP	CENTER	ACCTUNT	DOCUMENT NUMBER	POSTING DATE	JV APPL. # OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
									585.33	DR *
									585.33	DR **
									7,213.50	DR ***
									24,432.77	DR *****
									24,432.77	DR *****
									24,432.77	DR *****

OBJSUB: 5228000 OPER TRANS OUT -NON BUDGT
 OBJECT: 5228 NONOP EXP/NONBGTD OP TR
 GROUP: 52 OPERATING EXPENSES
 COMP: 6503
 CNTR: 103300061806
 B. UNIT: 1033

SOUTH DAKOTA COSMETOLOGY COMMISSION

EXECUTIVE DIRECTOR'S REPORT

March 30, 2023

South Dakota State Board Examinations:

The State Board Examinations, previously scheduled for March 16, 2023, have been postponed due to personnel changes and technical difficulties with the Commission's SMT testing platform. Applicants were given notice nine days prior to the scheduled examination and were provided an extension of their temporary licenses until the Commission can reschedule the examination.

The Commission office has recently regained access to the testing platform and will shortly begin the process of rescheduling the examination with previously registered applicants. The Commission office will provide applicants with at least one week's notice of the rescheduled examination to allow applicants to make the necessary arrangements to travel to Pierre.

NIC National License Verification Database (Pilot Program):

The Executive Director received a second demonstration of the NIC National Database (beta) and had an opportunity to gain further insight into the technical and staffing requirements to participate in the program.

Given that there will be an additional monetary cost to participate in and access the database (cost has yet to be determined), and that participation will require the expenditure of the Commission Office's limited staff time and resources, the Executive Director recommends that the Commission not move forward with participation in the Database.

Once NIC has had an opportunity to further develop and distribute new iterations of the database software to allow for automated data transfer from our database to theirs, I believe it would have sufficient merit to invest in, as a State.

Personnel Updates:

The Commission office has hired Nicole Siedschlaw to fill the position of Senior Secretary. Nicole brings to the role several years of clerical experience within State government and the private sector.

She has been fully trained in the duties of her position and the laws and rules which govern the operations of the Cosmetology Commission.

We have an open job requisition to fill the role of Program Assistant I, and will update the Commission when we have filled the position.

2023 CALENDAR

COSMETOLOGY COMMISSION

January	19	Thursday	State Board Exams	Pierre
January	26	Thursday	Commission Meeting (video-conference)	10:00 am CT
March	16	Thursday	State Board Exams	Pierre
March	23	Thursday	Commission Meeting (video-conference)	10:00 am CT
April		NIC Mid-Year Conference		
May	18	Thursday	State Board Exams	Pierre
May	26	Friday	Commission Meeting & School Visits	Watertown/SF
July	20	Thursday	State Board Exams	Pierre
July	27	Thursday	Commission Meeting (video-conference)	10:00 am CT
September	22	Friday	Commission Meeting & School Visits	Rapid City
September	29	Thursday	State Board Exams	Pierre
September/ October		NIC Annual Conference		
November	16	Thursday	State Board Exams	Pierre
November	30	Thursday	Commission Meeting (video-conference)	10:00 am CT

Note: Calendar is subject to change throughout the year