

Meeting Agenda
COSMETOLOGY COMMISSION

via [Microsoft Teams](#)

or Call: +1 605.679.7263, ID 903 137 83#

Tuesday, November 15, 2022, 10:00 a.m. CST

A=Action

D=Discussion

I=Information

- A. 10:00 a.m. – Convene Tami Stokes
- B. Roll Call..... Zoe Hiller
- C. **A** – Approval of Agenda
- D. **A** – September 16, 2022, Meeting Minutes
- E. **I** – Treasurer’s Report.....Zoe Hiller
- F. **D** – Executive Director Report
- G. **A** – Disciplinary Actions
 - 1. Lapsed Case 30-2022
 - 2. Lapsed Case 31-2022
 - 3. Lapsed Case 37-2022
 - 4. Lapsed Case 44-2022
 - 5. Lapsed Case 48-2022
 - 6. Lapsed Case 50-2022
- H. **I** – Open for Public Comment
- I. **A** – Application and Licensee Request Review
 - 1. New School Application – Appoise Esthetics School
 - 2. Reciprocity Applicants:

Applicant A
Applicant B
 - 3. Electric Nail File Education Provider – The Salon Professional Academy – Rapid City
- J. **D** – Salon/Booth/Suite
- K. **I** – Meeting & Exam Calendar for Remainder of 2022 & 2023 – Attached

L. **A** – Complaint Process – Decision Making

M. **I** – Other Business

N. Adjourn

Meeting Minutes
SOUTH DAKOTA COSMETOLOGY COMMISSION
2330 N Maple Ave Ste 1, Rapid City, South Dakota
Friday, September 16, 2022, 8:30 a.m. MDT

Chairman Tami Stokes called the meeting to order at 8:34 a.m. Annette Petersen called the roll. A quorum was present.

Members Present: Tami Stokes
Annette Petersen (via teleconference)
Renee Graf
Debbie Pageler (via teleconference)
Zoe Hiller

Members Absent: NA

Others Present: Bradi Stampe, Executive Director
Jerry McCabe, Staff Attorney (via teleconference)
Peggy Sproat, Paul Mitchell The School
Desaree Dargatz, Paul Mitchell The School

Pageler made a motion to approve the agenda. Petersen seconded the motion. **MOTION PASSED.**

Hiller made a motion to approve the August 02, 2022, meeting minutes. Stokes seconded the motion. **MOTION PASSED.**

Petersen reported that as of August 31, 2022, the available funds' balance was \$50,074.47 (incorrect amount was read, correct amount is \$352,283.33), and the cash center balance was \$229,843.42.

The Executive Director's Report was included in the meeting handouts and included the following information: (1) Renewals and approvals.

There was no public comment.

The Commission reviewed the proposed consent agreement cases that have all been signed by licensees.

Lapse Case 29-2022: Li Gao and Zeituke Spa Salon: salon license was lapsed for 7 months while actively working.

- Received signed PCA with \$175 fine.

Lapse Case 33-2022: Hillery Terrill: personal license was lapsed for 5 months while actively working.

- Received signed PCA with \$125 fine.

Lapse Case 34-2022: Jeff and Joni From and Salon Sollievo: allowed an individual to perform services in the salon with an expired license.

- Received signed PCA with \$125 fine.

Lapse Case 35-2022: Paula Riffle and Sanford Consumer Services: salon license was lapsed for 7 months while actively working.

- Received signed PCA with \$200 fine.

Lapse Case 38-2022: Marilyn Vanden Box and Lazelle La Salon: allowed an individual to perform services in the salon with an expired booth license.

- Received signed PCA with \$250 fine.

Lapse Case 39-2022: Jeff Gimenez and HiFi Hair Salon: personal license was lapsed for 8 months while actively working.

- Received signed PCA with \$200 fine.

Lapse Case 41-2022: Andrea Roark: personal license was lapsed for 11 months, and booth license was lapsed for 7 months while actively working.

- Received signed PCA with \$275 fine.

Lapse Case 42-2022: Jessica Zemlicka and Mirror Perfections Salon: allowed an individual to perform services in the salon with an expired personal and booth license.

- Received signed PCA with \$275 fine.

Lapse Case 43-2022: Kellisha Sheraden and Cre8tive Beauty Studio Salon: personal license was lapsed for 4 months while actively working.

- Received signed PCA with \$100 fine.

Stokes made a motion to approve the above consent agreements with the conditions contained in the agreement. Hiller seconded the motion. **MOTION PASSED.**

The Commission reviewed the following applications for review:

- School License Renewal Application – Lake Area Technical Institute, Watertown
- Felony Applicant A - Reciprocity

Graf made a motion to approve the school renewal application. Hiller seconded the motion. **MOTION PASSED.**

Stokes made a motion to approve Applicant A – Reciprocity Application. Petersen seconded the motion. **MOTION PASSED.**

The Commission further discussed items J, K, and L on the agenda. These topics have been ongoing for many months now. The Commission was informed by Stampe that any changes requiring legislation won't be able to be presented until Legislative Session 2024. This will give the Commission time to form a task force to work on these topics in-depth and prepare for Session. The Commission fully supported this decision.

The tentative meeting calendar and examination dates were briefly reviewed. It was asked by Director Stampe that the meeting on December 16th be held in November instead. The members decided on November 17th for the next meeting. That meeting will be held in Pierre, with the option to attend via teleconference.

Stokes made a motion to adjourn the meeting at 9:09. Graf seconded the motion.

MOTION PASSED.

There was not a quorum for the cosmetology school visits scheduled to follow the meeting.

DRAFT

STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 10/31/2022

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	208,376.46	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			208,376.46	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			208,376.46	DR **	
BUDGET UNIT TOTAL 1033			208,376.46	DR ***	

AVAILABLE FUNDS
AS OF: 10/31/2022
FY YEAR REMAINING: 66.6%
PAY DAYS REMAINING: 16

MONTHLY

BUDGET UNIT 1033

DATE 10/29/2022

BUDGET UNIT NAME COSMETOLOGY COMMISSION - INFO

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	403,790.00	0.00	0.00	11,311.40	124,758.74	267,719.86	208,376.46
BUDGETED TOT	403,790.00	0.00	0.00	11,311.40	124,758.74	267,719.86	
ALL COMP TOT	403,790.00	0.00	0.00	11,311.40	124,758.74	267,719.86	

TOTAL BUDGETED:

	OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	EXPENDITURES		BUDGET AVAILABLE	PCT AVL
					MONTHLY	YEAR-TO-DATE		
5101	EMPLOYEE SALARIES	205,272.00	0.00	0.00	5,789.79	55,760.42	149,511.58	72.8
5102	EMPLOYEE BENEFITS	69,315.00	0.00	0.00	1,532.80	13,636.75	55,678.25	80.3
5203	TRAVEL	42,268.00	0.00	0.00	3,944.73	9,161.29	33,106.71	78.3
5204	CONTRACTUAL SVCS	73,754.00	0.00	11,311.40	26,496.98	34,529.93	27,912.67	37.8
5205	SUPPLIES & MATRLS	13,181.00	0.00	0.00	6,977.10	10,729.13	2,451.87	18.6
5207	CAPITAL OUTLAY	0.00	0.00	0.00	152.25	941.22	941.22-	0.0
	TOTALS	403,790.00	0.00	11,311.40	44,893.65	124,758.74	267,719.86	66.3

BREAKOUT BY COMPANY:

COMPANY 6503-I PROFESSIONAL & LICENSING BOARDS

5101000	EMPLOYEE SALARIES	205,272.00	0.00	0.00	5,789.79	55,760.42	149,511.58	72.8
5102000	EMPLOYEE BENEFITS	69,315.00	0.00	0.00	1,532.80	13,636.75	55,678.25	80.3
5203000	TRAVEL	42,268.00	0.00	0.00	3,944.73	9,161.29	33,106.71	78.3
5204000	CONTRACTUAL SVCS	73,754.00	0.00	11,311.40	26,496.98	34,529.93	27,912.67	37.8
5205000	SUPPLIES & MATRLS	13,181.00	0.00	0.00	6,977.10	10,729.13	2,451.87	18.6
5207000	CAPITAL OUTLAY	0.00	0.00	0.00	152.25	941.22	941.22-	0.0
	PS SUBTOTALS	274,587.00	0.00	0.00	7,322.59	69,397.17	205,189.83	74.7
	OE SUBTOTALS	129,203.00	0.00	11,311.40	37,571.06	55,361.57	62,530.03	48.4
	COMPANY 6503-I TOT	403,790.00	0.00	11,311.40	44,893.65	124,758.74	267,719.86	66.3

COSMETOLOGY COMMISSION
DIRECTOR'S REPORT
November 15, 2022

NIC Conference:

At the end of September, Tami and I attended NIC's Annual Conference. It was held in San Antonio, Texas. They had many great topics this year, and it was great to visit with other states regarding current hot topics.

It was great to meet with the testing company and hear more about remote testing. They now offer a hands-on practical that can be done remote.

The conversation regarding the National Database is still in the works. I believe that this could be very beneficial, but only if states are willing to participate.

In the office, we are currently having an issue with verifying applicants from Colorado, so I was pleased to meet the ED from Colorado. I shared my frustrations, and she confirmed that I could email her at any time, and she would assist me with the verification process.

Written Practical:

We are currently working with Prometric to get our site approved to host the written practical. My current goal is to have the kinks all worked out by the first of the year.

Inspections:

As of October 1st, our inspectors began asking licensees that are present at the time of inspection to provide a form of ID along with their license. We believe this will help assist us with unlicensed individuals.

Below I have listed the renewals and approvals that our office has processed since our last meeting:

Approved Providers: NA

Apprentice Students: NA

Apprentice Salon: NA

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
SOUTH DAKOTA COSMETOLOGY COMMISSION

217 W. Missouri, 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: The Salon Professional Academy

Provider's Address: 937 E. North Street

Rapid City SD 57701
CITY STATE ZIP

Contact Name: Wendy Beaumont Tel: (605) 342-0697

Fax () NA Email: wbeaumont@tsparrapidcity.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

Name of Course: Electric File Safety + Sanitation Clock Hours: 8
All continuing education in South Dakota must emphasize safety and sanitation *Do not include breaks and meals*

Location of Course: The Salon Professional Academy 937 E North Street
BUSINESS NAME STREET
Rapid City SD 57701
CITY STATE ZIP

Initial Course Offering Date: As Needed Time: 8:4:30

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: Holly Keszler - Hannah Dillon

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.

4124 \$100

OCT 11 2022

List any relevant information you feel is necessary to assist the Commission in determining approval of this course.
Holly has been teaching for 31 years in both clinic+classroom + teaches the electric file to the TSPA students. She has taken extra on-line classes to stay current on all the new tools + safety/sanitation precautions. Hannah is the Director of Education @ TSPA + has taken the electric file class w/ Holly when she attended BHEC - she has also taken online classes w/ Holly.

Briefly explain the method of monitoring for course attendance. Each attendee will need to sign in when they arrive to the class. They also need to sign in + out for breaks + their lunch. Example will be sent w/ this application.

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): Wendy Beaumont

Signature: _____

Date: 10 / 7 / 2022

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
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: ____/____/____

Holly Keszler

IC-06066-2022

CO-01521-2022

Hannah Dillon

IC-14809-2023

CO-14092-2023

TOPIC: Electric Filing Continuing Education

OBJECTIVE:

To educate licensed cosmetologists and nail techs safety and sanitation pertaining to the electric file. At the end of the 8 hour course, they will be able to use the electric file in a safe manner to the client.

CLASSROOM PREPARATION:

Educator Preparation- Review PowerPoint Slides over the chapter. Make notes of interesting facts, ideas, connections to the modern Salon Industry, and discussion points. Review the list of Activities and enhance as needed.

Classroom arrangement- Desks/ Tables and Chairs. Check the ability of all students to be able to see the white board, projector screen, TV, Flip Charts and any other visual aids.

RESOURCES:

- Milady/CIMA
- Lesson Plan
- Internet
- Medicool Videos on the Drive

MATERIALS NEEDED:

- Supplies needed for activities: Internet
- White Board and Markers
- TV/Screen/Projector for PowerPoint Slides
- Electric File
- Acrylic Supplies
- Book
- Pens, pencils and high-lighters
- Hard boiled eggs

OPEN / WELCOME	RESOURCES / NOTES
<p>QUESTIONS:</p> <p>What are some of the biggest trends in nails services?</p> <p>Have you ever had someone use an e-file on you? What was your experience?</p> <p>What are some facts you have heard about nails?</p>	

INTRODUCTION AND EARN THE RIGHT:

The Instructor should recount a time where they were to use an E-File and what happened good and bad the first time.

WHAT'S IN IT FOR THEM:

You should have a thorough understanding of electric filing because:

Electric Filing has become mainstream as an important part of most services performed in salons today, including pedicures and natural nail care.

Learning how to safely use an electric file with skill, understanding what each bit is used for, and knowing safety techniques can enhance your services by providing you with more alternatives on achieving the desired end result.

CODE OF THE CLASSROOM:

Time schedule and agenda

How questions will be fielded

Breaks and lunch

Location of restrooms, break room and smoking area

Rules of Conduct

NO CELL PHONES

Policies and Procedures

Respect: when someone is talking the others in the class will listen quietly.

Follow all safety and sanitation procedures

ICEBREAKER / ACTIVITY:

Have students group together apply acrylic onto mannequin hand and/or their own hand

CLOSE	RESOURCES / NOTES

HANNAH DILLON

2329 S BALDWIN ST, STURGIS SD 57785

C: 605-415-6819 ~ HALYDI_2020@HOTMAIL.COM

Dir. of Education/Educator @ The Salon Professional Academy 2022-Present

Hairstylist at Smartstyle by Regis 2018-2022

Cosmetology Program with Black Hills Beauty College Sept 2018-July 2019

Licensed Cosmetologist: August 2019 to present

Demonstrating versatile office management skills with proficiency in all Microsoft Office programs.

Strong planner and organizer, who readily adapts to change, works independently and as a team player and exceeds expectations.

Able to juggle multiple priorities and meet tight deadlines without compromising quality.

Enjoys working with people.

Graduated Cum Laude from Central High School Rapid City South Dakota 2004-2008

Office Skills:

Records Management

Reception

Spreadsheets/ Reports

Event Management

File and Data Archiving

Travel Coordination

Computer and Software Skills:

MS Word

MS Excel

MS Power Point

MS Outlook Housing-Specific Software

CERTIFICATE
of ACHIEVEMENT

THIS ACKNOWLEDGES THAT

Holly Keszler

HAS SUCCESSFULLY COMPLETED THE

8 Hour Electric File Certification

Month, Day, Year

SIGNED, Signature Name, Title

THE SALON[®]
PROFESSIONAL
ACADEMY

2022 - 2023 CALENDAR

COSMETOLOGY COMMISSION

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