

MEETING AGENDA
SOUTH DAKOTA COSMETOLOGY COMMISSION
September 20, 2019
Rapid City, SD

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

Department of Labor & Regulation Office
2330 N Maple Ave Ste 1, Rapid City, SD

- A. 9:00 pm – Convene Crystal Carlson
- B. Roll Call Tami Stokes
- C. Approval of Agenda
- D. July 26, 2019, Meeting Minutes Tami Stokes
- E. Treasurer’s Report Tami Stokes
- F. Executive Director’s Report Kate Boyd
- G. Disciplinary Actions – N/A Violations Committee
- H. Open for Public Comment
- I. Internal Procedures – Failed Inspection Reports on Website
- J. Reciprocity - Certification of License from Other States
- K. Practical Examination
- L. Application Review
 - 1. School License Renewal Application – LATI Cosmetology Program
 - 2. Field Trip Request -- LATI Cosmetology Program
 - 3. Anna Thvedt – Request Acceptance of her Iowa Esthetician Education Hours
 - 4. Eyelash Extension Education Provider Application – Amazing Lash Studio
- M. NIC Annual Conference Report – Tami Stokes

N. Meeting Dates for Remainder of 2019 & Exam & Meeting Dates for 2020

- October 28-29, 2019 - State Board Exams - Pierre
- December 2-3, 2019 - State Board Exams - Pierre
- December 3, 2019 – Conference Call Commission Meeting--pm - Pierre

O. Other Business

P. 11:00 am – Recess

Black Hills Beauty College
623 St Joseph St, Rapid City SD

Q. 1:00 pm – Reconvene Crystal Carlson

B. Roll Call Tami Stokes

- C. 1. Tour Black Hills Beauty College Classrooms & Observe Students
 2. Meet with Black Hills Beauty College School Representatives

D. 2:00 pm - Recess

Headlines Academy, Inc.
333 Omaha St Ste 6 & &, Rapid City, SD

E. 2:30 pm - Reconvene Crystal Carlson

F. Roll Call Tami Stokes

- G. 1. Tour Headlines Academy Classrooms & Observe Students
 2. Meet with Headlines Academy School Representatives

H. 3:30 pm - ADJOURN

<p><i>Individuals needing assistance, pursuant to the Americans with Disabilities Act or to join the meeting via teleconference, should contact the Cosmetology Commission (605-773-6193) by Tuesday, September 17, 2019 to make any necessary arrangements.</i></p>
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Meeting Minutes
SOUTH DAKOTA COSMETOLOGY COMMISSION
Ramkota Hotel, Pierre, South Dakota
July 26, 2019 (CDT)

Vice President and Acting Chair Tami Stokes called the meeting to order at 8:37 am on Friday, July 26, 2019 in the Lake Lewis & Clark Room, Ramkota Hotel, Pierre, South Dakota.

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

Members Present: Crystal Carlson
Tami Stokes
Renee Graf (via conference call)
Debbie Pageler (via conference call)

Members Absent: N/A

Others Present: Graham Oey, Staff Attorney, Department of Labor & Regulation, (via conference call)
Kate Boyd, Executive Director
Kelsey Skoglund, Commission Staff
Laurie Brandner
Angela Taylor, Stewart School (via conference call)
Peggy Sproat, Headlines Academy (via conference call)
Desaree Dargitz, Headlines Academy (via conference call)

Crystal Carlson made a motion to approve the agenda. Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Stokes yea.)

Vice President Tami Stokes introduced and welcomed Renee Graf as a newly appointed cosmetologist member of the commission.

Tami Stokes pointed out several corrections to the April 12, 2019 draft minutes. Crystal Carlson made a motion to amend the draft minutes. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Stokes yea.)

Crystal Carlson made a motion to approve the April 12, 2019 minutes. Tami Stokes seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Stokes yea.)

Treasurer Crystal Carlson stated that as of June 30, 2019, the available funds balance was \$1,471.09 and the cash center balance was \$150,208.06. Executive Director Kate Boyd referred the Commission to a Year-End Report of revenue by fee category. She further commented that the Commission's reserve funds are being depleted. In late 2018 the Commission did an administrative rules amendment to increase fees effective 2020. This will help to increase revenues in future years. However, the Commission is going to need to consider ways to reduce expenses. The Commission requested that the next Commission meeting agenda include a discussion of expense-savings ideas.

The Executive Director's Report was included in the meeting handouts and included the following information: (1) Administrative Rules adoption is underway. The public hearing will be held on August 20, 2019 at 10:00 am via conference call. (2) Kelsey Skoglund has resigned

effective August 30, 2019. (3) The meeting packets included a news article from the Pierre Capital Journal regarding salons that received Commission disciplinary action. (4) The NIC School Overview will be held later in the afternoon and the Examiner Training will be held Saturday and Sunday.

Tami Stokes requested that the practical examination be placed on the next meeting agenda.

Case A-2019- Crystal Carlson made a motion to approve the Consent Agreement for with the following terms:

- a. Thepalm Salon license will be suspended for 5 days beginning September 1, 2019.
- b. The 5 days of suspension will be held in abeyance if the following conditions are observed:
 - 1) Payment for the immediate reinstatement of the salon license pursuant to SDCL 36-15-38.5.
 - 2) Comply with all laws and regulations of the Commission.

Tami Stokes seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Stokes yea.)

Case B-2019- Crystal Carlson made a motion to approve the Consent Agreement for with the following terms:

- a. Paris Nails Salon will be suspended for a period of 30 days beginning August 9, 2019.
- b. The 30 days of suspension will be held in abeyance if the following conditions are observed:
 - 1) Payment for the immediate reinstatement of the salon license pursuant to SDCL 36-15-38.5.
 - 2) Subject to additional inspections.
 - 3) The salon owner and employees shall take the Administrative Laws and Rules Exam prior to October 30, 2019.
 - 4) Comply with all laws and regulations of the Commission.

Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Stokes yea.)

Case D-2019- Tami Stokes made a motion to approve the Consent Agreement for with the following terms:

- a. Bella Spa Salon will be suspended for a period of 14 days beginning September 1, 2019.
- b. The 14 days of suspension will be held in abeyance if the following conditions are observed:
 - 1) Payment for the immediate reinstatement of the salon license pursuant to SDCL 36-15-38.5.
 - 2) Subject to additional inspections.
 - 3) Comply with all laws and regulations of the Commission.

Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Stokes yea.)

Case E-2019- Debbie Pageler made a motion to approve the Consent Agreement for with the following terms:

- a. Nails Time Salon will be suspended for a period of 14 days beginning September 1, 2019.
- b. The 14 days of suspension will be held in abeyance if the following conditions are observed:
 - 1) Payment for the immediate reinstatement of the salon license pursuant to SDCL 36-15-38.5.
 - 2) Subject to additional inspections.
 - 3) Comply with all laws and regulations of the Commission.

Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Stokes yea.)

Lapsed Case 8-2019- Crystal Carlson made a motion to approve the Consent Agreement for with the following terms:

- a. Posh Nail Bar & Spa Salon license will be suspended for 15 days beginning April 22, 2019.
- b. The 15 days will be held in abeyance if following conditions are observed:
 - 1) Comply with all laws and regulations of the Commission.
 - 2) Payment for the immediate reinstatement of the salon license pursuant to SDCL 36-15-38.5.

Tami Stokes seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Stokes yea.)

Lapsed Case 11-2019- Crystal Carlson made a motion to approve the Consent Agreement for with the following terms:

- a. Ms. Berkner's personal license will be suspended for 10 days beginning September 1, 2019.
- b. The 10 days will be held in abeyance if following conditions are observed:
 - 1) Comply with all laws and regulations of the Commission.
 - 2) Payment for the immediate reinstatement of her personal license pursuant to SDCL 36-15-38.5.

Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Stokes yea.)

Lapsed Case 12-2019- Crystal Carlson made a motion to approve the Consent Agreement for with the following terms:

- a. The Sassie Spur Salon license will be suspended for 10 days beginning September 1, 2019.
- b. The 10 days will be held in abeyance if following conditions are observed:

- 1) Comply with all laws and regulations of the Commission.
- 2) Payment for the immediate reinstatement of the salon license pursuant to SDCL 36-15-38.5.

Tami Stokes seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Stokes yea.)

Lapsed Case 13-2019- Crystal Carlson made a motion to approve the Consent Agreement for with the following terms:

- a. Ms. Muhm's personal license will be suspended for 15 days beginning September 1, 2019.
- b. The 15 days will be held in abeyance if following conditions are observed:
 - 1) Comply with all laws and regulations of the Commission.
 - 2) Payment for the immediate reinstatement of her personal license pursuant to SDCL 36-15-38.5.
- c. Ms. Muhm Booth's license will be suspended for 5 days beginning September 1, 2019.
- d. The 5 days will be held in abeyance if the following conditions are observed:
 - a. Comply will all laws and regulations of the Commission.
 - b. Payment for the immediate reinstatement of her booth license pursuant to SDCL 36-15-38.5.

Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Stokes yea.)

Lapsed Case 14-2019- Crystal Carlson made a motion to approve the Consent Agreement for with the following terms:

- a. Wildflower Salon and Spa's license will be suspended for 10 days beginning September 1, 2019.
- b. The 10 days will be held in abeyance if following conditions are observed:
 - 1) Comply with all laws and regulations of the Commission.
 - 2) Payment for the immediate reinstatement of the salon license pursuant to SDCL 36-15-38.5.

Tami Stokes seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Stokes yea.)

Lapsed Case 15-2019- Tami Stokes made a motion to approve the Consent Agreement for with the following terms:

- a. Ms. Gillen license will be suspended for 10 days beginning September 1, 2019.
- b. The 10 days will be held in abeyance if following conditions are observed:
 - 1) Comply with all laws and regulations of the Commission.
 - 2) Payment for the immediate reinstatement of her license pursuant to SDCL 36-15-38.5.

Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Stokes yea.)

Lapsed Case 16-2019- Crystal Carlson made a motion to approve the Consent Agreement for with the following terms:

- a. Hair with Flair Salon's license will be suspended for 5 days beginning September 1, 2019.
- b. The 5 days will be held in abeyance if following conditions are observed:
 - 1) Comply with all laws and regulations of the Commission.
 - 2) Payment for the immediate reinstatement of the salon license pursuant to SDCL 36-15-38.5.

Tami Stokes seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Stokes yea.)

Lapsed Case 17-2019- Crystal Carlson made a motion to approve the Consent Agreement for with the following terms:

- a. The Prairie Cottage Nails Salon's license will be suspended for 10 days beginning September 1, 2019.
- b. The 10 days will be held in abeyance if following conditions are observed:
 - 1) Comply with all laws and regulations of the Commission.
 - 2) Payment for the immediate reinstatement of the salon license pursuant to SDCL 36-15-38.5.

Tami Stokes seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Stokes yea.)

The Commission reviewed a packet containing photos of pedicure tools to provide guidance to the staff and inspectors on which tools are acceptable and which ones violate the law and rules. It was agreed that the pumice stone tools need to be identified in the administrative rules as single-use because they cannot be disinfected. A handout is going to be developed that can be placed on the website and provided to salons and inspectors and available to the public regarding acceptable and nonacceptable pedicure tools.

Tami Stokes made a motion to elect Crystal Carlson as President. Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Stokes yea.)

Tami Stokes made a motion to elect Debbie Pageler as Vice President. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Stokes yea.)

Crystal Carlson made a motion to elect Tami Stokes as Secretary-Treasurer. Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Stokes yea.)

The meeting was opened for public comment. Laurie Brandner commented that she observed a nail salon that had developed a homemade power tool to remove calluses. The Commission stated that if an inspector finds a tool of this sort, the salon would be told to remove this nonlegal equipment and it would be noted on the inspection report.

Tami Stokes made a motion to approve the Headlines Academy school license renewal application. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Stokes yea.)

Crystal Carlson made a motion to approve Applicant #1 – Instructor License Application. Tami Stokes seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Stokes yea.)

Crystal Carlson made a motion to approve Applicant #2 – Student License Application. Tami Stokes seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Stokes yea.)

Tami Stokes made a motion to approve Applicant #3 – Student License Application. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Stokes yea.)

The Commission discussed the future of esthetics licensing and allowable services. The area of esthetics services and equipment is rapidly changing with new produced and equipment becoming available at a rapid rate. It was agreed to reform the Esthetics Task Force. Crystal Carlson and Tami Stokes from the Commission will serve on the task force, together with office staff and inspectors. The schools will be invited to have one representative serve on the task force.

The Commission was asked to reconsider the current policy of requiring all non-US high school diplomas to be translated by Credential Consultants and evaluated by AEQUO International. This process is very time-consuming and expensive for the applicant and delays being issued a South Dakota cosmetology, esthetics or nail technician license.

Crystal Carlson made a motion to change the proof of high school graduation for non-US high school graduates to accept a translated diploma, along with a copy of the original diploma or a written, notarized statement from the applicant that they do possess a high school diploma. Tami Stokes seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Stokes yea.)

The list of upcoming meetings and events was reviewed. Tami Stokes commented that in addition to the items listed, we will be administering cosmetology State Board exams on August 5 & 6, 2019.

There was a brief discussion about the December 3 Commission meeting. The Commission members agreed to continue to have the meeting that afternoon via conference call.

Crystal Carlson made a motion to adjourn. Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Stokes yea.)

Acting Chair Tami Stokes adjourned the meeting at 10:20 am.

Respectfully submitted,

Kate Boyd, Executive Director

Crystal Carlson, Secretary-Treasurer

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

July 26, 2019

1. **Administrative Rules** – The proposed administrative rules have been sent to the DLR Secretary for review and authorization to proceed. After we receive the go-ahead, we will schedule a conference call public hearing. Our rules will be presented to the Legislative Interim Rules Review Committee on September 9, 2019. If the Rules Review Committee okays everything, the final step is to file the rules with the Secretary of State's office and the rules become effective 20 days later. It was announced at the Commission meeting that the Public Hearing will be held on August 20 at 10:00 am via teleconference.

The latest version of the draft rules was emailed to all Commission members and schools for review. If you see any further changes, please contact me with your questions or proposed changes. Any further changes would need to be dealt with after public testimony at the Commission public hearing.

2. **Personnel Change** – Kelsey Skoglund submitted her resignation, effective July 30, 2019 to have more time to devote to her family. We will miss her, but also want to wish her well. The position has been announced and a verbal update will be given at the July 26 meeting.
3. **Pierre Capital Journal News Article** – Enclosed as part of the Executive Director report for your information is an article that ran in the Pierre Capital Journal in the Spring about salons that received disciplinary action from the Commission.
4. **NIC School Overview and Practical Examiner Training** – The NIC School Overview of the practical examination will be held later in the afternoon beginning at 2:00 pm in the same room as the Commission meeting. The practical examiner training & certification will be held July 27 & 28 at the Ramkota in Pierre. Nine individuals are scheduled to attend the annual examiner training. Training and certification is required to qualify to score the practical examination.

BA20JB60

BUDGET UNIT 1033

AVAILABLE FUNDS
AS OF: 08/31/2019
FY YEAR REMAINING: 83.38
PAY DAYS REMAINING: 19

MONTHLY

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DATE 08/31/2019

August 2019

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	368,642.00	0.00	0.00	20,945.50	64,763.14	282,933.36	135,225.07
BUDGETED TOT	368,642.00	0.00	0.00	20,945.50	64,763.14	282,933.36	
ALL COMP TOT	368,642.00	0.00	0.00	20,945.50	64,763.14	282,933.36	

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	183,174.00	0.00	0.00	24,248.34	38,028.43	145,145.57	79.2
5102 EMPLOYEE BENEFITS	58,314.00	0.00	0.00	6,029.61	9,901.97	48,412.03	83.0
5203 TRAVEL	42,268.00	0.00	0.00	4,585.18	6,347.90	35,920.10	85.0
5204 CONTRACTUAL SVCS	74,405.00	0.00	20,945.50	5,766.20	8,895.60	44,563.90	59.9
5205 SUPPLIES & MATRLS	10,481.00	0.00	0.00	854.30	1,589.24	8,891.76	84.8
TOTALS	368,642.00	0.00	20,945.50	41,483.63	64,763.14	282,933.36	76.8

BREAKOUT BY COMPANY:

COMPANY	6503-I	PROFESSIONAL & LICENSING BOARDS	TOT
5101000 EMPLOYEE SALARIES	183,174.00	0.00	0.00
5102000 EMPLOYEE BENEFITS	58,314.00	0.00	0.00
5203000 TRAVEL	42,268.00	0.00	0.00
5204000 CONTRACTUAL SVCS	74,405.00	0.00	0.00
5205000 SUPPLIES & MATRLS	10,481.00	0.00	0.00
PS SUBTOTALS	241,488.00	0.00	0.00
OE SUBTOTALS	127,154.00	0.00	0.00
COMPANY 6503-I	368,642.00	0.00	0.00
TOT	368,642.00	0.00	0.00

282,933.36

BA1409R1

STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 08/31/2019

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	135,225.07	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			135,225.07	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			135,225.07	DR **	
BUDGET UNIT TOTAL 1033			135,225.07	DR ***	

BA0225R1 08/31/2019

STATE OF SOUTH DAKOTA
REVENUE SUMMARY BY BUDGET UNIT
FOR PERIOD ENDING: 08/31/2019

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August 19

AGENCY BUDGET UNIT	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
10 1033	LABOR & REGULATION COSMETOLOGY COMMISSION				
103300061806	6503	PROFESSIONAL & LICENSING BOARDS			
103300061806	6503	4293901	COS-OPERATOR/MANAGER	9,690.00	18,725.00
103300061806	6503	4293969	COS-SALONS LICENSE	5,150.00	9,455.00
103300061806	6503	4293970	COS-INSTRUCTORS LIC	75.00	125.00
103300061806	6503	4293971	COS-STUDENTS/APPRENTICES	36.00	264.00
103300061806	6503	4293972	COS-PERMITTS	1,912.00	3,574.00
103300061806	6503	4293973	COS-SCHOOL LICENSE	.00	300.00
103300061806	6503	4293984	COS-RECIPROCIITY/CERTIF	2,700.00	3,060.00
ACCT: 4293		BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)		19,563.00	35,503.00
ACCT: 42		LICENSES, PERMITTS & FEES		19,563.00	35,503.00
103300061806	6503	4393903	COS-PENALTY'S	3,690.00	9,415.00
ACCT: 4393		PENALTIES (NON-GOVERNMENTAL)		3,690.00	9,415.00
ACCT: 43		FINES, FORFEITS & PENALTIES		3,690.00	9,415.00
103300061806	6503	4896004	COS-EDUCATION COURSE COST	35.00	35.00
103300061806	6503	4896007	COS-NAVL EXAM TEST COST	820.00	2,280.00
103300061806	6503	4896020	MISCELLANEOUS INCOME	5.00	5.00
ACCT: 4896				860.00	2,320.00
ACCT: 48		OTHER REVENUE		860.00	2,320.00
103300061806	6503	4920045	NONOPERATING REVENUES	3,415.95	3,415.95
ACCT: 4920		NONOPERATING REVENUE		3,415.95	3,415.95
ACCT: 49		OTHER REVENUE		3,415.95	3,415.95
CNTR: 103300061806				27,528.95	50,653.95
COMP: 6503				27,528.95	50,653.95
B UNIT: 1033				27,528.95	50,653.95

BAIE02MU 08/31/2019

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 08/31/2019

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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
6503	103300061806	4293901	C1100CC008	08/14/2019	224342	08/07/2019	2,645.00	DR
6503	103300061806	4293901	C1100CC008	08/14/2019	224342	08/07/2019	2,645.00	CR
6503	103300061806	4293901	C1100CC008	08/14/2019	224342	08/07/2019	2,645.00	CR
6503	103300061806	4293969	C1100CC008	08/14/2019	224342	08/07/2019	1,090.00	CR
6503	103300061806	4293970	C1100CC008	08/14/2019	224342	08/07/2019	50.00	CR
6503	103300061806	4293984	C1100CC008	08/14/2019	224342	08/07/2019	660.00	CR
6503	103300061806	4293984	C1100CC008	08/14/2019	224342	08/07/2019	20.00	DR
6503	103300061806	4293984	C1100CC008	08/14/2019	224342	08/07/2019	.20	DR
6503	103300061806	4293984	C1100CC008	08/14/2019	224342	08/07/2019	.20	DR
6503	103300061806	4293901	C102CC007	08/14/2019	224005	08/07/2019	120.00	CR
6503	103300061806	4293901	C102CC007	08/14/2019	224005	08/07/2019	2,000.00	DR
6503	103300061806	4293901	C102CC007	08/14/2019	224005	08/07/2019	2,000.00	CR
6503	103300061806	4293901	C102CC007	08/14/2019	224005	08/07/2019	2,000.00	CR
6503	103300061806	4293969	C102CC007	08/14/2019	224005	08/07/2019	1,330.00	CR
6503	103300061806	4293971	C102CC007	08/14/2019	224005	08/07/2019	24.00	CR
6503	103300061806	4293972	C102CC007	08/14/2019	224005	08/07/2019	312.00	CR
6503	103300061806	4293984	C102CC007	08/14/2019	224005	08/07/2019	120.00	DR
6503	103300061806	4293972	C100CC007	08/14/2019	224711	08/07/2019	2,000.00	DR
6503	103300061806	4293971	C100CC007	08/14/2019	224711	08/07/2019	2,000.00	DR
6503	103300061806	4293971	C100CC007	08/14/2019	224711	08/07/2019	1,330.00	DR
6503	103300061806	4293969	C100CC007	08/14/2019	224711	08/07/2019	24.00	CR
6503	103300061806	4293972	C100CC007	08/14/2019	224711	08/07/2019	312.00	DR
6503	103300061806	4293971	C100CC007	08/14/2019	224711	08/07/2019	120.00	DR
6503	103300061806	4293984	C100CC007	08/14/2019	224711	08/07/2019	120.00	DR
6503	103300061806	4293984	C100CC007	08/14/2019	224711	08/07/2019	2,645.00	DR
6503	103300061806	4293901	C100CC008	08/09/2019	224711	08/07/2019	2,645.00	CR
6503	103300061806	4293969	C100CC008	08/09/2019	224711	08/07/2019	1,090.00	DR
6503	103300061806	4293969	C100CC008	08/09/2019	224711	08/07/2019	1,090.00	CR
6503	103300061806	4293970	C100CC008	08/09/2019	224711	08/07/2019	50.00	DR
6503	103300061806	4293970	C100CC008	08/09/2019	224711	08/07/2019	50.00	DR
6503	103300061806	4293901	C100CC010	08/21/2019	224711	08/15/2019	1,545.00	DR
6503	103300061806	4293901	C100CC010	08/21/2019	224711	08/15/2019	1,545.00	CR
6503	103300061806	4293901	C100CC010	08/21/2019	224711	08/15/2019	1,545.00	CR
6503	103300061806	4293969	C100CC010	08/21/2019	224711	08/15/2019	770.00	CR
6503	103300061806	4293970	C100CC010	08/21/2019	224711	08/15/2019	25.00	CR
6503	103300061806	4293972	C100CC010	08/21/2019	224711	08/15/2019	120.00	CR
6503	103300061806	4293984	C100CC010	08/21/2019	224711	08/15/2019	20.00	CR
6503	103300061806	4293984	C100CC010	08/21/2019	224711	08/15/2019	860.00	DR
6503	103300061806	4293901	C100CC011	08/28/2019	225098	08/22/2019	860.00	CR
6503	103300061806	4293969	C100CC011	08/28/2019	225098	08/22/2019	350.00	CR
6503	103300061806	4293972	C100CC011	08/28/2019	225098	08/22/2019	120.00	CR
6503	103300061806	4293901	C100CC012	08/28/2019	225435	08/20/2019	705.00	DR
6503	103300061806	4293901	C100CC012	08/28/2019	225435	08/20/2019	705.00	DR

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AGENCY 10 LABOR & REGULATION
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COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR	CR
6503	103300061806	4293901	C100C0012	08/28/2019	225435	08/20/2019	705.00	CR	
6503	103300061806	4293969	C100C0012	08/28/2019	225435	08/20/2019	455.00	CR	
6503	103300061806	4293972	C100C0012	08/28/2019	225435	08/20/2019	240.00	CR	
6503	103300061806	4293901	C100C0013	08/31/2019	225802	08/30/2019	1,120.00	DR	
6503	103300061806	4293901	C100C0013	08/31/2019	225802	08/30/2019	1,120.00	CR	
6503	103300061806	4293969	C100C0013	08/31/2019	225802	08/30/2019	700.00	CR	
6503	103300061806	4293971	C100C0013	08/31/2019	225802	08/30/2019	12.00	CR	
6503	103300061806	4293984	C100C0013	08/31/2019	225802	08/30/2019	354.00	CR	
6503	103300061806	4293901	C100C009	08/21/2019	224635	08/16/2019	2,420.00	CR	
6503	103300061806	4293969	C100C009	08/21/2019	224635	08/16/2019	815.00	DR	
6503	103300061806	4293972	C100C009	08/21/2019	224635	08/16/2019	815.00	CR	
6503	103300061806	4293984	C100C009	08/21/2019	224635	08/16/2019	455.00	CR	
6503	103300061806	4293984	C100C009	08/21/2019	224635	08/16/2019	106.00	CR	
							40.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE							19,563.00	CR	*

6503	103300061806	4393903	C1100C008	08/14/2019	224342	08/07/2019	1,080.00	CR	
6503	103300061806	4393903	C102C007	08/14/2019	224005	08/08/2019	640.00	CR	
6503	103300061806	4393903	C100C007	08/14/2019		08/08/2019	640.00	DR	
6503	103300061806	4393903	C100C007	08/14/2019		08/08/2019	640.00	CR	
6503	103300061806	4393903	C100C010	08/21/2019	224711	08/15/2019	620.00	CR	
6503	103300061806	4393903	C100C011	08/28/2019	225098	08/22/2019	250.00	CR	
6503	103300061806	4393903	C100C012	08/28/2019	225435	08/20/2019	360.00	CR	
6503	103300061806	4393903	C100C013	08/31/2019	225802	08/30/2019	500.00	CR	
6503	103300061806	4393903	C100C009	08/21/2019	224635	08/16/2019	240.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE							3,690.00	CR	*

6503	103300061806	4896007	C100C011	08/28/2019	225098	08/22/2019	180.00	CR	
6503	103300061806	4896004	C100C013	08/31/2019	225802	08/30/2019	35.00	CR	
6503	103300061806	4896007	C100C013	08/31/2019	225802	08/30/2019	480.00	CR	
6503	103300061806	4896007	C100C009	08/21/2019	224635	08/16/2019	160.00	CR	
6503	103300061806	4896020	C100C009	08/21/2019	224635	08/16/2019	5.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE							860.00	CR	*

6503	103300061806	4920045	IP19125	08/31/2019	IP19125	08/01/2019	3,415.95	CR	
TOTAL ACCOUNT GROUP NET CHANGE							3,415.95	CR	*
6503	103300061806	52053100	CD007040	08/14/2019		08/14/2019	220.00	DR	
6503	103300061806	52049600	C100C002	08/07/2019		08/02/2019	245.53	DR	
6503	103300061806	52049600	C100C002	08/07/2019		08/02/2019	245.53	CR	
6503	103300061806	52041800	DP007097	08/28/2019		08/13/2019	459.75	DR	
6503	103300061806	52041810	DP007097	08/28/2019		08/13/2019	76.25	DR	
6503	103300061806	52049600	D100C002	08/09/2019	MC20058	08/02/2019	245.53	DR	

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COMP CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
6503 103300061806	52049600	D100CC002	08/09/2019	MC20058	08/02/2019	245.53	DR
6503 103300061806	52049600	D100CC002	08/09/2019	MC20058	08/02/2019	245.53	CR
6503 103300061806	52030100	MP007054	08/28/2019		08/22/2019	191.16	DR
6503 103300061806	52053500	MS007048	08/28/2019		08/22/2019	478.84	DR
6503 103300061806	52042000	PL007060	08/28/2019		08/19/2019	545.12	DR
6503 103300061806	52042000	PL007060	08/28/2019		08/19/2019	272.56	DR
6503 103300061806	52042000	PL007060	08/28/2019		08/19/2019	545.12	CR
6503 103300061806	52045300	TI007052	08/14/2019		08/14/2019	143.40	DR
6503 103300061806	5228000	TI02-017	08/07/2019		08/04/2019	873.80	DR
TOTAL ACCOUNT GROUP NET CHANGE						2,961.29	DR *

TOTAL ACCOUNT GROUP NET CHANGE 4,318.50 CR *

TOTAL COMPANY--NET CHANGE 28,886.16 CR **

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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	DR/ CR
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COMPANY NO 6503
COMPANY NAME PROFESSIONAL & LICENSING BOARDS

6503	103300061806	51010100	CGEX190726	08/01/2019					4,871.73	DR
6503	103300061806	51010100	CGEX190813	08/16/2019					6,014.53	DR
6503	103300061806	51010100	CGEX190820	08/21/2019					488.23	DR
6503	103300061806	51010100	CGEX190828	08/31/2019					3,654.10	DR

OBJSUB: 5101010 F-T EMP SAL & WAGES

6503	103300061806	51010200	CGEX190726	08/01/2019					15,028.59	DR
6503	103300061806	51010200	CGEX190813	08/16/2019					2,116.52	DR
6503	103300061806	51010200	CGEX190828	08/31/2019					2,624.70	DR
									3,518.53	DR

OBJSUB: 5101020 P-T/TEMP EMP SAL & WAGES

6503	103300061806	51010300	CGEX190726	08/01/2019					8,259.75	DR
6503	103300061806	51010300	CGEX190813	08/16/2019					120.00	DR
6503	103300061806	51010300	CGEX190828	08/31/2019					600.00	DR
									240.00	DR

OBJSUB: 5101030 BOARD & COMM MBRS FEES

6503	103300061806	51020100	CGEX190726	08/01/2019					960.00	DR
6503	103300061806	51020100	CGEX190805	08/07/2019					24,248.34	DR
6503	103300061806	51020100	CGEX190805	08/07/2019					538.03	DR
6503	103300061806	51020100	CGEX190805	08/07/2019					4.97	DR
6503	103300061806	51020100	CGEX190805	08/07/2019					2.15	DR
6503	103300061806	51020100	CGEX190813	08/16/2019					1.08	DR
6503	103300061806	51020100	CGEX190820	08/21/2019					700.69	DR
6503	103300061806	51020100	CGEX190822	08/23/2019					37.35	DR
6503	103300061806	51020100	CGEX190828	08/31/2019					4.74	DR
6503	103300061806	51020100	CGEX190828	08/29/2019					563.17	DR
6503	103300061806	51020100	CGEX190829	08/29/2019					5.81	DR
6503	103300061806	51020100	CGEX190829	08/29/2019					5.35	DR
6503	103300061806	51020100	CGEX190829	08/29/2019					3.21	DR

OBJSUB: 5102010 OASI-EMPLOYER'S SHARE

6503	103300061806	51020200	CGEX190726	08/01/2019					1,866.55	DR
6503	103300061806	51020200	CGEX190813	08/16/2019					292.29	DR
6503	103300061806	51020200	CGEX190820	08/21/2019					259.01	DR
6503	103300061806	51020200	CGEX190828	08/31/2019					39.06	DR
									219.24	DR

OBJSUB: 5102020 RETIREMENT-ER SHARE

6503	103300061806	51020600	CGEX190726	08/01/2019					809.60	DR
6503	103300061806	51020600	CGEX190813	08/16/2019					1,230.64	DR
6503	103300061806	51020600	CGEX190828	08/31/2019					1,275.13	DR
									808.04	DR

OBJSUB: 5102060 HEALTH/LIFE INS.-ER SHARE

6503	103300061806	51020800	CGEX190726	08/01/2019					3,313.81	DR
6503	103300061806	51020800	CGEX190813	08/16/2019					9.08	DR
6503	103300061806	51020800	CGEX190828	08/31/2019					11.23	DR
									9.32	DR

OBJSUB: 5102080 WORKER'S COMPENSATION

6503	103300061806	51020800	CGEX190726	08/01/2019					29.63	DR
6503	103300061806	51020800	CGEX190813	08/16/2019						
6503	103300061806	51020800	CGEX190828	08/31/2019						

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COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPL #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/ CR
6503	103300061806	51020900	CGEX190726	08/01/2019					3.09	DR
6503	103300061806	51020900	CGEX190813	08/16/2019					3.78	DR
6503	103300061806	51020900	CGEX190828	08/31/2019					3.15	DR

OBJSUB: 5102090 UNEMPLOYMENT COMPENSATION
 EMPLOYEE BENEFITS
 GROUP: 51 PERSONAL SERVICES
 MP007054

6503	103300061806	52030100		08/28/2019					10.02	DR *
									6,029.61	DR **
									30,277.95	DR ***
									191.16	DR

OBJSUB: 5203010 AUTO-STATE OWNED-IN STATE
 AUTO-PRIV (IN-ST) H/R/TE

6503	103300061806	52030300	CGEX190805	08/07/2019	115576				191.16	DR *
6503	103300061806	52030300	CGEX190805	08/07/2019	115574				320.04	DR
6503	103300061806	52030300	CGEX190805	08/07/2019	115573				245.28	DR
6503	103300061806	52030300	CGEX190805	08/07/2019	115572				183.12	DR
6503	103300061806	52030300	CGEX190822	08/23/2019	131921				45.78	DR
6503	103300061806	52030300	CGEX190829	08/29/2019	138953				111.30	DR
6503	103300061806	52030300	CGEX190829	08/29/2019	138950				468.30	DR
6503	103300061806	52030300	CGEX190829	08/29/2019	136525				350.70	DR
6503	103300061806	52030300	CGEX190829	08/29/2019	136524				233.94	DR
6503	103300061806	52030300	CGEX190829	08/29/2019	138954				197.40	DR
6503	103300061806	52030300	CGEX190829	08/29/2019	136526				197.40	DR
6503	103300061806	52030300	CGEX190829	08/29/2019	136527				183.12	DR
									183.12	DR

OBJSUB: 5203100 LODGING/IN-STATE

6503	103300061806	52031000	CGEX190805	08/07/2019	115573				2,719.50	DR *
6503	103300061806	52031000	CGEX190805	08/29/2019	138954				251.25	DR
6503	103300061806	52031000	CGEX190829	08/29/2019	136524				251.25	DR
6503	103300061806	52031000	CGEX190829	08/29/2019	136527				167.52	DR
									167.50	DR

OBJSUB: 5203140 TAXABLE MEALS/IN-STATE

6503	103300061806	52031400	CGEX190805	08/07/2019	115576				837.52	DR *
6503	103300061806	52031400	CGEX190805	08/07/2019	115574				65.00	DR
6503	103300061806	52031400	CGEX190805	08/07/2019	115572				28.00	DR
6503	103300061806	52031400	CGEX190822	08/23/2019	131921				14.00	DR
6503	103300061806	52031400	CGEX190829	08/29/2019	138953				62.00	DR
6503	103300061806	52031400	CGEX190829	08/29/2019	138952				76.00	DR
6503	103300061806	52031400	CGEX190829	08/29/2019	136525				70.00	DR
6503	103300061806	52031400	CGEX190829	08/29/2019	138950				42.00	DR

OBJSUB: 5203150 NON-TAXABLE MEALS/IN-ST
 TRAVEL

6503	103300061806	52031500	CGEX190829	08/29/2019	136524				480.00	DR *
6503	103300061806	52031500	CGEX190829	08/29/2019	136526				120.00	DR
6503	103300061806	52031500	CGEX190829	08/29/2019	138954				100.00	DR
6503	103300061806	52031500	CGEX190829	08/29/2019	136527				80.00	DR
6503	103300061806	52031500	CGEX190829	08/29/2019	136524				60.00	DR

OBJSUB: 5203150 NON-TAXABLE MEALS/IN-ST
 TRAVEL

6503	103300061806	52041800	DP007097	08/28/2019					480.00	DR *
									4,585.18	DR **
									459.75	DR **

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COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPL. #	OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
6503	103300061806	5204180	COMPUTER SERVICES-STATE DP007097	08/28/2019						459.75	DR *
6503	103300061806	5204200	BIT DEVELOPMENT COSTS PL007060	08/28/2019						76.25	DR *
6503	103300061806	5204200	PL007060	08/28/2019						545.12	DR
6503	103300061806	5204200	PL007060	08/28/2019						272.56	DR
6503	103300061806	5204200	PL007060	08/28/2019						545.12	CR
6503	103300061806	5204230	CENTRAL SERVICES 0220811	08/07/2019			SERVALLONT	12049672		272.56	DR *
6503	103300061806	5204230	JANITORIAL & MAINT SERV REALEE/COSMRT20	08/07/2019			HYDEHOLDIN	12028880		4.25	DR *
6503	103300061806	5204490	REALEE/COSMRT20	08/23/2019			HYDEHOLDIN	12028880		1,041.75	DR
6503	103300061806	5204490	REALEE/COSMRT20	08/23/2019			HYDEHOLDIN	12028880		1,041.75	DR
6503	103300061806	5204530	RENTS-PRIVATE OWNED PROP. TL007052	08/14/2019			WESTUNIFIE	12142271		2,083.50	DR *
6503	103300061806	5204530	1744533599	08/23/2019			WESTUNIFIE	12142271		143.40	DR
6503	103300061806	5204530	8381416X07242019	08/09/2019			ATTMOBILIT	12279233		43.06	DR
6503	103300061806	5204540	TELECOMMUNICATIONS SRVCS 415031401 0719	08/23/2019			MUNICIPALU	12054968		66.52	DR
6503	103300061806	5204540	ELECTRICITY 112180-1242847	08/23/2019			MUNICIPALU	12054968		252.98	DR *
6503	103300061806	5204550	GARBAGE & SEWER C100CC002	08/23/2019			ENVIROTECH	12037175		108.76	DR *
6503	103300061806	5204960	C100CC002	08/07/2019			ENVIROTECH	12037175		9.62	DR *
6503	103300061806	5204960	C100CC002	08/07/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	CR
6503	103300061806	5204960	D100CC002	08/09/2019			ENVIROTECH	12037175		245.53	DR
6503	103300061806	5204960	D100CC002	08/09/2019							

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
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AGENCY BUDGET CENTER	UNIT	LABOR & REGULATION	COMMISSION	COMMISSION	COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
103300061806	51010100	CGEX190726			6503	103300061806	51010100	CGEX190726	08/01/2019					4,871.73	DR
103300061806	51010100	CGEX190813			6503	103300061806	51010100	CGEX190813	08/16/2019					6,014.53	DR
103300061806	51010100	CGEX190820			6503	103300061806	51010100	CGEX190820	08/21/2019					488.23	DR
103300061806	51010100	CGEX190828			6503	103300061806	51010100	CGEX190828	08/31/2019					3,654.10	DR
OBJSUB: 5101010 F-T EMP SAL & WAGES															
103300061806	51010200	CGEX190726			6503	103300061806	51010200	CGEX190726	08/01/2019					15,028.59	DR
103300061806	51010200	CGEX190813			6503	103300061806	51010200	CGEX190813	08/16/2019					2,116.52	DR
103300061806	51010200	CGEX190828			6503	103300061806	51010200	CGEX190828	08/31/2019					2,624.70	DR
OBJSUB: 5101020 P-T/TEMP EMP SAL & WAGES															
103300061806	51010300	CGEX190726			6503	103300061806	51010300	CGEX190726	08/01/2019					8,259.75	DR
103300061806	51010300	CGEX190813			6503	103300061806	51010300	CGEX190813	08/16/2019					120.00	DR
103300061806	51010300	CGEX190828			6503	103300061806	51010300	CGEX190828	08/31/2019					600.00	DR
OBJSUB: 5101030 BOARD & COMM MBRS FEES															
OBJECT: 5101 EMPLOYEE SALARIES															
103300061806	51020100	CGEX190726			6503	103300061806	51020100	CGEX190726	08/01/2019					24,248.34	DR
103300061806	51020100	CGEX190805			6503	103300061806	51020100	CGEX190805	08/07/2019					538.03	DR
103300061806	51020100	CGEX190805			6503	103300061806	51020100	CGEX190805	08/07/2019					4.97	DR
103300061806	51020100	CGEX190805			6503	103300061806	51020100	CGEX190805	08/07/2019					2.15	DR
103300061806	51020100	CGEX190813			6503	103300061806	51020100	CGEX190813	08/16/2019					1.08	DR
103300061806	51020100	CGEX190820			6503	103300061806	51020100	CGEX190820	08/21/2019					700.69	DR
103300061806	51020100	CGEX190822			6503	103300061806	51020100	CGEX190822	08/23/2019					37.35	DR
103300061806	51020100	CGEX190828			6503	103300061806	51020100	CGEX190828	08/31/2019					4.74	DR
103300061806	51020100	CGEX190828			6503	103300061806	51020100	CGEX190828	08/29/2019					563.17	DR
103300061806	51020100	CGEX190829			6503	103300061806	51020100	CGEX190829	08/29/2019					5.81	DR
103300061806	51020100	CGEX190829			6503	103300061806	51020100	CGEX190829	08/29/2019					5.35	DR
OBJSUB: 5102010 CASI-EMPLOYER'S SHARE															
103300061806	51020200	CGEX190726			6503	103300061806	51020200	CGEX190726	08/01/2019					1,866.55	DR
103300061806	51020200	CGEX190813			6503	103300061806	51020200	CGEX190813	08/16/2019					292.29	DR
103300061806	51020200	CGEX190820			6503	103300061806	51020200	CGEX190820	08/21/2019					259.01	DR
103300061806	51020200	CGEX190828			6503	103300061806	51020200	CGEX190828	08/31/2019					39.06	DR
OBJSUB: 5102020 RETIREMENT-ER SHARE															
103300061806	51020600	CGEX190726			6503	103300061806	51020600	CGEX190726	08/01/2019					809.60	DR
103300061806	51020600	CGEX190813			6503	103300061806	51020600	CGEX190813	08/16/2019					1,230.64	DR
103300061806	51020600	CGEX190828			6503	103300061806	51020600	CGEX190828	08/31/2019					1,275.13	DR
OBJSUB: 5102060 HEALTH/LIFE INS.-ER SHARE															
103300061806	51020800	CGEX190726			6503	103300061806	51020800	CGEX190726	08/01/2019					3,313.81	DR
103300061806	51020800	CGEX190813			6503	103300061806	51020800	CGEX190813	08/16/2019					9.08	DR
103300061806	51020800	CGEX190828			6503	103300061806	51020800	CGEX190828	08/31/2019					11.23	DR
OBJSUB: 5102080 WORKER'S COMPENSATION															
														29.63	DR

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 08/31/2019

AGENCY 10 LABOR & REGISTRATION
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
6503	103300061806	5204180	COMPUTER SERVICES-STATE					459.75	DR *
			DP007097					76.25	DR
OBJSUB: 5204180									
OBJSUB: 5204181 BIT DEVELOPMENT COSTS									
6503	103300061806	52042000						76.25	DR *
								545.12	DR
6503	103300061806	52042000						272.56	DR
								545.12	CR
OBJSUB: 5204200									
OBJSUB: 5204200 CENTRAL SERVICES									
6503	103300061806	52042300						272.56	DR *
								4.25	DR
OBJSUB: 5204230									
OBJSUB: 5204230 JANITORIAL & MAINT SERV									
6503	103300061806	52044900						4.25	DR *
								1,041.75	DR
6503	103300061806	52044900						1,041.75	DR
OBJSUB: 5204490									
OBJSUB: 5204490 RENTS-PRIVATE OWNED PROP.									
6503	103300061806	52045300						2,083.50	DR *
								143.40	DR
6503	103300061806	52045300						43.06	DR
								66.52	DR
OBJSUB: 5204530									
OBJSUB: 5204530 TELECOMMUNICATIONS SVCS									
6503	103300061806	52045400						252.98	DR *
								108.76	DR
OBJSUB: 5204540									
OBJSUB: 5204540 ELECTRICITY									
6503	103300061806	52045500						108.76	DR *
								9.62	DR
OBJSUB: 5204550									
OBJSUB: 5204550 GARBAGE & SEWER									
6503	103300061806	52049600						9.62	DR *
								245.53	DR
6503	103300061806	52049600						245.53	DR
								245.53	CR
6503	103300061806	52049600						245.53	DR
								245.53	DR
6503	103300061806	52049600						245.53	DR
								245.53	CR
6503	103300061806	52049600						2,235.00	DR
								18.00	DR
OBJSUB: 5204960									
OBJSUB: 5204960 OTHER CONTRACTUAL SERVICE									
OBJECT: 5204									
OBJECT: 5204 CONTRACTUAL SERVICES									
6503	103300061806	52050280						2,498.53	DR *
								5,766.20	DR **
6503	103300061806	52050280						21.28	DR
								49.84	DR
6503	103300061806	52050280						25.20	DR
								43.75	DR
OBJSUB: 5205028									
OBJSUB: 5205028 OFFICE SUPPLIES									
6503	103300061806	52053100						140.07	DR *
								220.00	DR
OBJSUB: 5205310									
OBJSUB: 5205310 PRINTING-STATE									
6503	103300061806	52053500						220.00	DR *
								5.19	DR
6503	103300061806	52053500						3.95	DR
								4.95	DR
6503	103300061806	52053500						4.95	DR

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STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 08/31/2019

AGENCY	10	LABOR & REGULATION			
BUDGET UNIT	1033	COSMETOLOGY COMMISSION			
CENTER-5	10330	COSMETOLOGY COMMISSION			
CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
CENTER: 103300061806				42,357.43	65,636.94
B UNIT: 1033				42,357.43	65,636.94

July 2019

BUDGET UNIT	1033	COSMETOLOGY COMMISSION		MONTHLY	DATE	08/03/2019	
COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	368,642.00	0.00	0.00	25,264.00	23,279.51	320,098.49	150,053.55
BUDGETED TOT	368,642.00	0.00	0.00	25,264.00	23,279.51	320,098.49	
ALL COMP TOT	368,642.00	0.00	0.00	25,264.00	23,279.51	320,098.49	

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	183,174.00	0.00	0.00	13,780.09	13,780.09	169,393.91	92.5
5102 EMPLOYEE BENEFITS	58,314.00	0.00	0.00	3,872.36	3,872.36	54,441.64	93.4
5203 TRAVEL	42,268.00	0.00	0.00	1,762.72	1,762.72	40,505.28	95.8
5204 CONTRACTUAL SVCS	74,405.00	0.00	25,264.00	3,129.40	3,129.40	46,011.60	61.8
5205 SUPPLIES & MATRLS	10,481.00	0.00	0.00	734.94	734.94	9,746.06	93.0
TOTALS	368,642.00	0.00	25,264.00	23,279.51	23,279.51	320,098.49	86.8

BREAKOUT BY COMPANY:

COMPANY	6503-I	PROFESSIONAL & LICENSING BOARDS	TOT
5101000	EMPLOYEE SALARIES	183,174.00	0.00
5102000	EMPLOYEE BENEFITS	58,314.00	0.00
5203000	TRAVEL	42,268.00	0.00
5204000	CONTRACTUAL SVCS	74,405.00	0.00
5205000	SUPPLIES & MATRLS	10,481.00	0.00
PS	SUBTOTALS	241,488.00	0.00
OE	SUBTOTALS	127,154.00	0.00
COMPANY	6503-I	TOT	368,642.00

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STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 07/31/2019

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	150,053.55	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			150,053.55	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			150,053.55	DR **	
BUDGET UNIT TOTAL 1033			150,053.55	DR ***	

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STATE OF SOUTH DAKOTA
REVENUE SUMMARY BY BUDGET UNIT
FOR PERIOD ENDING: 07/31/2019

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AGENCY BUDGET CENTER	UNIT	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
10	1033	6503		LABOR & REGULATION COSMETOLOGY COMMISSION		
COMPANY NO 6503 COMPANY NAME PROFESSIONAL & LICENSING BOARDS						
103300061806		6503	4293901	COS-OPERATOR/MANAGER	9,035.00	9,035.00
103300061806		6503	4293969	COS-SALONS LICENSE	4,305.00	4,305.00
103300061806		6503	4293970	COS-INSTRUCTORS LIC	50.00	50.00
103300061806		6503	4293971	COS-STUDENTS/APPRENTICES	228.00	228.00
103300061806		6503	4293972	COS-PERMITS	1,662.00	1,662.00
103300061806		6503	4293973	COS-SCHOOL LICENSE	300.00	300.00
103300061806		6503	4293984	COS-RECIPROCITY/CERTIF	360.00	360.00
ACCT: 4293				BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	15,940.00	15,940.00
ACCT: 42				LICENSES, PERMITS & FEES	15,940.00	15,940.00
103300061806		6503	4393903	COS-PENALTY'S	5,725.00	5,725.00
ACCT: 4393				PENALTIES (NON-GOVERNMENTAL)	5,725.00	5,725.00
ACCT: 43				FINES, FORFEITS & PENALTIES	5,725.00	5,725.00
103300061806		6503	4896007	COSM-NATL EXAM TEST COST	1,460.00	1,460.00
ACCT: 4896				OTHER REVENUE	1,460.00	1,460.00
ACCT: 48				OTHER REVENUE	1,460.00	1,460.00
CNTR: 103300061806					23,125.00	23,125.00
COMP: 6503					23,125.00	23,125.00
B UNIT: 1033					23,125.00	23,125.00

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 07/31/2019

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR #	EFFECT DATE	AMOUNT	DR
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COMPANY NO	6503	PROFESSIONAL & LICENSING BOARDS						
COMPANY NAME	6503	PROFESSIONAL & LICENSING BOARDS						

6503 1033		71010100	BD07012019	07/01/2019		07/01/2019	183,174.00	CR
6503 1033		71020100	BD07012019	07/01/2019		07/01/2019	58,314.00	CR

TOTAL ACCOUNT GROUP NET CHANGE

241,488.00 CR *

6503 1033		72030100	BD07012019	07/01/2019		07/01/2019	42,268.00	CR
6503 1033		72040100	BD07012019	07/01/2019		07/01/2019	74,405.00	CR
6503 1033		72050100	BD07012019	07/01/2019		07/01/2019	10,481.00	CR

TOTAL ACCOUNT GROUP NET CHANGE

127,154.00 CR *

TOTAL COMPANY--NET CHANGE

368,642.00 CR **

COMPANY NO	6503	PROFESSIONAL & LICENSING BOARDS
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6503 1033000061806	42933901	C10ZCC001	07/08/2019	220967	07/03/2019	615.00	DR
6503 1033000061806	4293901	C10ZCC001	07/08/2019	220967	07/03/2019	615.00	CR
6503 1033000061806	4293901	C10ZCC001	07/08/2019	220967	07/03/2019	615.00	CR
6503 1033000061806	4293969	C10ZCC001	07/08/2019	220967	07/03/2019	385.00	CR
6503 1033000061806	4293972	C10ZCC001	07/08/2019	220967	07/03/2019	180.00	CR
6503 1033000061806	4293901	C10ZCC003	07/19/2019	222081	07/17/2019	1,555.00	DR
6503 1033000061806	4293901	C10ZCC003	07/19/2019	222081	07/17/2019	1,555.00	CR
6503 1033000061806	4293969	C10ZCC003	07/19/2019	222081	07/17/2019	1,555.00	CR
6503 1033000061806	4293971	C10ZCC003	07/19/2019	222081	07/17/2019	910.00	CR
6503 1033000061806	4293972	C10ZCC003	07/19/2019	222081	07/17/2019	174.00	CR
6503 1033000061806	4293984	C10ZCC003	07/19/2019	222081	07/17/2019	384.00	CR
6503 1033000061806	4293901	C10ZCC004	07/19/2019	222134	07/16/2019	2,900.00	DR
6503 1033000061806	4293901	C10ZCC004	07/19/2019	222134	07/16/2019	2,900.00	CR
6503 1033000061806	4293901	C10ZCC004	07/19/2019	222134	07/16/2019	2,900.00	CR
6503 1033000061806	4293969	C10ZCC004	07/19/2019	222134	07/16/2019	2,900.00	CR
6503 1033000061806	4293970	C10ZCC004	07/19/2019	222134	07/16/2019	1,120.00	CR
6503 1033000061806	4293972	C10ZCC004	07/19/2019	222134	07/16/2019	25.00	CR
6503 1033000061806	4293984	C10ZCC004	07/19/2019	222134	07/16/2019	480.00	CR
6503 1033000061806	4293901	C10ZCC005	07/31/2019	223164	07/22/2019	80.00	DR
6503 1033000061806	4293901	C10ZCC005	07/31/2019	223164	07/22/2019	1,285.00	DR
6503 1033000061806	4293969	C10ZCC005	07/31/2019	223164	07/22/2019	1,285.00	CR
6503 1033000061806	4293969	C10ZCC005	07/31/2019	223164	07/22/2019	1,285.00	CR
6503 1033000061806	4293972	C10ZCC005	07/31/2019	223164	07/22/2019	525.00	CR
6503 1033000061806	4293984	C10ZCC005	07/31/2019	223164	07/22/2019	240.00	CR
6503 1033000061806	4293901	C10ZCC006	07/31/2019	223127	07/30/2019	60.00	CR
6503 1033000061806	4293901	C10ZCC006	07/31/2019	223127	07/30/2019	2,680.00	DR
6503 1033000061806	4293901	C10ZCC006	07/31/2019	223127	07/30/2019	2,680.00	CR
6503 1033000061806	4293969	C10ZCC006	07/31/2019	223127	07/30/2019	2,680.00	CR
6503 1033000061806	4293969	C10ZCC006	07/31/2019	223127	07/30/2019	1,330.00	CR
6503 1033000061806	4293970	C10ZCC006	07/31/2019	223127	07/30/2019	25.00	CR

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 07/31/2019

AGENCY 10 LABOR & REGULATION
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR
6503	103300061806	4293971	C10ZCC006	07/31/2019	223127	07/30/2019	54.00	CR
6503	103300061806	4293972	C10ZCC006	07/31/2019	223127	07/30/2019	378.00	CR
6503	103300061806	4293973	C10ZCC006	07/31/2019	223127	07/30/2019	200.00	CR
6503	103300061806	4293984	C10ZCC006	07/31/2019	223127	07/30/2019	35.00	CR
6503	103300061806	4293969	N10Z07001	07/24/2019		07/16/2019		CR

TOTAL ACCOUNT GROUP NET CHANGE

15,940.00 CR *

6503	103300061806	4393903	C10ZCC001	07/08/2019	220967	07/03/2019	275.00	CR
6503	103300061806	4393903	C10ZCC003	07/19/2019	222081	07/17/2019	430.00	CR
6503	103300061806	4393903	C10ZCC004	07/19/2019	222134	07/16/2019	1,380.00	CR
6503	103300061806	4393903	C10ZCC005	07/31/2019	223164	07/22/2019	680.00	CR
6503	103300061806	4393903	C10ZCC006	07/31/2019	223127	07/30/2019	2,960.00	CR

TOTAL ACCOUNT GROUP NET CHANGE

5,725.00 CR *

6503	103300061806	4896007	C10ZCC001	07/08/2019	220967	07/03/2019	80.00	CR
6503	103300061806	4896007	C10ZCC003	07/19/2019	222081	07/17/2019	690.00	CR
6503	103300061806	4896007	C10ZCC006	07/31/2019	223127	07/30/2019	690.00	CR

TOTAL ACCOUNT GROUP NET CHANGE

1,460.00 CR *

6503	103300061806	52053100	CD906041	07/19/2019		07/01/2019	154.73	DR
6503	103300061806	52053100	CD906041	07/19/2019		07/01/2019	154.73	DR
6503	103300061806	52053100	CD906041	07/19/2019		07/01/2019	154.73	CR
6503	103300061806	52041800	DP906097	07/24/2019		07/17/2019	459.75	DR
6503	103300061806	52041810	DP906097	07/24/2019		07/17/2019	61.00	DR
6503	103300061806	52049600	D110CC001	07/12/2019	MC20023	07/02/2019	237.57	DR
6503	103300061806	52049600	D110CC001	07/12/2019	MC20023	07/02/2019	237.57	DR
6503	103300061806	52042000	D110CC001	07/12/2019	MC20023	07/02/2019	237.57	CR
6503	103300061806	52042000	FM906052	07/24/2019	DR	07/12/2019	1,568.24	DR
6503	103300061806	52053500	MS906045	07/19/2019		07/15/2019	6.48	DR
6503	103300061806	52042000	PL906056	07/17/2019		07/09/2019	532.12	DR
6503	103300061806	52042000	PL906050	07/19/2019		07/02/2019	160.51	DR
6503	103300061806	52045300	TL906052	07/17/2019		07/17/2019	31.35	DR
6503	103300061806	52041600	TR906011	07/19/2019		07/08/2019	143.21	DR
6503	103300061806	52041600	TR906011	07/19/2019		07/08/2019	80.00	DR

TOTAL ACCOUNT GROUP NET CHANGE

3,434.96 DR *

6503	103300061806	82044900	REALEE/COSMRT20	07/24/2019		07/24/2019	12,501.00	DR
6503	103300061806	82049600	19-1000-020	07/17/2019	20SC10020A	07/15/2019	60.00	CR
6503	103300061806	82040500	20SC100003	07/02/2019	1211484002	07/01/2019	2,500.00	DR
6503	103300061806	82040500	20SC100004	07/02/2019	12221150	07/01/2019	6,000.00	DR
6503	103300061806	82049600	20SC10020A	07/12/2019	12358629	07/12/2019	4,323.00	DR

TOTAL ACCOUNT GROUP NET CHANGE

25,264.00 DR *

TOTAL COMPANY--NET CHANGE 5,573.96 DR **

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 07/31/2019

AGENCY BUDGET CENTER-5	UNIT 1033	LABOR & REGULATION 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 COMPANY NAME PROFESSIONAL & LICENSING BOARDS													
6503	103300061806	51010100			CGEX190626		07/01/2019					4,165.24	DR
6503	103300061806	51010100			CGEX190711		07/17/2019					4,886.43	DR
OBJSUB: 5101010 F-T EMP SAL & WAGES													
6503	103300061806	51010200			CGEX190626		07/01/2019					9,051.67	DR *
6503	103300061806	51010200			CGEX190711		07/17/2019					1,870.68	DR
OBJSUB: 5101020 P-T/TEMP EMP SAL & WAGES													
6503	103300061806	51010300			CGEX190711		07/17/2019					2,617.74	DR
OBJSUB: 5101030 BOARD & COMM MBRS FEES													
OBJECT: 5101 EMPLOYEE SALARIES													
6503	103300061806	51020100			CGEX190626		07/01/2019					240.00	DR *
6503	103300061806	51020100			CGEX190711		07/17/2019					13,780.09	DR **
6503	103300061806	51020100			CGEX190712		07/12/2019					457.07	DR
6503	103300061806	51020100			CGEX190718		07/19/2019					586.10	DR
6503	103300061806	51020100			CGEX190718		07/19/2019					3.36	DR
6503	103300061806	51020100			CGEX190718		07/19/2019					4.21	DR
6503	103300061806	51020100			CGEX190718		07/19/2019					3.37	DR
6503	103300061806	51020100			CGEX190718		07/19/2019					2.53	DR
6503	103300061806	51020100			CGEX190718		07/19/2019					1.98	DR
6503	103300061806	51020100			CGEX190718		07/19/2019					1.68	DR
6503	103300061806	51020100			CGEX190718		07/19/2019					.84	DR
OBJSUB: 5102010 CASI-EMPLOYER'S SHARE													
6503	103300061806	51020200			CGEX190626		07/01/2019					1,061.14	DR *
6503	103300061806	51020200			CGEX190711		07/17/2019					249.94	DR
OBJSUB: 5102020 RETIREMENT-ER SHARE													
6503	103300061806	51020600			CGEX190626		07/01/2019					543.21	DR *
6503	103300061806	51020600			CGEX190711		07/17/2019					1,069.78	DR
OBJSUB: 5102060 HEALTH/LIFE INS -ER SHARE													
6503	103300061806	51020800			CGEX190626		07/01/2019					1,174.44	DR
6503	103300061806	51020800			CGEX190711		07/17/2019					2,244.22	DR *
OBJSUB: 5102080 WORKER'S COMPENSATION													
6503	103300061806	51020900			CGEX190626		07/01/2019					7.93	DR
6503	103300061806	51020900			CGEX190711		07/17/2019					9.79	DR
OBJSUB: 5102090 UNEMPLOYMENT COMPENSATION													
OBJECT: 5102 EMPLOYEE BENEFITS													
GROUP: 51 PERSONAL SERVICES													
6503	103300061806	52030100			MP906052		07/24/2019					6.48	DR
OBJSUB: 5203010 AUTO-STATE OWNED-IN STATE													
6503	103300061806	52030300			CGEX190712		07/12/2019					3,872.36	DR **
6503	103300061806	52030300			CGEX190718		07/19/2019					17,652.45	DR ***
OBJSUB: 5203030													
6503	103300061806	52030300			CGEX190718		07/19/2019					6.48	DR
OBJSUB: 5203030													
6503	103300061806	52030300			CGEX190718		07/19/2019					341.88	DR *
6503	103300061806	52030300			CGEX190718		07/19/2019					393.12	DR

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 07/31/2019

AGENCY BUDGET CENTER	UNIT	LABOR & REGULATION	COMMETOLOGY COMMISSION	COMMETOLOGY COMMISSION	DOCUMENT NUMBER	POSTING DATE	JV OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
103300061806	52030300	CGEX190718	106831			07/19/2019					286.02	DR
103300061806	52030300	CGEX190718	106832			07/19/2019					182.28	DR
103300061806	52030300	CGEX190718	106839			07/19/2019					161.70	DR
103300061806	52030300	CGEX190718	106838			07/19/2019					100.80	DR
103300061806	52030300	CGEX190718	106841			07/19/2019					55.44	DR
OBJSUB: 5203030 AUTO-PRIV (IN-ST.) H/RTE												
103300061806	52031400	CGEX190712	104402			07/12/2019					1,521.24	DR
103300061806	52031400	CGEX190718	106128			07/19/2019					44.00	DR
103300061806	52031400	CGEX190718	106839			07/19/2019					55.00	DR
103300061806	52031400	CGEX190718	106831			07/19/2019					44.00	DR
103300061806	52031400	CGEX190718	106832			07/19/2019					33.00	DR
103300061806	52031400	CGEX190718	106841			07/19/2019					22.00	DR
103300061806	52031400	CGEX190718	106838			07/19/2019					11.00	DR
OBJSUB: 5203140 TAXABLE MEALS/IN-STATE TRAVEL												
103300061806	52041600	TR906011				07/19/2019					235.00	DR
103300061806	52041600	TR906011				07/19/2019					1,762.72	DR
103300061806	52041600	TR906011				07/19/2019					80.00	DR
OBJSUB: 5204160 WORKSHOP REGISTRATION FEE												
103300061806	52041800	DP906097				07/24/2019					80.00	DR
103300061806	52041800	DP906097				07/24/2019					459.75	DR
OBJSUB: 5204180 COMPUTER SERVICES-STATE												
103300061806	52041810	DP906097				07/24/2019					61.00	DR
OBJSUB: 5204181 BIT DEVELOPMENT COSTS												
103300061806	52042000	FM906074				07/24/2019					61.00	DR
103300061806	52042000	PL906056				07/17/2019					1,568.24	DR
103300061806	52042000	RM906050				07/19/2019					160.51	DR
103300061806	52042000	RM906050				07/19/2019					31.35	DR
OBJSUB: 5204200 CENTRAL SERVICES												
103300061806	52042300	0208999				07/17/2019					1,760.10	DR
103300061806	52042300	0208999				07/17/2019					4.25	DR
OBJSUB: 5204230 JANITORIAL & MAINT SERV												
103300061806	52045300	TL906052				07/17/2019					4.25	DR
103300061806	52045300	8381416X06242019				07/31/2019					143.21	DR
103300061806	52045300	8381416X06242019				07/31/2019					65.99	DR
OBJSUB: 5204530 TELECOMMUNICATIONS SRVCS												
103300061806	52045400	415031401 0619				07/26/2019					209.20	DR
103300061806	52045400	415031401 0619				07/26/2019					103.91	DR
OBJSUB: 5204540 ELECTRICITY												
103300061806	52045500	1236168				07/26/2019					103.91	DR
103300061806	52045500	1236168				07/26/2019					9.62	DR
OBJSUB: 5204550 GARBAGE & SEWER												
103300061806	52049600	D110CC001				07/12/2019					9.62	DR
103300061806	52049600	D110CC001				07/12/2019					237.57	DR
103300061806	52049600	D110CC001				07/12/2019					237.57	DR
103300061806	52049600	D110CC001				07/12/2019					237.57	DR
103300061806	52049600	19-1000-020 1160				07/17/2019					60.00	DR
103300061806	52049600	19-1000-020 1160				07/17/2019					60.00	DR
103300061806	52049600	6845				07/17/2019					144.00	DR
OBJSUB: 5204960 ISOQUALITY NATLINTERS												
103300061806	52049600	6845				07/17/2019					144.00	DR

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 07/31/2019

AGENCY BUDGET CENTER	UNIT	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
10	1033	10330		LABOR & REGULATION			
10330	10330			COSMETOLOGY COMMISSION			
10330	10330			COSMETOLOGY COMMISSION			
COMPANY NO 6503 PROFESSIONAL & LICENSING BOARDS							
103300061806	6503	51010100		F-T EMP SAL & WAGES	9,051.67	9,051.67	
103300061806	6503	51010200		P-T/TEMP EMP SAL & WAGES	4,488.42	4,488.42	
103300061806	6503	51010300		BOARD & COMM MBRS FEES	240.00	240.00	
ACCT: 5101 EMPLOYEE SALARIES							
103300061806	6503	51020100		OASI-EMPLOYER'S SHARE	13,780.09	13,780.09	
103300061806	6503	51020200		RETIREMENT-ER SHARE	1,061.14	1,061.14	
103300061806	6503	51020600		HEALTH/LIFE INS-ER SHARE	543.21	543.21	
103300061806	6503	51020800		WORKER'S COMPENSATION	2,244.22	2,244.22	
103300061806	6503	51020900		UNEMPLOYMENT COMPENSATION	17.72	17.72	
103300061806	6503				6.07	6.07	
ACCT: 5102 EMPLOYEE BENEFITS							
103300061806	6503	52030100		AUTO-STATE OWNED-IN STATE	3,872.36	3,872.36	
103300061806	6503	52030300		AUTO-PRIV (IN-ST.) H/RTE	17,652.45	17,652.45	
103300061806	6503	52031400		TAXABLE MEALS/IN-STATE	6.48	6.48	
ACCT: 5203 TRAVEL							
103300061806	6503	52041600		WORKSHOP REGISTRATION FEE	1,762.72	1,762.72	
103300061806	6503	52041800		COMPUTER SERVICES-STATE	80.00	80.00	
103300061806	6503	52041810		BIT DEVELOPMENT COSTS	459.75	459.75	
103300061806	6503	52042000		CENTRAL SERVICES	61.00	61.00	
103300061806	6503	52042300		JANITORIAL & MAINT SERV	1,760.10	1,760.10	
103300061806	6503	52045300		TELECOMMUNICATIONS SRVCS	4.25	4.25	
103300061806	6503	52045400		ELECTRICITY	209.20	209.20	
103300061806	6503	52045500		GARBAGE & SEWER	103.91	103.91	
103300061806	6503	52049600		OTHER CONTRACTUAL SERVICE	9.62	9.62	
103300061806	6503				441.57	441.57	
ACCT: 5204 CONTRACTUAL SERVICES							
103300061806	6503	52050280		OFFICE SUPPLIES	3,129.40	3,129.40	
103300061806	6503	52053100		PRINTING-STATE	35.65	35.65	
103300061806	6503	52053500		POSTAGE	154.73	154.73	
103300061806	6503	52055180		HEATING & COOKING FUELS	539.37	539.37	
103300061806	6503				5.19	5.19	
ACCT: 5205 SUPPLIES & MATERIALS							
103300061806	52	52050280		OPERATING EXPENSES	734.94	734.94	
COMP: 6503 PROFESSIONAL & LICENSING BOARDS							
CENTER: 103300061806					23,279.51	23,279.51	***
B UNIT: 1033					23,279.51	23,279.51	*****

Analysis of Cosmetology Commission Revenue – September 20, 2019

At the July 2019 Commission meeting, it was agreed to discuss revenues at the next meeting. Shown below is a summary of recent years deficit, along with the estimated revenue increases when the fee increases go into effect January 1, 2020.

The following chart is from our year-end report of receipts and disbursements from the Bureau of Finance & Management.

Our annual Receipts and Disbursement for the past five years shows a pattern of disbursements exceeding receipts, as shown below:

Fiscal Year	FY 19	FY18	FY17	FY16	FY 15	FY14
Receipts	\$314,802	\$305,275	\$309,143	\$295,815	\$287,225	\$292,877
Disbursements	\$342,921	\$347,252	\$341,731	\$353,678	\$276,371	\$358,206
Net (Receipts less Disbursement)	(\$28,119)	(\$41,076)	(\$32,589)	(\$57,863)	(\$10,854)	(\$65,329)

Fee Type	FY 20 Estimated Increased Revenue	Future Years Est Increased Revenue
<i>Applicants for Examination</i>	<i>Exam Fees-Increase from \$80 to \$100</i>	<i>Exam Fees-Increase from \$80 to \$100</i>
<i>Applicants for Re-Examination</i>	<i>Re-exam Fees-Increase from \$40 to \$60</i>	<i>Re-exam Fees-Increase from \$40 to \$60</i>
<i>Individual Licensee Renewal</i>	<i>Individual Licensees-Incr from \$20 to \$25</i>	<i>Individual Licensees-Incr from \$20 to \$25</i>
<i>Instructor License Renewal</i>	<i>Instructor Licenses-Incr from \$25 to \$35</i>	<i>Instructor Licenses-Incr from \$25 to \$35</i>
<i>Salon & Booth Renter License Renewals</i>	<i>Salon & Booth Fees-Incr from \$35 to \$40</i>	<i>Salon & Booth Fees-Incr from \$35 to \$40</i>
TOTAL	\$23,140	\$46,280

The Commission does not currently have any other revenue sources we can access besides our fees. Some thoughts on ways to curb expenditures could include:

1. Send fewer individuals to the NIC out-of-state conferences
2. Eliminate the practical exam. This would save approximately \$20,000 - \$30,000 per year. Discussion of the practical examination is on the agenda later in the meeting

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

September 20, 2019

- 1. Staff Update** – Teresa was promoted to the Program Assistant 1 position previously held by Kelsey Skoglund. The duties of this position include handling disciplinary actions, issuing student licenses, registering students for exams, and other office duties.

We were able to successfully get the Secretary position reclassified to a Senior Secretary. This position has been advertised and the closing date was September 6, 2019. We will begin the interview process next week and hope to have this position filled as soon as possible.

- 2. Esthetics Task Force** – The Commission has talked about the ever-changing face of esthetics and the need to become more informed about new equipment and procedures and possible move towards two-tier esthetics licensure like other states have done. I would like to recommend that the President appoint a task force comprised of two Commission members, a representative from each cosmetology school, staff, and a 2-3 estheticians who are interested in advanced practice esthetics. I do have some esthetician names on file who have expressed an interest in assisting the Commission on this subject.

- 3. Administrative Rules Update** – I testified at the September 9, 2019 Legislature's Interim Rules Committee regarding the Commission's administrative rules changes. The Committee voted to approve the rules as presented. I delivered the rules changes to the Secretary of State's office on September 12. The rules become effective 20 days following receipt in the rules in the Secretary of State's office. That means the rules will become effective October 2, 2019.

- 4. Salon and School Inspection Forms** – Now that we have completed the administrative rules revision, we need to update the inspection forms used for salon/booth and school inspections. Would the Commission like the staff and inspectors to develop new draft inspection forms or would you like to have one or two Commission members participate in the drafting of the forms for final approval of the Commission at the next meeting?

- 5. Mobile Salons** – The Commission may want to give some consideration to changing our rules to allow mobile salons. Some licensees are only interested in performing services at special events such as weddings, photo shoots, or other Commission-approved special events. The law requires that they be attached to a salon or booth in order to perform services off-site. That means that they obtain a booth license in a salon where they never perform services. They have the added expense of paying rent for the booth space. With mobile salons, we could require that the mobile salon owner informs the Commission office where they are going to be located so that inspections can occur.

Agenda Item I – Internal Procedures – Failed Inspection Reports on Website

I would like to recommend that the Commission revisit the current policy regarding placing all failed inspection reports on the website. Failed inspection reports on the website provide the opportunity for the public to search and review salons that have failed inspection(s).

There are two kinds of inspection failures:

- A. Failure due to safety and infection control issues
- B. Technical failure with a no in bolded items shown below:
 - 1. Current licenses; Rules/Regulations, Unregulated Services Sign
 - 3. Fire Extinguisher
 - 4. First Aid Kit

The bolded items 1-11 on the enclosed Inspection Report constitute an automatic failure if any of the items are marked as no. Items 12-34 require at least 4 no's in order to fail an inspection, if there are not any no's in the bolded items.

In the case of the technical failure of items 1, 3, and 4, the inspector is not required to reinspect the salon. Instead, once these items have been dealt with by the licensee by: renewing expired licenses, sending the office a receipt for purchase of a fire extinguisher or first aid kit, the office then approves this as a newly passed inspection and we send out the Passed Inspection Card for display in the salon. This does not take away the initial Failed Inspection status. We simply enter a second inspection into the database as an Office-Passed.

Currently both safety and infection control inspection failures as well as technical failures are posted on the website. The safety and infection control failures stay on the website indefinitely. The Commission policy is to have the technical failure inspection reports be removed after one year. I would like to recommend that the Commission discontinue the practice of posting technical failure inspections on the website for the following reasons:

- 1. I believe the public is interested in viewing failed inspection reports where there are serious safety and infection control issues. The technical failure issues are quickly resolved. If they are not resolved within ten days from the inspection, we do have the inspector go back into the salon and reinspect.
- 2. It is very time-consuming for Commission staff and Department of Labor and Regulation staff to scan and upload inspection reports and then to remember a year later to remove them from the website.

I appreciate your consideration of this recommendation and will be happy to answer any questions you have during the meeting. -- Kate

Inspection Report

South Dakota Cosmetology Commission
500 E Capitol Ave Pierre, SD 57501
605-773-6193 cosmetology@state.sd.us

A.
SALON OR BOOTH NAME: _____
ADDRESS: _____ CITY: _____
OWNER NAME: _____ TELEPHONE NUMBER: _____
SALON or BOOTH LICENSE NUMBER: _____ EXPIRATION DATE: _____

B. TYPE OF SALON:
TYPE OF INSPECTION: 1. Salon Booth Rental Home Limited
2. Cosmetology (all) Hair Esthetics Nails Other _____
3. New Routine Re-Inspection Investigation

- C. During all working hours.** YES is satisfactory NO is NOT satisfactory SDCL 36-15 ARSD 20:42
- YES NO 1. Current licenses; Rules/Regulations, Unregulated Services Sign – Displayed _____
 - YES NO 2. Certified for microdermabrasion and/or electric nail files and/or eyelash extensions _____
 - YES NO 3. Fire Extinguisher, ABC type, 5 lbs., easily accessible, charged _____
 - YES NO 4. First aid kit that contains adhesive dressings, gloves, antiseptic, gauze, tape, blood spill procedures _____
 - YES NO 5. Disinfecting agent(s) available at station _____
 - YES NO 6. Disinfecting agent meets virucidal, fungicidal, and bactericidal requirements _____
 - YES NO 7. Disinfectant container available (large enough) _____
 - YES NO 8. Disinfectant (if mixed) fresh, clean and free from contaminants _____
 - YES NO 9. Clean closed containers - to store only cleaned or disinfected tools _____
 - YES NO 10. Closed, labeled containers for soiled towels, linens, tools _____
 - YES NO 11. Pedicure station and tools clean and disinfected after each use _____

 - YES NO 12. Floors clean (no hair or nail clippings) and in good repair _____
 - YES NO 13. Walls, ceilings, fixtures, vents clean and in good repair _____
 - YES NO 14. Plumbing, hot/cold running water and central sewage system _____
 - YES NO 15. Electrical, appliance cords and outlets safe and in good repair _____
 - YES NO 16. Ventilation in work area _____
 - YES NO 17. Restroom, clean with disposable towels, liquid soap _____
 - YES NO 18. Storage room or cabinet for harmful supplies _____

 - YES NO 19. Hair work stations clean and disinfected _____
 - YES NO 20. Nail work stations clean and disinfected _____
 - YES NO 21. Esthetics work stations clean and disinfected _____
 - YES NO 22. Waste Containers emptied at least daily _____
 - YES NO 23. Sinks clean and disinfected, no hair or soap scum _____
 - YES NO 24. Hand sanitizer or hand-washing facilities available for use _____

 - YES NO 25. Hair tools new and/or clean and disinfected _____
 - YES NO 26. Nail tools new and/or clean and disinfected _____
 - YES NO 27. Esthetics tools new and/or clean and disinfected _____
 - YES NO 28. All single-use items disposed after each use _____
 - YES NO 29. All products are clean, closed, and labeled correctly, includes wax _____
 - YES NO 30. Dispersal tools or equipment is used for products _____
 - YES NO 31. Electrical equipment clean and disinfected (electric clippers, electric files or curling irons) _____
 - YES NO 32. Attachments for electrical equipment clean and disinfected _____

 - YES NO 33. Private Residences – separate exit – separate from residential area _____
 - YES NO 34. Other laws and/or rules that apply (list) _____

D. List of Personal Licensees (first & last)

_____	Lic # _____	Expires: _____
_____	Lic # _____	Expires: _____
_____	Lic # _____	Expires: _____
_____	Lic # _____	Expires: _____
_____	Lic # _____	Expires: _____
_____	Lic # _____	Expires: _____
_____	Lic # _____	Expires: _____
_____	Lic # _____	Expires: _____
_____	Lic # _____	Expires: _____
_____	Lic # _____	Expires: _____

Use additional sheet if more space is needed.

E. Comments:

F.
Date: _____ Time: _____
Signature: _____ Inspector signature _____
Licensee reviewed inspection report with Inspector YES NO (if "no" why not) _____

RECHECK _____ FAIL _____ PASS _____

Agenda Item J – Reciprocity – Certification of License from Other States

We currently require an individual who is applying for a license through reciprocity to request a certification of their license from any state in which they have ever been licensed. This is costly to pay for a certification in multiple states and time-consuming. We cannot issue a temporary license until we receive all their certifications, even certifications from states where they may not have been licensed for many years.

I suggest that the Commission consider changing its policy regarding certification of licensure to only require a reciprocity applicant to request one certification from a state in which they hold an active cosmetology, esthetics, or nail technology license.

This will speed up the reciprocity process, reduce fees for the applicant, and allow the applicant to begin work under a temporary license in a more timely manner.

Thank you for your consideration -- Kate

Agenda Item K – Practical Examination

The Commission has discussed the hands-on practical examination in the past and whether or not the current examination is providing the results that we are seeking for licensure as a cosmetologist, esthetician, and nail technician.

At least 11 other states have discontinued administering a Board administered practical examination, including Iowa, Nebraska, Minnesota, Nevada, Illinois, and Florida. These states rely on the schools to properly train students to enter the work force. Minnesota and Nevada formed a committee comprised of board members, staff and school representatives to develop an exam that is now administered by the schools.

We license for public safety reasons, so that the practitioner can keep themselves and their clients safe. Administration of the current practical examination is costly and time-consuming, with possibly not yielding the results that we are seeking.

Enclosed is a memorandum from Stewart School requesting that the Commission re-initiate the discussion of the practical examination. Other schools have mentioned this subject during the past few years.

Boyd, Kate

From: Angela Taylor <angela.taylor@stewartschool.com>
Sent: Thursday, August 15, 2019 9:26 AM
To: Boyd, Kate
Subject: [EXT] Practical Test

Good Morning Kate,

We would like to initiate the discussion to discontinue to the practical testing. What is the process we would need to follow to do this?

The practical test is to have students demonstrate the safety and sanitation required by our state when performing services. It seems that the test has become so inconsistent based on who the examiners are. The issues with how they pack their kits, not using a hot iron, facials on mannequins etc.

We feel that if the concern is Safety and Sanitation that can be accomplished through written testing to insure a student/graduate knows the rules and laws. Inspection of salons and schools covers the demonstration area.

You and I have discussed this before, so I just wanted to get your advice on how to move forward with it.

Sincerely,

Angela

Angela Taylor
School Director



The information contained in this message may be privileged, confidential, and protected from disclosure. If the reader of this message is not the intended recipient, or any employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by replying to the message and deleting it from your computer and email system.

For office use only: License number: _____ Date processed: _____ Date expires: _____

Cosmetology Commission
500 E Capitol
Pierre SD 57501
605/773-6193

**SOUTH DAKOTA COSMETOLOGY COMMISSION
SCHOOL LICENSE RENEWAL FORM**

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: Lake Area Technical Institute
 Current On-site Director: Angela Larsen
 School address: 1201 Arrow Ave.
 City/State/Zip: Waterloo, SD 57201
 Telephone: 605-882-5284 Fax: 605-882-6299 Email: larsen@lakeareatech.edu
 Programs offered:
 Cosmetology YES NO Number of clock hours: 1500 or 2100
 Nail Technology YES NO Number of clock hours: _____
 Esthetics YES NO Number of clock hours: _____

Are the courses in clock or credit hours? CLOCK CREDIT If in credit hours, attach the conversion.
 Days/Times Open: Attach a separate sheet with this information See handbook + attached sheet
 Days and Times of Theory Classes: Attach a separate sheet with this information See handbook + attached sheet
 Days and Times of Clinic: Attach a separate sheet with this information See handbook + attached sheet
 What months are programs started? August and January
 Current Enrollment in - - - - Cosmetology Program: 50 Nails Program: _____ Esthetics Program: _____
 Approximate Square Footage of school physical premises: 7540

3. SCHOOL OWNER INFORMATION Waterloo School District

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

If a corporation or partnership, list the name and address of the principal place of business of the partnership or corporation. _____

If the corporation has a registered agent in South Dakota authorized to accept legal service, list the name and address of the agent. _____

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 fraction thereof. **IF THIS LIST CHANGES, THE SCHOOL NEEDS TO SUBMIT THE NEW INSTRUCTOR NAME TO THE COMMISSION OFFICE TO ADD TO THIS FORM.**

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

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

School's current catalog See Website www.lakearea.tech.edu

List of textbook(s) and workbook(s) used Milady

School Advertising brochures and web page address facebook - Lake Area Tech Cosmetology

School rules and regulations See handbook + attached sheet

Student policies and procedures See handbook + attached sheet

Explanation of procedure to track student hours Roll Call - Instructack

Explanation of how student records are kept and stored Commer data base @ LATI IT and excel spreadsheet

Schedule of days and times open, showing theory and practical times, holidays closed See attached calendar + sheets

Listing of proposed field trips on Commission form See attached sheet

Listing of substitute instructors and guest demonstrators

List any changes made since the last renewal application

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: Anneke Larson

Dated: 8-15-2019

Owner or School Director Signed: Diane Jiles

Dated: 8/19/2019

Notary
Subscribed and sworn to before me this 19 day of August, 2019.

SEAL

Fiona McPeak
Notary Public – South Dakota

My Commission expires: 6-15-2024

Lake Area Technical Institute

Cosmetology Department

Clinical and Theory Class Schedule

Monday.....8:00 a.m. - 4:00 p.m. or 8:00 p.m. Preclinical only 12:00 noon-4:00 p.m.

Tuesday.....8:00 a.m. - 4:00 p.m. (Theory 2:00 p.m. -4:00 p.m.)

Wednesday.....8:00 a.m. - 4:00 p.m. (Theory 8:00 a.m. - 10:00 a.m.)

Thursday.....8:00 a.m. - 4:00 p.m. (Theory 2:00 p.m. -4:00 p.m.)

Friday.....8:00 a.m. - 4:00 p.m.

~Clinical hours Monday-Friday unless in Preclinical (basics) or Theory classes~

Cosmetology Program Rules

These program rules are in addition to the Lake Area Technical Institute policies.

1. We use a checkmark system. Any violations of the rules stated will result in a checkmark. After five (5) checkmarks per semester, you will be required to clock out, losing time, to correct the violation.
2. Students are advised **not to be** absent unless absolutely necessary. Since no person can predict when a situation may arise that will prevent them from attending class, they need to reserve as much time as possible to cover these situations.
 - a. With perfect attendance for each week, you will receive reward cards to use for services. (Please refer to page 9 for further information.)
 - b. You are allotted 30 hours absent per semester.
 - i. At 15 hours you will receive a written warning. After 32 hours absent you will be dropped. You have the option to appeal to the Director of Enrollment. You must attend class until your appeal meeting has been conducted. If you are dropped, you may not re-enter the program for an entire semester.
 - c. According to Satisfactory Academic Progress (SAP) you are required to be in attendance 90% per each billing cycle. (Please refer to page 11 for further explanation.)
3. **Time clock**
 - a. You must clock yourself in by 8:00 a.m. and be in the theory room ready for roll call by 8:00 a.m. or you will lose time for the day.
 - b. You must clock out for lunch break or you will lose 15 minutes.
 - c. You must clock back in from lunch break or you will lose 15 minutes.
 - d. You must clock out at the end of the day or you will lose 15 minutes.
 - e. It is the student's responsibility to ensure that the time clock reads their card correctly for clocking in and out purposes to ensure that you receive full credit for hours present.
4. If you are unable to attend school for any reason, you must call the department at **605-882 – 6310** before 8:00 a.m.
 - a. You are required to fill out a **Green** request leave form before your absence to be submitted to the Department Supervisor for approval. Refer to the Absentee Form page for more information.
 - b. Following an absence without prior approval, you must fill out a white absentee form and give to the department supervisor.
 - c. You will receive a checkmark if you fail to call before the start of your school day or clock in by the time you notified us you will be here.

5. If you are going to be out of the department, except for using the restroom or getting a drink of water from the water fountain by the restroom, you must have instructor's permission and check out with Rosemary. If you do not follow this policy, you will only receive hours for time present in the department.
6. Attending school on Monday nights will be open to students based on attendance and availability. Monday night students may choose to attend for eight (8) or twelve (12) hours.
 - a) If for any reason the student will no longer be able to attend Monday nights, a written four-week notice must be given to department supervisor.
 - b) If you are absent for three (3) Monday night shifts, you will be required to return to the 8:00 a.m. to 4:00 p.m. schedule.
7. You are required to attend school for four (4) hours or more to receive a lunch break.
8. Students must maintain a professional appearance during school hours. If you do not follow these policies, this will fall under our warning system. (Please refer to pages 13 and 14 for further information.)
 - a. Uniforms consist of clean, wrinkle-free black pants no longer than ½ inch from the floor.
 - b. Clean, wrinkle-free; closed black smock with any kind of shirt under the smock, except for hoodies.
 - c. Clean, professional leather or faux leather, primarily black shoes and black socks must be worn.
 - d. You must wear your name tag at all times during school hours.
 - e. On Fridays, students can wear their cosmetology shirts or Lake Area Tech attire with their uniform pants and professional, primarily black shoes and black socks.
9. According to our program requirements, students must maintain good hygiene during school hours. **If you do not follow this policy, you will be sent home until you comply.**
10. Cell phones are not allowed in the department for any reason. **Students who are caught with a cell phone in the department will be sent home immediately and lose hours for the remainder of the day unless given prior permission from an instructor. No electronic devices during testing.**
11. The supplies that the students receive in their kits are their responsibility. The department will not be held responsible for lost or misplaced items.
12. Beverages and snacks are not allowed in the department unless given permission by an instructor.
13. Under South Dakota State Laws, all services must be checked by an instructor before, during, and after. If you do not have your service checked, you will not receive credit.
14. South Dakota State Law requires students to have one text book per student available for inspection any day of the week. On Theory days, you are required to have your textbook and all workbooks in class. If you do not meet these requirements, you must clock out and lose time to get the required items.
15. Students must have the consent of an instructor to help another student with a service. Students cannot perform services on themselves.

Cosmetology

Sequence and Schedule

Course Sequence

I. Pre-clinical

- A. Basic Foundation
- B. Theory
 - i. Academics
 - ii. Demonstrations
 - iii. Salon spotlights

II. Clinical

- A. Theory
 - I. Academics
 - II. Demonstrations
 - III. Salon Spotlights

III. Post-clinical

- A. Practical
 - i. Hair
 - ii. Esthetics
 - iii. Nails
- B. State Board Preparation
 - i. Laws
 - ii. Theory
 - a. Academics
 - b. Demos
 - c. Salon Spotlight
 - iii. Practical
- C. Career Strategies

Course Schedule

1. LATI Handbook – Academic Calendar
2. Daily Schedule
 - Monday 8:00 a.m. – 4:00 p.m. or 8:00 p.m. Preclinical only 12:00 noon – 4:00 p.m.
 - Tuesday 8:00 a.m. – 4:00 p.m.
 - Wednesday 8:00 a.m. – 4:00 p.m.
 - Thursday..... 8:00 a.m. – 4:00 p.m.
 - Friday..... 8:00 a.m. – 4:00 p.m.
3. Monday through Friday you will have a 45 minute lunch break.
4. Monday 12-hour days on the floor are from 8:00 a.m. – 8:00 p.m. with two (2) 45 minute breaks.

SCHOOL FIELD TRIP PLANS for school license year Aug, 2019 through July, 2020.

1. School Name: Lake Area Technical Institute

We are requesting approval for the following field trips. We know this list must be submitted each year with our school license renewal and will be added to our school application for the year indicated above.

Name and location of field trip(s)	Approx. Date	Credit Hours	Educational objectives and approximate number of students.
1. Downtown Kemp Watertown, SD	Sept 6 th	3	Team building activity to help welcome the new students ≈ 45 students
2. Runnings Ladies Night Runnings in Watertown	Oct 17 th	4	Networking with prospective or current clients • To gain clientele + promote the students ≈ 6 students
3. Career Day field trip Aberdeen, SD	Apr 20 th	8	• Show students different career opportunities • expose students to a supply store ≈ 45
4. Student teaching Redfield, SD	Sept 19 th	18	• Students will teach other prospective students what it is to become a cosmetologist (2) students

If more space is required, please use the reverse side.

I realize that if these field trips need to be changed or dropped, I must write to the Commission for prior approval. All those involved shall follow all the requirements as required by the Commission. (see reverse side).

School representative's signature: 
 Date: Aug 19th 2019

.....

Date received by Commission: _____

To be attached to the school license application or renewal fee.

Instructor(s) Name	IC-License Number	CO-License Number	Expiration Date
Angela Larson	IC-08478-2019	CO-07242-2019	10/04/2019
Rachael Maag	IC-11557-2019	CO-05917-2019	10/04/2019
Elizabeth Lloyd	IC-12014-2019	CO-10881-2019	11/01/2019

LATI - Field Trip Request

Boyd, Kate

From: ANGELA LARSON <LARSONAN@lakeareatech.edu>
Sent: Tuesday, September 10, 2019 10:30 AM
To: Boyd, Kate
Subject: [EXT] request

Good Morning,

We are requesting the approval to attend a career fair on October 1st as part of our field trip hours. There will be Liz Lloyd, the instructor, and two students attending. The students will be performing hands-on tasks on mannequin heads showcasing their skills and informing the potential future students what our industry consists of and how our LATI Cosmetology program is a good fit for them. This event will be beneficial to the cosmetology students by showcasing their technical skills (giving confidence), building communication skills (an area needed every day in their careers), and will be a networking tool for them to take with them to their future careers after graduation. Events, such as this, also help the students see what it takes to potentially grow your business and "put yourself out there".

Thank you for your consideration and we look forward to hearing back from the commission.

Elizabeth Lloyd

Lake Area Technical Institute
Cosmetology Instructor
elizabeth.lloyd@lakeareatech.edu
605.882.5284 ext 396

Angela Larson

Lake Area Technical Institute
Cosmetology Department Supervisor
1201 Arrow Avenue
Watertown, SD 57201
605.882.5284 ext 380
Appointment line 605.882.6310
lakeareatech.mysalononline.com



AGENDA ITEM L. 3. – Anna Thvedt Out-of-State Esthetics Education Hours

We have received a request from Anna Thvedt to accept her out-of-state esthetics education hours directly from Aveda Institute, Des Moines, Iowa. She would like to take her State Board examinations in South Dakota instead of Iowa so that she can become licensed here.

We received her transcript and the course outline directly from Aveda Institute.

Boyd, Kate

From: Anna Thvedt <annathvedt@gmail.com>
Sent: Thursday, September 5, 2019 3:20 PM
To: Boyd, Kate
Subject: [EXT] Out of State Student

South Dakota Cosmetology Commission,

I am writing to request acceptance of my 600 school hours directly from the Aveda Institute Des Moines, where I completed the Esthiology program. The Iowa Board of Cosmetology Arts and Sciences does not certify school hours and can't complete the Out of State Student Affidavit from.

I have sent my completed application, required documents and payment in the mail. I am seeking a temporary license and to take the SD boards in October.

I have requested Aveda send my official transcript directly to your offices, please let me know if you have any questions or need additional information.

I am excited to come back home to South Dakota and work in this field. Thank you for your consideration!

Anna Thvedt

APPLICATION FOR EXAMINATION IN SOUTH DAKOTA
 South Dakota Cosmetology Commission • 500 E Capitol Ave • Pierre SD 57501

Examination Categories and Fees (check only one box) Non-refundable (\$86 total if applying for temporary license)
 Cosmetologist\$80 Esthetician.....\$80 Nail Technician.....\$80

PRINT CLEARLY. All areas must be completed. The correct examination fee by either check or money order must be attached. If applying for a temporary license a \$6 fee must also be attached.

Personal Information

Name: Anna Thvedt Date of Birth: 11-23-1990

Address: 3120 W Rambler Pl #318 City: Sioux Falls State: SD Zip: 57108

Telephone Number: -605 957 6000 SD Student License Number: n/a Iowa Student ID # 2469

Email Address (if available): annathvedt@gmail.com

The Cosmetology Commission will not share your email address with anyone outside the organization.

Indicate your language preference for the written theory & South Dakota laws examination: English Vietnamese

Do you need reasonable testing accommodations due to a disability? Yes No

Have you ever been convicted of, plead guilty or nolo contendere to a felony or any state or federal crime relating to narcotic drugs? Yes No If answered "yes" explain on a separate sheet giving date, place and full particulars and attach as part of this application.

Education Information

School: Aveda Institute Des Moines City West Des Moines State: IA *

Date completed: 9-5-19 Total clock hours of education: 600

I authorize the Cosmetology Commission to release the results of my State Board Examinations to the above-named school: YES NO

*If this is an out-of-state school, you must get a certification from that state's Cosmetology Board. You must also submit a copy of birth certificate, copy of high school diploma or GED, Social Security # and a current photograph.

I hereby make application for the state board examinations to be conducted by the Cosmetology Commission. I declare and affirm under the penalties of perjury that this information has been examined by me, and to the best of my knowledge and belief is, in all things, true and correct. If granted a temporary license to practice in South Dakota, I promise to abide by all the laws of the state of South Dakota governing these practices.

Signature of Applicant: [Signature] Date: 9-5-19

APPLICATION FOR TEMPORARY SOUTH DAKOTA LICENSE*

Salon Name: Artisan Skin and Laser Telephone: -605 371 7057

Salon Address/City: 2101 W 69th St Suite 204 Sioux Falls, SD 57108

Owner Name: Dr. Alison R. Tendler Estimated starting date of employment: 9-9-19

NOTE: *All areas must be completed before the license will be issued. Temporary license fee = \$6.00. A temporary license will be issued only when the applicant makes application for a temporary license before taking the examination and has secured employment in a salon licensed by the Commission. This temporary license shall be valid until the examination results are received and is not renewable. If the examinations are failed, the temporary license becomes invalid immediately.

Esthiology Program Overview

The Esthiology course is a **600 hour** program taught over a period of **20 weeks**. The program covers the following topics in varied levels of depth and detail giving the student a foundation for a professional career: anatomy, physiology, chemistry, make-up, aromaology, facial massage, clinic practice treatments, personal/career development, wellness, and retail knowledge. Students learn to perform facials, waxing, and make up applications.



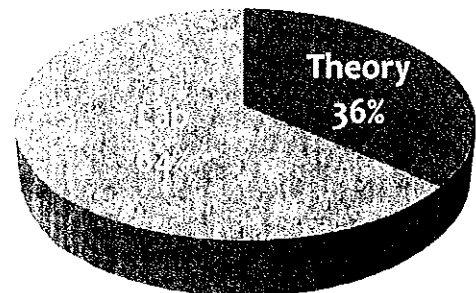
Objective: The Esthiology curriculum provides skin care training with an emphasis on using pure plant essences in treatment. The program prepares the student for the state licensing examination in Esthiology and provides appropriate and comprehensive training, thereby enabling them to enter the field of Esthiology.

Upon completion, students will have the skills to seek employment as a skin care specialist with the knowledge of Aveda products and spa techniques. The student will receive a diploma in Esthiology.

Methods: The course is taught using several different types of instructional methods such as lectures, videos, hands-on techniques, demonstrations, overheads, power points, and internet research.

Course Number	Name	Theory	Lab	TOTAL
EST 101	Skin/Body Systems Theory	35		35
EST 102	Skin Care & Treatment Theory	54		54
EST 103	Infection Control	5		5
EST 104	Iowa Law	5		5
EST 105	Facial Workshops		56	56
EST106	Facial Massage	25		25
EST 107	Make Up	25	10	35
EST 108	Body Treatments	15	15	30
EST 109	Retailing & Business Management	25		25
EST 110	Aveda Rituals	12	3	15
EST 111	Aromaology	5		5
EST 112	Hair Removal	10	5	15
EST 113	Clinic		295	295
		216	384	600

Beauty is as beauty does. We are passionate artists and citizens. The ingredients used by Aveda impact the world by the business partners we choose and by the type of ingredients we source.



Course Descriptions

EST 101 Skin/Body Systems: Anatomy, physiology, histology, chemistry.

EST 102 Skin Care and Treatment Theory: Skin analysis and consultation, care of the skin through cleansing, refinement, and moisturizing, skin disorders and diseases, balancing the skin, extractions, treatment theory, and ingredient analysis.

EST 103 Infection Control: Presents bacteriology, safety and sanitation procedures.

EST 104 Iowa Law: Iowa laws, rules, safety and sanitation requirements.

EST 105 Facial Workshops: Hands on practice of selected facial treatments on live models.

EST 106 Facial Massage: Relaxation through massage, detoxification massage for lymphatic drainage, basic touch, facial massage.

EST 107 Make Up: Color theory, contoured and classic make up applications, dramatic and subtle looks.

EST 108 Body Treatments: Treatments that focus on treating the skin of the entire body.

EST 109 Retailing & Business Management: Fundamentals of retailing, selling and skills to manage a business or own a salon.

EST 110 Aveda Rituals: Performing the 12 points of difference. Stress relieving rituals, aromatherapy, sensory journeys, finishing touch procedure and massage techniques.

EST 111 Aromaology: History of plant aromaology, psychology of aroma, therapeutic effect, custom testing and blending, methods of application.

EST 112 Hair Removal: Hair removal theory, safety, and methods of hair removal.

EST 113 Clinic: Clinic practice including set up, sanitation, time management and daily goals. Apply knowledge through clinic experiences, refine skills learned in the classroom and practice Aveda skin care and make up service standards.

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
SOUTH DAKOTA COSMETOLOGY COMMISSION

500 E Capitol Ave, Pierre, SD 57501
Tel: 605.773.6193 Fax: 605.773.7175 cosmetology.sd.gov

EDUCATION CERTIFICATION COURSE PROVIDER APPLICATION

APPLICATION FEE: \$100 (Non-refundable)
Check or money order payable to: Cosmetology Commission

GENERAL PROVIDER INFORMATION

Provider's Name: Amazing Lash studio
Provider's Address: 2101 W. 69th St. suite 101
STREET
SIoux Falls SD 57108
CITY STATE ZIP
Contact Name: April Buysse Tel: (605) 351 - 9259
Fax () - Email: april.buysse@amazinglashstudio.com
Check one: Individual Provider Company Provider

COURSE INFORMATION

ATTACH a detailed outline or agenda of the course must be attached to application
Subject (Check ONLY ONE): Microdermabrasion Electric Nail File Eyelash Extensions
Amazing Lash studio
Name of Course: Eyelash Extensions with Clock Hours: 50
safety and sanitation Do not include breaks and meals
All continuing education in South Dakota must emphasize safety and sanitation
Location of Course: Amazing Lash Studio 2101 W. 69th St.
BUSINESS NAME STREET
SIoux Falls SD 57108
CITY STATE ZIP

Initial Course Offering Date: September Time: 9:00am
23, 2019

ADDITIONAL OFFERINGS

If this course will be offered more than the initial date listed above, attach a list of dates, times, and locations. To identify the location, include business name, address, city, state, and zip code.

The Commission must have at least twenty-four (24) hours written notice of any changes in the date, location or instructor of your course. Resumes are required for a new course instructor. This information must be faxed to the number above. All correspondence MUST include the Commission assigned Course Certification number, course name and number of credit hours.

Instructor Name: Kaitly Germann and Jamie Paola
Adam-e Marino

QUALIFICATIONS AND LICENSURE

ATTACH instructor's resume
 List state(s) of licensure and current license number – An instructor does not have to be licensed in South Dakota, but must be licensed from another state.

SEP 03 2019
\$ 100.00 1028#

List any relevant information you feel is necessary to assist the Commission in determining approval of this course.

This course is offered to employees of Amazing Lash studio. The course is 2 weeks and the training is paid for our employees.

ATTENDANCE VERIFICATION

Briefly explain the method of monitoring for course attendance. The employee will clock in and out on our computer system Millennium.

ATTACH a sample of the sign-in sheet. After the course, submit a copy to the Commission.

ATTACH a sample copy of the certificate of attendance the provider issues to the licensee as proof of attendance of the course. The certificate must show name of course, name of attendee, dates of attendance, and number of hours earned.

AGREEMENT

I certify all information on this application is correct to the best of my knowledge.

Person completing this application (Please print): April Buysse

Signature: [Signature] Date: 9/29/19

SUBMISSION

Submit your application within sixty (60) days prior to the course date to receive prior approval and a course number. A \$100 non-refundable fee must accompany the application. **This fee is good for one year only no matter how many courses are taught and is not pro-rated.**

Attachments:

- 1. Course agenda or outline
- 2. Additional offerings
- 3. Instructor resume
- 4. Sample of sign-in sheet - online (Millennium)
- 5. Sample of certificate of attendance

NOTES

- When South Dakota licensees attend an approved provider course, the licensee does not have to pay the \$35 verification fee to the Commission.
- As of January 1, 2005, the Commission only requires a one-time continuing education course for electric nail files and microdermabrasion.
- As of July 3, 2017, the Commission requires a one-time continuing education course for eyelash extensions."
- After the Commission has granted its written approval of the application, the provider is entitled to state upon its publications: "This program is approved for ___ (number) South Dakota Education Certification Hours."

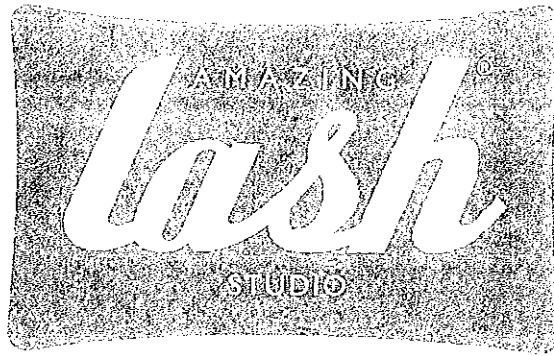
COMMISSION USE ONLY

Approved Hours: _____ Course Approval Number: _____

Denied Reason: _____

Reviewed by: _____

Date: ___/___/___



Safety/Hygiene/Sanitation/Sterilization

Sterilizing Your Instruments

THIS MUST BE DONE AFTER EACH CLIENT

1. Using a nail brush, wash tweezers with soap and warm water. Brush thoroughly at the tip of the tweezers to remove any residual adhesive. Rinse tweezers, replace nail brush in disinfectant jar with brush down and lid closed.
2. Soak tweezers in the instrument tray in an EPA registered disinfectant solution, such as Barbicide for 10 minutes. Disinfectant container is marked "Used Instruments."
 - A. *Disinfectant solution will consist of an EPA-registered bactericidal, fungicidal, and virucidal disinfectant used in accordance with the manufacturer's instructions.*
3. Using the tongs or rubber gloves remove the tweezers from instrument tray.
4. Rinse tweezers clear of barbicide.
5. Spray or wipe tweezers with rubbing alcohol.
5. **DRY TWEEZERS COMPLETELY** and place into clean, closed container. *No used implements can go into the clean container after this process.*
6. When you are done for the day and completed this process store your container in our designated area.

Sanitation and disinfection of tools

Understanding the basics

→ What is *Sanitation*?

- ◆ Sanitation is the process of cleaning to remove all visible residue and matter.

→ What is *Disinfection*?

- ◆ Disinfectants are chemical agents that destroy all bacteria, fungi, and viruses. Disinfectants are not for use on human skin, hair, or nails.

→ What is *Sterilization*?

- ◆ Sterilization is the complete destruction of all microbial life. Sterilization is commonly achieved through the use of Dry heat autoclave and/or High Pressure Steam.

State Cosmetology Rules and Regulations:

- Stylists are required to *cleanse* and *sanitize* all metal implements used during any service.
- Tools must be disinfected with a United States Environmental Protection Agency (EPA) approved chemical such as **barbicide**.

What happens when we fail to follow protocol?

Because our eyelashes are meant to keep oil, dirt, and bacteria out of our eyes, it's only common sense that our tweezers would become contaminated as well.

Eye infections such as *pink eye* and *styes* can easily be spread through tools that are not sanitized properly and/or contaminated barbicide that is not replaced enough.

Proper Steps for Sanitation and Disinfection

Keep a premixed jug of Barbicide ready at all times so barbicide jars are easily filled.

Mixture Ratio: 2 oz of Barbicide per 32 oz of water.

Always pour the solution into water not vice versa.

Barbicide must be replaced a **MINIMUM OF 1 TO 2 TIMES PER DAY.**

DO NOT leave Tweezers in Barbicide overnight- rusting will occur.

NOTE: Dirty implements should be kept in a tray/pencil box labeled "dirty implements" until ready to begin proper steps below.

1. Deinfect Tools. Wash tweezers with a clean nail brush and antibacterial soap.
2. Spray tweezers with rubbing alcohol and dry them off.
3. Sanitize Tools. Soak in Barbicide mixture for a minimum of 10 mins.
4. Rinse tweezers.
5. Dry tweezers thoroughly.
6. Place tweezers into a separate, clean, closed container.
7. The closed container is labeled "Clean implements"

LASH ROD SANITATION

Sanitizing our lash rods must be done after each guest. If a lash rod is trimmed to better fit a guest eye area, that rod must be thrown away after the service.

For lash rods not trimmed, continue with sanitation:

1. Using a nail brush, scrub lash rods with hot water & soap. Any remaining adhesive must be scrubbed off.
2. Rinse
3. Soak lash rods in instrument tray (separate from tweezers) filled with barbicide mixture for 10 minutes
 - a. Container must be labeled "Used Instruments"
4. Rinse.
5. Dry lash rods
6. Store clean lash rods in a separate, clean, closed and labeled container.

Every rod must be sanitized after each service.



JAMIE ADAME MARINO

BERESRFORD, SD |320.905.9168|jamie.adame@outlook.com

Skills Summary

Esthetician with experience in retail, sales, and management. Utilizes customer service skills to provide customers with best products for them. Proficient in various skin types and various facial treatments. My goal is to make each person I see feel their best and achieve their goals. I have brief experience in esthetics but my passion for the industry would make me an excellent asset.

Bachelor's in psychology/ Expected graduation date: May 2020

Relevant coursework: Personal computing, statistics, principles of accounting

Experience

Bryant Salon and Spa

Esthetician | July 2019 – August 2019t

- Perform skin analysis to determine best skin treatment
- Stock facial rooms with proper supplies
- Perform application of eyelash extensions
- Excel in facial and back massages

Wells Fargo

Lead Teller | December 2016 – October 2018

- Oversaw larger transactions and gave approval
- Determined areas of opportunities for each teller
- Recommended various services to clients that suit their needs
- Assisted in transactions for larger businesses and shipments of money

License

South Dakota Esthetician License

References available upon request



Kailey Germann

1116 N Duluth Ave
Sioux Falls, SD 57104
(605) 323-7205
germann.kailey@yahoo.com

Smartstyle - Stylist

November 2017- Present

Advanced knowledge of catering to guest needs and informing guests of homecare, and styling guests to best suit their needs and lifestyle. Experience in ensuring customers have the best experience possible and leave content and happy with services. Experience in money handling, key holding, and training. Proper sanitation protocols.

Kohls Corporation — Beauty Advisor

November 2016 - January 2018

Advanced knowledge of cosmetics, makeup consultation, skilled cosmetic application, inventory, keyholder, money handling, marketing/advertising, creative signage/displays, proper sanitation

Buffalo Wild Wings — Wings Certified Trainer

October 2015 - October 2016 November 2017- Present

Cashiering, training, supervising, money handling, excellent customer service, sanitation

Body Waxing
Body Wraps
Shellac
Specialty
Coloring/Color
Correction
Haircutting
Toning/Glossing
Foil Placement
Corrective Makeup
Airbrush
Makeup

Most problem solving solutions (up services)
Retail to service excellence
Salon excellence
1st place in student showcase
Highest overall retail
Most rebooked guest
Most requested guest
Business student of the month
On trend winner for smartstyle
Been featured multiple times by smartstyle for work

Stewart School- Graduate: November 2017. 2100 hours of education

Wella

EIMI

Nate Flick

Kenra

Clinical Care

Lanza

Leah Freeman

Nioxin

Aquage

References

1. Nicole Price
 - a. Phone: (757)-761-2510
 - b. Email: nprice@nprice.com
 - c. Relation: Past Coworker
2. Sarah McCoy
 - a. Phone: (605)-201-8202
 - b. Email: srhmc coy@gmail.com
 - c. Relation: Past employer, friend
3. Judee Kleinsasser
 - a. Phone: (605)-351-7513
 - b. Email: judee@michelscom.com
 - c. Relation: Past employer, friend

CERTIFICATE OF COMPLETION

This certificate is granted to

First Name Last Name

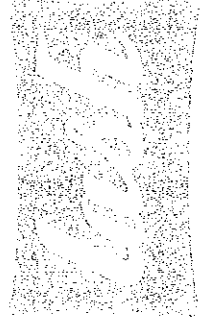
In honor of successfully completing the requirements for

Name

Title

Name

Title



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New Stylist Training Agenda

Pre-Training Work for Day 1

On-boarding paperwork with studio manager / franchisee

Featherweight Classic (and secondary classic) Lashes and Retail e-Learning's and quizzes, *must print out and have completed quizzes / exercises ready for Day 1 training.*

New Stylists will be **expected** to complete all 13 initial training guests. Additional training guests for stylists that struggle is up to Trainer, Studio Franchisee and Studio Manager and to follow through on one or more additional days of training.

Day 1

8:30 Introductions with trainer and studio

9:00 Q&A with recap of e-Learnings / quizzes / exercises & set training expectations for stylists

9:45 Eye and Face Shapes
Lash Mapping with Classic / Hybrid / Volume
Stylist notes

11:45 How to check stylist supplies out / room set up

Lunch 12:30 - 1:30

1:30 Greeting Guest and Consultation

2:30 Aftercare & Retail Products

3:30 10 min break

3:40 Mannequins
Extensions Removal- manually with tweezers

4:45 Lower lashes gel pad / tape
Demo & drill

5:35 Clean up
Handout Homework- Take Home Quiz #1

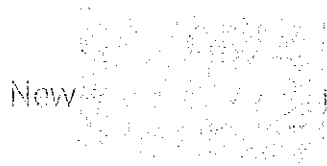
Featherweight Classic Lashes
Lunch 12:00 - 1:00
1:00 Partner Application, Full Set #2, Featherweight Classic Lashes
3:00 Adjustments
3:45 Partner Adjustments #1, not applying any lashes
4:15 Partner Adjustments #2, not applying any lashes
5:10 How To: taking proper pictures of lashes
5:15 First round of individual 1 on 1 progress updates with trainer and each stylist

Day 2

8:30 Collect Day 2 homework
Go over answers / Q&A

9:00 Mannequins

10:00 Partner Application, Full Set, #1,



New York City Stylist Training Agenda

Q&A / Handout Homework- Take Home Quiz #2

5:45 End of day

Q&A

Day 3

8:15 Stylists arrive in studio, sign out room supplies and set up.

Select 3 stylists (per round) to conduct full evaluations on.

8:30 Collect Day 3 homework, go over answers / Q&A

9:00 Partner Application, Refill #1, premade volume

10:00 Partner Application, Refill #2, premade volume

Lunch 11:10 - 12:10

Model #1

Group 1 Stylists; 2 Training Guests per time slot

12:30 - 2:30

12:40 - 2:40

12:50 - 2:50

1:00 - 3:00

1:10 - 3:10

1:20 - 3:20

Group 2 Stylists

In breakroom, Group 2 will watch a demo on gel removal then play jeopardy

12:30 Gel Removal

Protocol

1:00 Demo + Q&A

2:00 Jeopardy Game - being updated

Model #1

Group 2 Stylists; 2 Training Guests per time slot

3:00 - 5:00

3:10 - 5:10

3:20 - 5:20

3:30 - 5:30

3:40 - 5:40

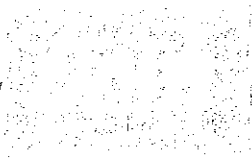
Group 1 Stylists

In breakroom, Group 2 will watch a demo on gel removal then play jeopardy

3:20 Gel Removal

Protocol

3:50 Demo + Q&A



3:50 - 5:50

Jeopardy Game - being updated

4:50

Trainers; at the end of Day 3, determine which 2 stylists will be learning Lash Lift on Day 4.

Option 1, Top 1-2 stylists with their extensions application to learn Lash Lift.

Option 2, Bottom 1-2 struggling stylists on their extensions application to learn Lash Lift.

Day 4

8:15 Stylists arrive in studio, sign out room supplies and set up.

Select 3 stylists (per round) to conduct full evaluations on.

Group 1 Stylists; Training Guest #2.

2 per time slot

8:30 - 10:30

8:40 - 10:40

8:50 - 10:50

9:00 - 11:00

9:10 - 11:10

9:20 - 11:20

Group 1 Stylists:

When completed with Day 4 Training Guests, go over full evaluations with 6 stylists as next round of progress updates.

Group 2 Stylists; Training Guest #2

2 per time slot

1:30 - 4:00 Two rooms for Lash Lift

2:10 - 4:10

2:20 - 4:20

Group 1 Stylists; Training Guest #3

2 per time slot

11:00 - 1:00

11:10 - 1:10

11:20 - 1:20

11:30 - 1:30

11:40 - 1:40

11:50 - 1:50

Group 2 Stylists; Training Guest #3

2 per time slot

4:30 - 6:30

4:40 - 6:40

4:50 - 6:50

New Stylist Training Agenda

Group 1. Stylists; Training Guest #4

2 per time slot

2:00 - 4:00

2:10 - 4:10

2:20 - 4:20

2:30 - 4:30

2:40 - 4:40

2:50 - 4:50

Group 1. Stylists; Training Guest #5

2 per time slot

4:30 - 6:30

4:40 - 6:40

4:50 - 6:50

5:00 - 7:00

5:10 - 7:10

5:20 - 7:20

At the end of Week 1, each stylist will have a 1 on 1 progress update with the stylist trainer, studio manager and franchisee to determine if stylist is on track with required 13 training guests or if additional training guests need to be assigned. All stylists must have a minimum of 13 training guests. For stylists who are struggling more they will have up to 5-10 extra training guests post initial two week training. It will be up to the Franchisee and Studio Director to continue post Week Two training or not.

Day 6

8:15 Stylists arrive in studio, sign out room supplies and set up.

Select 3 stylists (per round) to conduct full evaluations on.

Group 1. Stylists; Training Guest #6

2 per time slot

8:30 - 10:30

8:40 - 10:40

8:50 - 10:50

9:00 - 11:00

9:10 - 11:10

Group 1. Stylists; Training Guest #7

2 per time slot

11:00 - 1:00

11:10 - 1:10

11:20 - 1:20

11:30 - 1:30

11:40 - 1:40

12:00 - 12:30 Stylists have lunch and relax in the lounge area. Stylist trainers will be available to answer any questions or provide additional training if needed. Stylist trainers will be available to answer any questions or provide additional training if needed.



New Stylist Training Agenda

9:20 - 11:20

11:50 - 1:50

Group 1 Stylists:

When completed with Day 4 Training Guests, go over full evaluations with 6 stylists as next round of progress updates.

Group 2 Stylists; Training Guest #6

Group 2 Stylists; Training Guest #7

2 per time slot

2 per time slot

2:00 - 4:00

4:30 - 6:30

2:10 - 4:10

4:40 - 6:40

2:20 - 4:20

4:50 - 6:50

2:30 - 4:30

5:00 - 7:00

2:40 - 4:40

5:10 - 7:10

2:50 - 4:50 Lash Lift

5:20 - 6:30 Lash Lift

Day 7

8:15 Stylists arrive in studio, sign out room supplies and set up.

Select 3 stylists (per round) to conduct full evaluations on.

Group 2 Stylists; Training Guest #8

Group 2 Stylists; Training Guest #9

2 per time slot

2 per time slot

8:30 - 10:30

11:00 - 1:00

8:40 - 10:40

11:10 - 1:10

8:50 - 10:50

11:20 - 1:20

9:00 - 11:00

11:30 - 1:30

9:10 - 11:10

11:40 - 1:40

9:20 - 11:20

11:50 - 1:50

Group 2 Stylists:

When completed with Day 4 Training Guests, go over full evaluations with 6 stylists as next round of progress updates.

Group 1 Stylists; Training Guest #8

Group 1 Stylists; Training Guest #9

2 per time slot

2 per time slot

2:00 - 4:00

4:30 - 6:30

2:10 - 4:10

4:40 - 6:40

2:20 - 4:20

4:50 - 6:50

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5:00 - 7:00

2:40 - 4:40

5:10 - 7:10

2:50 - 4:50

5:20 - 7:20

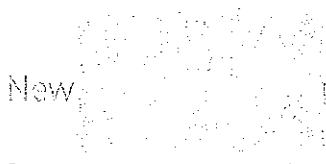
Day 8

8:15 Stylists arrive in studio, sign out room supplies and set up.

Select 3 stylists (per round) to conduct full evaluations on.

Group 1 Stylists; Training Guest #10

Group 1 Stylists; Training Guest #11



New Stylist Training Agenda

2	per time slot 8:30 - 10:30		2 per time slot 11:00 - 1:00
8:40 - 10:40		11:10 - 1:10	
8:50 - 10:50		11:20 - 1:20	
9:00 - 11:00		11:30 - 1:30	
9:10 - 11:10		11:40 - 1:40	
9:20 - 11:20		11:50 - 1:50	

Group 1 Stylists:

When completed with Day 4 Training Guests, go over full evaluations with 6 stylists as next round of progress updates.

Group 2 Stylists; Training Guest #10

2 per time slot

2:00 - 4:00

2:10 - 4:10

2:20 - 4:20

2:30 - 4:30

2:40 - 4:40

2:50 - 4:00 Lash Lift

Group 2 Stylists; Training Guest #11

2 per time slot

4:30 - 6:30

4:40 - 6:40

4:50 - 6:50

5:00 - 7:00

5:10 - 7:10

5:20 - 6:30 Lash Lift

Day 9

8:15 Stylists arrive in studio, sign out room supplies and set up.

Select 3 stylists (per round) to conduct full evaluations on.

Group 2 Stylists; Training Guest #12

2 per time slot

8:30 - 10:30

8:40 - 10:40

8:50 - 10:50

9:00 - 11:00

9:10 - 11:10

9:20 - 11:20 Lash Lift

Group 2 Stylists; Training Guest #13

2 per time slot

11:00 - 1:00

11:10 - 1:10

11:20 - 1:20

11:30 - 1:30

11:40 - 1:40

11:50 - 1:50 Lash Lift

Group 2 Stylists:

When completed with Day 4 Training Guests, go over full evaluations with 6 stylists as next round of progress updates.

Group 1 Stylists; Training Guest #12

2 per time slot

2:00 - 4:00

2:10 - 4:10

2:20 - 4:20

2:30 - 4:30

2:40 - 4:40

2:50 - 4:50

Group 1 Stylists; Training Guest #13

2 per time slot

4:30 - 6:30

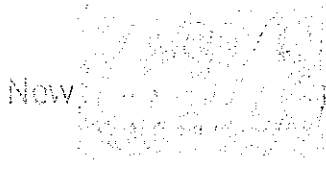
4:40 - 6:40

4:50 - 6:50

5:00 - 7:00

5:10 - 7:10

5:20 - 7:20



Day 10

Soft Opening!

For struggling stylists the following 1 to 2 Day Agenda can be followed:

Day 10 - Extended Training

Schedule is for up to 12 training guests per day.

8:15 Stylists arrive in studio, sign out room supplies and set up.

Select 3 stylists (per round) to conduct full evaluations on.

Group 1 Stylists; Training Guest #14

Group 2 Stylists; Training Guest #15

2 per time slot

2 per time slot

8:30 - 10:30

11:00 - 1:00

8:40 - 10:40

11:10 - 1:10

8:50 - 10:50

11:20 - 1:20

9:00 - 11:00

11:30 - 1:30

9:10 - 11:10

11:40 - 1:40

Day 11 - Extended Training

Schedule is for up to 12 training guests per day.

8:15 Stylists arrive in studio, sign out room supplies and set up.

Select 3 stylists (per round) to conduct full evaluations on.

Group 1 Stylists; Training Guest #16

Group 2 Stylists; Training Guest #17

2 per time slot

2 per time slot

8:30 - 10:30

11:00 - 1:00

8:40 - 10:40

11:10 - 1:10

8:50 - 11:50

11:20 - 1:20

9:00 - 11:00

11:30 - 1:30

9:10 - 11:10

11:40 - 1:40