



# SOUTH DAKOTA COSMETOLOGY COMMISSION

Department of Labor and Regulation

Mailing Address: 500 E. Capitol Ave, Pierre, SD 57501

Location Address: 221 W Capitol Ave Suite 101, Pierre, SD 57501

Phone: (605) 773-6193 • Fax: (605) 773-7175

E-mail: [cosmetology@state.sd.us](mailto:cosmetology@state.sd.us) • Website: [cosmetology.sd.gov](http://cosmetology.sd.gov)

## AGENDA

### South Dakota Cosmetology Commission

Department of Labor and Regulation Office, 123 W Missouri Ave, Pierre, SD

Friday, December 2, 2016 - 8:00 am

#### CALL TO ORDER, President Tammy Ugofsky

1. Roll Call ..... Crystal Carlson
2. September 23 and October, 2016 Meeting Minutes ..... Crystal Carlson
3. Treasurer's Report ..... Kate Boyd
4. Executive Director's Report ..... Kate Boyd
5. Disciplinary Actions ..... Violations Committee

#### Disciplinary Action Hearings

- a. Case J-2015-Margene Walters
- b. Case Y-2015-Darla Bierwagen

#### Proposed Consent Agreements

- c. Case F-2016-Envy Nails & Johnny Phung
- d. Case P-2016-Nails Art & Maxwell Nguyen

6. Initiated Measure 22 and Its Effect on State Employees - Attorney Graham Oey
7. Microdermabrasion Provider Application - Ramona Reicherts
8. Proposed Administrative Rules Changes
9. Other Business

#### ADJOURN

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

# **SOUTH DAKOTA COSMETOLOGY COMMISSION**

## **DRAFT MEETING MINUTES**

**September 23, 2016**

### **Call Meeting to Order**

A meeting of the Cosmetology Commission was called to order by President Tammy Ugofsky at 1:00 pm on Friday, September 23, 2016. The meeting was held at the Ramkota Hotel located at 920 West Sioux Avenue, Pierre, South Dakota.

### **Roll Call**

Attendance was taken by Secretary-Treasurer Crystal Carlson, with the following members present: Lori Berreth, Laurie Brandner, Crystal Carlson, Lori Little and Tammy Ugofsky. Staff present: Department of Labor and Regulation Deputy Secretary Tom Hart, Attorney Graham Oey, Executive Director Kate Boyd and Cosmetology office staff member Kelsey Skoglund. Others present included: School Representatives--Angela Taylor-Stewart School via teleconference; Cricket Rick-Headlines Academy; Shawn VenJohn-Lake Area Technical Institute Cosmetology Program; Fallon Helm-Revive Day Spa and TSPA School; Tom and Joy Poloncic-Black Hills Beauty College. Members of the public who were present and addressed the Commission included: Ryan Howlett, Rachael Gorsuch, Priscilla and David Noble, Karen Brown, Amy Brech, Coleen Globke, Michalee Globke, Jennie and Cara Hohn.

### **2. Minutes of the July 12 and August 26, 2016 Meetings**

IT WAS MOVED BY CRYSTAL CARLSON, SECONDED BY LORI BERRETH, TO APPROVE THE MINUTES OF THE JULY 12 AND AUGUST 26, 2016 MEETINGS. THE MOTION PREVAILED ON A VOICE VOTE.

### **3. Treasurer's Report**

Executive Director Kate Boyd reported that as of August 31, 2016 the available budget was \$221,400.07 and the cash center balance was \$237,925.22, with August revenue of \$23,415.86.

IT WAS MOVED BY LORI BERRETH, SECONDED BY LORI LITTLE, TO APPROVE THE TREASURER'S REPORT. THE MOTION PREVAILED ON A VOICE VOTE.

It was agreed to delay agenda items 4 and 5 until later in the meeting so that the subject of hair braiding licensure could be discussed to accommodate the members of the public that had driven to Pierre for the meeting from various locations around the state.

### **6. Proposed Hair Braiding Legislation**

At the recent request of members of the public, the subject of professional hair braiding was put on the agenda. Several individuals had written letters to the Commission asking for a change in current cosmetology that requires 2100 hours of education and a full cosmetology license to perform ethnic hair braiding services. Draft legislation to create a professional hair braiding license was reviewed by the Commission. The details of the legislation include: (1) Eight-hour safety and infection control course, (2) \$20 per year license, and (3) professional hair braiders must work in a licensed salon or booth. Several members of the public, including adoptive

parents who have children with ethnic hair, as well as individuals who have the skill to care for and braid ethnic hair, were present to urge the Commission to proceed with legislation to lessen the burden for individuals who would like to work as professional hair braiders.

There was discussion about whether or not individuals who want to work as a hair braider should be required to attend educational classes in the art of ethnic hair braiding and care and take some kind of exam prior to licensure. Throughout the discussion, the Commission made changes to the draft bill to remove the option to sew or use adhesives when performing hair braiding services.

IT WAS MOVED BY LORI BERRETH, SECONDED BY CRYSTAL CARLSON, TO MOVE FORWARD WITH THE AMENDED DRAFT BILL FOR INTRODUCTION IN THE 2017 LEGISLATIVE SESSION. THE MOTION PREVAILED ON A VOICE VOTE.

At this time the meeting adjourned for a short break at 2:15 pm and the meeting reconvened at 2:30 pm.

#### **4. Executive Director's Report**

Executive Director Kate Boyd brought the Commission up-to-date on several items. **(1) New Staff Member** - Kelsey Skoglund was introduced as the new Program Assistant I. Kelsey will be dealing with formal complaints and disciplinary action, coordinate IT projects, assist with State Board exam administration, and various other duties around the office. **(2) Instructor Licensing** - Three cosmetologists took the Instructor State Board examinations to become licensed Senior Instructors. Also, an individual who was a nail technology instructor in 1983-84 has moved back to the state and is opening a salon. This individual has expressed an interest in becoming licensed as a senior instructor in the future to mentor nail technician apprentices. The commission does not need to take any action at this time, but in the future may possibly be asked to make a decision about reinstatement of an instructor license that has been expired for more than thirty years. **(3) Tablets for Practical Exams** - Due to the unreliability of the tablets that have been used in the past for administration of the practical exams, including screens freezing, tablets that won't turn on or charge properly, we recently purchased a higher quality of tablet for practical exam administration. **(4) NIC Exam Changes** - New changes to the NIC exams will be presented during the next day's NIC School Overview and the September 25 NIC Examiner Training.

#### **5. Disciplinary Actions**

**The Commission reviewed and took action on the following proposed Consent Agreements that have been signed by the licensee:**

##### **Case A-2015**

IT WAS MOVED BY LORI BERRETH, SECONDED BY CRYSTAL CARLSON, TO APPROVE THE CONSENT AGREEMENT FOR CASE A-2015 WITH THE FOLLOWING TERMS.

- a. Scent-sational Massage and Spa's application for licensure shall be permanently denied;

- b. Spa Utopia Salon's application for licensure, received in the Commission office on October 28, 2015, shall be permanently denied;
- c. Ms. Nedved's license, Lic. # EO-08827, shall be suspended for a period of 180 days with 135 days being held in abeyance. Ms. Nedved's license will be actively suspended for 45 days beginning October 1, 2016 **through** November 15, 2016;
- d. The remaining 135 days of suspension for Ms. Nedved's personal license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met;
  - 1) Ms. Nedved will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement;
  - 2) Ms. Nedved will successfully pay for and successfully complete the online course entitled "Infection Control Online Class", sponsored by Milady, found at [www.miladypro.com](http://www.miladypro.com) . Ms. Nedved must submit to the Commission the Certificate of Completion received after successful completion of the course by October 31, 2016.
  - 3) Ms. Nedved's current workspace will be subject to additional inspections for a period of 1 year from the date of execution of this agreement. Ms. Nedved will make a onetime payment to the Commission for the additional expenses of the inspections in the amount of \$350.00 by October 31, 2016; and
  - 4) Ms. Nedved will attend a meeting with Commission staff at the Commission's office located in Pierre, SD, to discuss licensure law requirements. At the conclusion of the meeting, Ms. Nedved will successfully pay for and successfully complete the Commission's State Laws course by Successfully passing the post-course exam by October 31, 016. The cost of the course and exam is \$50.00;

THE MOTION PREVAILED ON A VOICE VOTE WITH LORI BERRETH, CRYSTAL CALSON, LORI LITTLE AND TAMMY UGOFKY VOTING AYE AND VIOLATIONS COMMITTEE LAURIE BRANDNER ABSTAINING.

**Case G-2015**

IT WAS MOVED BY CRYSTAL CARLSON, SECONDED BY LAURIE BRANDNER, TO APPROVE THE CONSENT AGREEMENT FOR CASE G-2015 WITH THE FOLLOWING TERMS.

- a. Ms. Rutz license, Lic. #NT-12541, will be suspended for a period of 180 days with 135 days being held in abeyance; Ms. Rutz's license will be actively suspended for 45 days beginning October 3, 2016 **through** November 16, 2016.
- b. The remaining 135 days of suspension for Ms. Rutz's license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met.
  - 1) Ms. Rutz will comply with all the will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement;
  - 2) Ms. Rutz will successfully pay for and successfully complete the online course entitled "Infection Control Online Class", sponsored by Milady, found at [www.miladypro.com](http://www.miladypro.com). Ms. Rutz must submit to the Commission the Certificate of Completion received after successful completion of the course by October 31, 2016.
  - 3) Ms. Rutz will contact the commission inspector in Rapid Ciyt, SD. MS. Rutz will pay for and successfully complete the Commission's State Laws course, Ms. Rutz must successfully pass the post-course and exam by October 31, 2016. The cost of the course and exam is \$50.00
  - 4) Ms. Rutz will pay \$60.00 to the Commission for the booth permit that was not received for the time she worked at Heartland Hair Salon.
- c. Theresa Rutz Booth's license, #NB-07565, shall be suspended for a period of 180 days with 135 days held in abeyance. Theresa Rutz Booth license will be actively suspended for 45 days beginning October 3, 2016 **through** November 16, 2016.
- d. The remaining 135 days of suspension for the booth's license will be held in abeyance for a period of 1 year beginning on the effective date of this agreement, so long as the following condition is met;
  - 1) Theresa Rutz Booth will comply with all the will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD

article 20:42 for a period of 1 year beginning on the effective date of this agreement;

THE MOTION PREVAILED ON A VOICE VOTE WITH LORI BERRETH, CRYSTAL CALSON, LORI LITTLE AND TAMMY UGOFKY VOTING AYE AND VIOLATIONS COMMITTEE LAURIE BRANDNER ABSTAINING.

**Case L-2015 - Kevin Lee**

IT WAS MOVED BY LAURIE BRANDNER, SECONDED BY CRYSTAL CARLSON, TO APPROVE THE CONSENT AGREEMENT FOR CASE L-2015 WITH THE FOLLOWING TERMS.

- a. Mr. Lee's license, Lic. #NT-12451 will be suspended for a period of 45 days with 31 days being held in abeyance; Mr. Lee's license will actively be suspended for 14 days from January 2, 2017 through January 15, 2017.
- b. The remaining 31 days of suspension for his license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met;
  - 1) Mr. Lee will comply with all the will comply with all laws and regulations relating to his profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement;
  - 2) Mr. Lee will successfully pay for and successfully complete the online course entitled "Infection Control Online Class", sponsored by Milady, found at [www.miladypro.com](http://www.miladypro.com). Mr. Lee must submit to the Commission the Certificate of Completion received after successful completion of the course by January 31, 2017.

THE MOTION PREVAILED ON A VOICE VOTE WITH LORI BERRETH, CRYSTAL CALSON, LORI LITTLE AND TAMMY UGOFKY VOTING AYE AND VIOLATIONS COMMITTEE LAURIE BRANDNER ABSTAINING.

**Case L-2015 - Kathy Lee**

IT WAS MOVED BY LORI LITTLE, SECONDED BY LAURIE BRANDNER, TO APPROVE THE CONSENT AGREEMENT FOR CASE L-2015 WITH THE FOLLOWING TERMS.

- a. Ms. Lee's license, Lic. #CO-12410 will be suspended for a period of 45 days with 31 days being held in abeyance; Ms. Lee's license will actively be suspended for 14 days from January 2, 2017 **through** January 15, 2017.
- b. The remaining 31 days of suspension for her license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met;

- 1) Ms. Lee will comply with all the will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement;
- 2) Ms. Lee will successfully pay for and successfully complete the online course entitled "Infection Control Online Class", sponsored by Milady, found at [www.miladypro.com](http://www.miladypro.com). Ms. Lee must submit to the Commission the Certificate of Completion received after successful completion of the course by January 31, 2017.

THE MOTION PREVAILED ON A VOICE VOTE WITH LORI BERRETH, CRYSTAL CALSON, LORI LITTLE AND TAMMY UGOFKY VOTING AYE AND VIOLATIONS COMMITTEE LAURIE BRANDNER ABSTAINING.

**Case L-2015 - Kevin Lee**

IT WAS MOVED BY CRYSTAL CARLSON, SECONDED BY LAURIE LITTLE, TO APPROVE THE CONSENT AGREEMENT FOR CASE L-2015 WITH THE FOLLOWING TERMS.

- a. Mr. Nguyen's license, Lic. #NT-12450 will be suspended for a period of 45 days with 31 days being held in abeyance; Mr. Nguyen's license will actively be suspended for 14 days from January 2, 2017 **through** January 15, 2017.
- b. The remaining 31 days of suspension for her license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
  - 1) Mr. Nguyen will comply with all the will comply with all laws and regulations relating to his profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement;
  - 2) Mr. Nguyen will successfully pay for and successfully complete the online course entitled "Infection Control Online Class", sponsored by Milady, found at [www.miladypro.com](http://www.miladypro.com). Ms. Lee must submit to the Commission the Certificate of Completion received after successful completion of the course by January 31, 2017.

THE MOTION PREVAILED ON A VOICE VOTE WITH LORI BERRETH, CRYSTAL CALSON, LORI LITTLE AND TAMMY UGOFKY VOTING AYE AND VIOLATIONS COMMITTEE LAURIE BRANDNER ABSTAINING.

**Case K-2016**

IT WAS MOVED BY LORI LITTLE, SECONDED BY LAURIE BRANDNER, TO APPROVE THE CONSENT AGREEMENT FOR CASE K-2015 WITH THE FOLLOWING TERMS.

- a. Ms. Nguyen's license, Lic. #NT-11950, will be suspended for a period of 45 days with 31 days being held in abeyance; Ms. Nguyen's license will actively be suspended for 14 days from October 16, 2016 **through** October 29, 2016.
- b. The remaining 31 days of suspension for her license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
  - 1) Ms. Nguyen will comply with all the will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement;
  - 2) Ms. Nguyen will successfully pay for and successfully complete the online course entitled "Infection Control Online Class", sponsored by Milady, found at [www.miladypro.com](http://www.miladypro.com). Ms. Lee must submit to the Commission the Certificate of Completion received after successful completion of the course by November 1, 2016.
- c. Best Nails Salon's license, #NS-07990, will be suspended for a period of 45 days with 31 days being held in abeyance. Best Nails Salon's license will actively be suspended for 14 days from October 16, 2016 **through** October 29, 2016.
- d. The remaining 31 days of suspension for the salon's license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
  - 1) Best Nails Salon will comply with all the will comply with all laws and regulations relating to its profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement;

Best Nails Salon will be subject to additional inspections for a period of 1 year from the date of execution of this agreement. Ms. Nguyen, as owner of the salon, will make a onetime payment to the Commission for the additional expenses of the inspections in the amount of \$350.00 by November 1, 2016.

THE MOTION PREVAILED ON A VOICE VOTE WITH LORI BERRETH, CRYSTAL CALSON, LORI LITTLE AND TAMMY UGOFKY VOTING AYE AND VIOLATIONS COMMITTEE LAURIE BRANDNER ABSTAINING.



### **7. Licensee Continuing Education**

Commission members Laurie Brandner and Crystal Carlson reviewed the August 19, 2016 Licensee Continuing Education Task Force meeting. In addition to two Commission members, the task force included licensees and instructors from cosmetology schools. The purpose of the August 19 meeting had been to develop details for a proposed administrative rules change to require licensee continuing education. The Commission was presented with the following outline of the Continuing Education Task Force recommendation.

#### **LICENSEE CONTINUING EDUCATION RECOMMENDATION**

1. Eight hours of continuing education will be required every two years in order to renew a cosmetologist, esthetics or nail technician license in South Dakota.
  - a. Individuals whose date of birth falls in an even-numbered year must complete the continuing education prior to the expiration date in even-numbered years.
  - b. Individuals whose date of birth falls in an odd-numbered year must complete the continuing education prior to the expiration date in odd-numbered years.
2. The content of the continuing education shall include:
  - a. Four (4) hours of health, safety, infection control and South Dakota Laws/Rules
  - b. Four (4) hours on technical practice of cosmetology, nail technician or esthetics, to include health, safety and infection control
3. The continuing education must be done by a Commission preapproved provider.
  - a. Schools or education companies that wish to be providers of licensee continuing education must apply for preapproval that will be valid for a two-year period of time.
  - b. The cost of the provider application is \$100.

Note: The task force recommended there not be an exemption for any licensees based on age or years of licensure. The task force felt that it is important for all licensees to keep abreast of health, safety and infection control procedures.

Discussion was held about the breakdown of hours for safety, infection control and South Dakota cosmetology laws and rules versus technical practice of cosmetology, nail technology or esthetics.

IT WAS MOVED BY LORI LITTLE, SECONDED BY LORI BERRETH, TO PROCEED WITH FINALIZING ADMINISTRATIVE RULES CHANGES FOR CONSIDERATION BY THE COMMISSION AT THE DECEMBER 2, 2016 MEETING, AS OUTLINED ABOVE, WITH THE FOLLOWING CHANGES: (1) TWO HOURS OF HEALTH, SAFETY, INFECTION CONTROL AND SOUTH DAKOTA COSMETOLOGY LAWS AND RULES AND SIX HOURS ON

TECHNICAL PRACTICE OF COSMETOLOGY, NAIL TECHNOLOGY OR ESTHETICS, TO INCLUDE HEALTH, SAFETY AND INFECTION CONTROL; (2) EXEMPT FROM CONTINUING EDUCATION ANY LICENSEE WITH 30 OR MORE YEARS OF COSMETOLOGY LICENSURE OR OVER THE AGE OF 70. THE MOTION PREVAILED ON A VOICE VOTE.

#### **8. Proposed Administrative Rules Changes**

The Commission meeting packets included a packet of proposed administrative rules changes, including the subject of licensee continuing education. Executive Director suggested that Commission members take the packets home with them to review and contact her with any changes to the proposed changes, deletions or additions. The December 2, 2016 meeting will include a review of all proposed administrative rules changes for the Commission to take action on to begin the formal rules adoption process.

#### **9. Commission Review of License Applications and Requests**

- **Application # NR-12861** - This applicant had initially submitted a high school diploma for verification to AEQUO International that AEQUO determined was a fraudulent document. Based on that information, the decision was made by the Executive Director to cancel this reciprocity application since the individual did not qualify for a license in South Dakota with no high school diploma.

The individual obtained a GED certificate and reapplied for reciprocity. The GED certificate was received in the Cosmetology Commission office directly from a Community College.

IT WAS MOVED BY LAURIE BRANDNER, SECONDED BY CRYSTAL CARLSON, TO APPROVE APPLICATION #NR-12861. THE MOTION PREVAILED ON A VOICE VOTE.

- **Application # NR-13185** - The Commission originally denied this individual's license at the May, 2016 meeting due to the fact that the individual had submitted two separate applications with inconsistencies in terms of where the individual had previously been licensed and when the nail technology education had been obtained. In action taken at the May meeting, the Commission voted that the individual must wait 90 days to reapply and would need to appear before the Commission. The Commission office received a written note from the individual that he was currently working in Georgia and would not be able to attend the meeting. He did provide a telephone number in case the Commission would want to call him.

IT WAS MOVED BY LORI LITTLE, SECONDED BY LAURIE BRANDNER, TO APPROVE APPLICATION NR-13185. THE MOTION PREVAILED ON A VOICE VOTE.

#### **10. 2017 Calendar Exam and Commission Meetings**

Copies of the proposed 2017 calendar for State Board Exams and Commission meeting was handed out for the Commission's information and review.

#### **11. Other Business**

N/A

**Adjourn**

There being no further business, IT WAS MOVED BY CRYSTAL CARLSON, SECONDED BY LORI LITTLE, TO ADJOURN. THE MOTION PREVAILED ON A VOICE VOTE.

The meeting was adjourned at 4:30 pm.

Respectfully submitted,

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Kate Boyd, Recording Secretary

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Crystal Carlson, Secretary-Treasurer

## EXECUTIVE DIRECTOR'S REPORT

September 23, 2016

1. **New Staff Member** - Kelsey Skoglund was offered and accepted the Program Assistant I position. Kelsey is a licensed cosmetologist with recent experience in the banking industry. Kelsey will be present at the September 23 meeting to meet the Commission.
  
2. **Instructor Licensing**
  - In August three cosmetologists took the Instructor State Board exams. All three passed the practical exam and the State Laws, but one of the candidates failed the theory exam. She will be coming to Pierre in the near future to retake the theory exam.
  
  - I was recently contacted by an individual who was a nail technician instructor at a South Dakota cosmetology school back in 1983-84. This individual is a licensed cosmetologist, new owner of a limited salon (nails and esthetics) and would like to entertain the thought of mentoring two nail technician apprentices after her salon becomes firmly established. The Commission will need to decide what steps she would need to take to become licensed as a Senior Instructor. Since it has been over thirty years since she was a licensed instructor, the Commission may choose to have her take the full Instructor State Board Exams, including NIC written theory, NIC practical exam that includes development of lesson plans and doing a 20 minute lecture and a 20 minute demonstration on subjects assigned by the Commission member administering the exam, and the South Dakota Cosmetology Laws/Rules exam.
  
3. **Tablets for Practical Exams** - Due to the unreliability of the tablets that we initially purchased for administration of the practical exams, we have recently purchased a higher quality of tablet for practical exam administration. This should reduce the problem of screens freezing or tablets that won't charge properly or turn on.
  
4. **NIC Exam Changes** - On September 14, we received notification from Schroeder Measurement Technologies and NIC that they will be implementing some changes some of the practical exams. These changes will be reviewed during the September 24 NIC School Overview and the September 25 Examiner Training.

# SOUTH DAKOTA COSMETOLOGY COMMISSION

## DRAFT MEETING MINUTES

October 20, 2016

### Call Meeting to Order

A meeting of the Cosmetology Commission was called to order by President Tammy Ugofsky on Thursday, October 20, 2016 at 10:05 am. The meeting was held via conference call.

### 1. Roll Call

Attendance was taken by Vice President Lori Berreth with the following members present: Lori Berreth, Laurie Brandner, Lori Little, and Tammy Ugofsky. Member absent: Crystal Carlson. Staff present: Assistant Attorney General Graham Oey, Executive Director Kate Boyd and Kelsey Skoglund.

### 2. Proposed Consent Agreement - Case G-2015

IT WAS MOVED BY LORI BERRETH, SECONDED BY LORI LITTLE, TO APPROVE CONSENT AGREEMENT CASE G-2015, WITH THE FOLLOWING TERMS:

- a. Ms. Fletcher's license, Lic. #CO-05799, will be suspended for a period of 45 days with 31 days being held in abeyance. Ms. Fletcher's license will actively be suspended for 14 days from November 1, 2016 **through** November 14, 2016.
- b. The remaining 31 days of suspension for her license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
  - 1) Ms. Fletcher will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this Agreement;
  - 2) Ms. Fletcher will successfully pay for and successfully complete the online course entitled "Infection Control Online Class", sponsored by Milady, found at [www.miladypro.com](http://www.miladypro.com). Mr. Romero must submit to the Commission the Certificate of Completion received after successful completion of the course by November 31, 2016.
- c. The Best Little Hair House Salon license, #CS-03295, shall be suspended for a period of 45 days with 45 days held in abeyance. The 45 days of suspension for the salon's license shall be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:

- 1) The Best Little Hair House Salon will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this Agreement;

THE MOTION PREVAILED ON A ROLL CALL VOTE WITH LORI BERRETH, LORI LITTLE AND TAMMY UGOFKY VOTING AYE. ABSTAINING: VIOLATIONS COMMITTEE LAURIE BRANDNER. ABSENT AND NOT VOTING: CRYSTAL CARLSON.

### **3. Proposed Consent Agreement - Case H-2015**

IT WAS MOVED BY LORI LITTLE, SECONDED BY LORI BERRETH, TO APPROVE CONSENT AGREEMENT CASE H-2015, WITH THE FOLLOWING TERMS:

- a. Ms. Person's license, Lic. #CO-09343, will be suspended for a period of 45 days with 31 days being held in abeyance. Ms. Fletcher's license will actively be suspended for 14 days from November 1, 2016 **through** November 14, 2016.
- b. The remaining 31 days of suspension for her license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
  - 1) Ms. Person will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this Agreement;
  - 2) Ms. Person will successfully pay for and successfully complete the online course entitled "Infection Control Online Class", sponsored by Milady, found at [www.miladypro.com](http://www.miladypro.com). Mr. Romero must submit to the Commission the Certificate of Completion received after successful completion of the course by November 31, 2016.
- c. Urban Edge Salon's license, #CS-07584, will be suspended for a period of 45 days with 31 days held in abeyance. Urban Edge Salon's license will actively be suspended for 14 days from November 1, 2016 **through** November 14, 2016.
- d. The remaining 31 days of suspension for salon's license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:

- 1) Urban Edge Salon will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this Agreement;
- 2) Urban Edge Salon will be subject to additional inspections for a period of 1 year from the date of execution of this agreement. Ms. Person , as owner of the salon, will make a onetime payment to the Commission for the additional expenses of the inspections in the amount of \$350.00 by November 31, 2016.

THE MOTION PREVAILED ON A ROLL CALL VOTE WITH LORI BERRETH, LORI LITTLE AND TAMMY UGOFKY VOTING AYE. ABSTAINING: VIOLATIONS COMMITTEE LAURIE BRANDNER. ABSENT AND NOT VOTING: CRYSTAL CARLSON.

#### **4. Other Business**

Executive Director Kate Boyd reminded Commission members to review the proposed Administrative Rules changes and provide her feedback so the Commission can take action at the December 2, 2016 meeting to proceed with the formal rules adoption process.

#### **Adjournment**

IT WAS MOVED BY Lori Little, seconded by LORI BRANDNER to adjourn. The motion prevailed on a roll call vote with Lori Berreth, Laurie Brandner, Lori Little and Tammy Ugofsky voting aye. Absent and not voting: Crystal Carlson.

The meeting adjourned at 10:20 am.

Respectfully submitted,

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Kate Boyd, Recording Secretary

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Lori Berreth, Vice President





BA1409R1

STATE OF SOUTH DAKOTA  
CASH CENTER BALANCES  
AS OF: 10/31/2016

PAGE

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	227,156.99	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL			227,156.99	DR *	
COMP/BUDG UNIT TOTAL			227,156.99	DR **	
BUDGET UNIT TOTAL			227,156.99	DR ***	

STATE OF SOUTH DAKOTA  
 REVENUE SUMMARY BY BUDGET UNIT  
 FOR PERIOD ENDING: 10/31/2016

AGENCY BUDGET CENTER	UNIT	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
10	1033	LABOR & REGULATION COSMETOLOGY COMMISSION				
COMPANY NO 6503 COMPANY NAME PROFESSIONAL & LICENSING BOARDS						
103300061806	6503	4293901		COS-OPERATOR/MANAGER	8,545.00	38,850.00
103300061806	6503	4293969		COS-SALONS LICENSE	3,640.00	16,580.00
103300061806	6503	4293970		COS-INSTRUCTORS LIC	200.00	500.00
103300061806	6503	4293971		COS-STUDENTS/APPRENTICES	276.00	774.00
103300061806	6503	4293972		COS-PERMITTS	2,076.00	9,006.00
103300061806	6503	4293973		COS-SCHOOL LICENSE	.00	900.00
103300061806	6503	4293984		COS-RECIPIROCITY/CERTIF	840.00	5,240.00
ACCT: 4293		BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)			15,577.00	71,850.00
ACCT: 42		LICENSES, PERMITTS & FEES			15,577.00	71,850.00
103300061806	6503	4393903		COS-PENALTY'S	3,810.00	10,760.00
ACCT: 4393		PENALTIES (NON-GOVERNMENTAL)			3,810.00	10,760.00
ACCT: 43		FINES, FORFEITS & PENALTIES			3,810.00	10,760.00
103300061806	6503	4896004		COS-EDUCATION COURSE COST	50.00	385.00
103300061806	6503	4896007		COSM-NATL EXAM TEST COST	4,800.00	6,680.00
103300061806	6503	4896020		MISCELLANEOUS INCOME	113.00	219.00
ACCT: 4896		OTHER REVENUE			4,963.00	7,284.00
ACCT: 48		NONOPERATING REVENUES			.00	3,767.86
103300061806	6503	4920045		NONOPERATING REVENUE	.00	3,767.86
ACCT: 4920		OTHER REVENUE			.00	3,767.86
ACCT: 49		NONOPERATING REVENUE			.00	3,767.86
CNTR: 103300061806					24,350.00	93,661.86
COMP: 6503					24,350.00	93,661.86
B UNIT: 1033					24,350.00	93,661.86

FOR PERIOD ENDING: 10/31/2016

AGENCY 10 LABOR & REGULATION  
 BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, CR, PO #	EFFECT DATE	AMOUNT	DR CR	
COMPANY NO 6503									
COMPANY NAME PROFESSIONAL & LICENSING BOARDS									
6503	103300061806	4293901	C107CC017	10/07/2016	276225	10/07/2016	3,935.00	DR	
6503	103300061806	4293901	C107CC017	10/07/2016	276225	10/07/2016	3,935.00	CR	
6503	103300061806	4293901	C107CC017	10/07/2016	276225	10/07/2016	3,935.00	CR	
6503	103300061806	4293969	C107CC017	10/07/2016	276225	10/07/2016	1,855.00	CR	
6503	103300061806	4293970	C107CC017	10/07/2016	276225	10/07/2016	100.00	CR	
6503	103300061806	4293971	C107CC017	10/07/2016	276225	10/07/2016	270.00	CR	
6503	103300061806	4293972	C107CC017	10/07/2016	276225	10/07/2016	624.00	CR	
6503	103300061806	4293984	C107CC017	10/07/2016	276225	10/07/2016	200.00	CR	
6503	103300061806	4293901	C107CC018	10/14/2016	276694	10/14/2016	1,705.00	DR	
6503	103300061806	4293901	C107CC018	10/14/2016	276694	10/14/2016	1,705.00	CR	
6503	103300061806	4293901	C107CC018	10/14/2016	276694	10/14/2016	1,705.00	CR	
6503	103300061806	4293969	C107CC018	10/14/2016	276694	10/14/2016	1,705.00	CR	
6503	103300061806	4293970	C107CC018	10/14/2016	276694	10/14/2016	525.00	CR	
6503	103300061806	4293971	C107CC018	10/14/2016	276694	10/14/2016	25.00	CR	
6503	103300061806	4293972	C107CC018	10/14/2016	276694	10/14/2016	6.00	CR	
6503	103300061806	4293972	C107CC018	10/14/2016	276694	10/14/2016	324.00	CR	
6503	103300061806	4293984	C107CC018	10/14/2016	276694	10/14/2016	340.00	CR	
6503	103300061806	4293901	C107CC019	10/21/2016	277365	10/21/2016	1,290.00	DR	
6503	103300061806	4293901	C107CC019	10/21/2016	277365	10/21/2016	1,290.00	CR	
6503	103300061806	4293901	C107CC019	10/21/2016	277365	10/21/2016	1,290.00	CR	
6503	103300061806	4293969	C107CC019	10/21/2016	277365	10/21/2016	1,290.00	CR	
6503	103300061806	4293970	C107CC019	10/21/2016	277365	10/21/2016	665.00	CR	
6503	103300061806	4293972	C107CC019	10/21/2016	277365	10/21/2016	50.00	CR	
6503	103300061806	4293972	C107CC019	10/21/2016	277365	10/21/2016	570.00	CR	
6503	103300061806	4293984	C107CC019	10/21/2016	277365	10/21/2016	100.00	CR	
6503	103300061806	4293901	C107CC021	10/31/2016	278035	10/28/2016	1,655.00	DR	
6503	103300061806	4293901	C107CC021	10/31/2016	278035	10/28/2016	1,655.00	CR	
6503	103300061806	4293901	C107CC021	10/31/2016	278035	10/28/2016	1,655.00	CR	
6503	103300061806	4293969	C107CC021	10/31/2016	278035	10/28/2016	630.00	CR	
6503	103300061806	4293970	C107CC021	10/31/2016	278035	10/28/2016	25.00	CR	
6503	103300061806	4293972	C107CC021	10/31/2016	278035	10/28/2016	558.00	CR	
6503	103300061806	4293984	C107CC021	10/31/2016	278035	10/28/2016	200.00	CR	
6503	103300061806	4293901	R107-025	10/31/2016	VY17249	10/25/2016	20.00	DR	
6503	103300061806	4293901	R107-025	10/31/2016	VY17249	10/25/2016	20.00	DR	
6503	103300061806	4293901	R107-025	10/31/2016	VY17249	10/25/2016	20.00	CR	
6503	103300061806	4293969	R107-025	10/31/2016	VY17249	10/25/2016	35.00	DR	
6503	103300061806	4293969	R626RC0471	10/05/2016	R6RC0471	10/05/2016	20.00	DR	
6503	103300061806	4293901	R626RC0471	10/05/2016	R6RC0471	10/05/2016	20.00	DR	
6503	103300061806	4293901	R626RC0471	10/05/2016	R6RC0471	10/05/2016	20.00	DR	
6503	103300061806	4293901	R626RC0471	10/05/2016	R6RC0471	10/05/2016	20.00	DR	
TOTAL ACCOUNT GROUP NET CHANGE									
							15,577.00	CR	*
TOTAL ACCOUNT GROUP NET CHANGE									
6503	103300061806	4393903	C107CC017	10/07/2016	276225	10/07/2016	1,770.00	CR	
6503	103300061806	4393903	C107CC018	10/14/2016	276694	10/14/2016	460.00	CR	
6503	103300061806	4393903	C107CC019	10/21/2016	277365	10/21/2016	500.00	CR	
6503	103300061806	4393903	C107CC021	10/31/2016	278035	10/28/2016	1,120.00	CR	
6503	103300061806	4393903	R107-025	10/31/2016	VY17249	10/25/2016	40.00	DR	
							3,810.00	CR	*

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MONTHLY REVENUE AND JOURNAL VOUCHER REPORT  
FOR PERIOD ENDING: 10/31/2016

AGENCY 10 LABOR & REGULATION  
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
6503	103300061806	4896007	10/07/2016	276225	10/07/2016	1,000.00	CR
6503	103300061806	4896020	10/07/2016	276225	10/07/2016	2.00	CR
6503	103300061806	4896007	10/14/2016	276294	10/14/2016	720.00	CR
6503	103300061806	4896020	10/14/2016	276694	10/14/2016	106.00	CR
6503	103300061806	4896007	10/21/2016	277365	10/21/2016	2,080.00	CR
6503	103300061806	4896020	10/21/2016	277365	10/21/2016	5.00	CR
6503	103300061806	4896004	10/31/2016	278035	10/28/2016	50.00	CR
6503	103300061806	4896007	10/31/2016	278035	10/28/2016	1,000.00	CR

TOTAL ACCOUNT GROUP NET CHANGE

4,963.00 CR \*

6503	103300061806	52053100	10/21/2016		10/03/2016	92.35	DR
6503	103300061806	52049600	10/26/2016	MC2803	10/03/2016	172.76	DR
6503	103300061806	52049600	10/26/2016	MC2803	10/03/2016	172.76	DR
6503	103300061806	52049600	10/26/2016	MC2803	10/03/2016	172.76	DR
6503	103300061806	52053500	10/21/2016		10/13/2016	554.99	DR
6503	103300061806	52042000	10/21/2016	PL708058	10/21/2016	340.81	DR
6503	103300061806	52042000	10/21/2016	RM709050	10/11/2016	26.40	DR
6503	103300061806	52045300	10/21/2016	TL709053	10/21/2016	450.17	DR
6503	103300061806	5228000	10/14/2016	TL107-027	10/14/2016	1,368.82	DR

TOTAL ACCOUNT GROUP NET CHANGE

3,006.30 DR \*

6503	103300061806	82044900	10/31/2016	022527	10/28/2016	1,041.75	CR
6503	103300061806	82040600	10/26/2016	17SCI00004	10/25/2016	2,500.00	CR
6503	103300061806	82041900	10/12/2016	17SCI00011	10/11/2016	850.20	CR

TOTAL ACCOUNT GROUP NET CHANGE

4,391.95 CR \*

TOTAL COMPANY--NET CHANGE

25,735.65 CR \*\*

STATE OF SOUTH DAKOTA  
MONTHLY EXPENDITURE REPORT  
FOR PERIOD ENDING: 10/31/2016

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPL #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/ CR
6503	103300061806	51010100	CGEX161012	10/14/2016					3,113.95	DR
OBJSUB: 5101010 F-T EMP SAL & WAGES COMPANY NO 6503 COMPANY NAME PROFESSIONAL & LICENSING BOARDS										
6503	103300061806	51010200	CGEX161012	10/14/2016					3,113.95	DR *
OBJSUB: 51010200 CGEX161012										
6503	103300061806	51010200	CGEX161012	10/14/2016					4,123.17	DR
OBJSUB: 5101020 P-T/TEMP EMP SAL & WAGES CGEX161012										
6503	103300061806	51010300	CGEX161012	10/14/2016					240.00	DR
OBJSUB: 5101030 BOARD & COMM MBR'S FEES OBJECT: 5101 EMPLOYEE SALARIES										
6503	103300061806	51020100	CGEX161004	10/05/2016	070348				900.00	DR *
6503	103300061806	51020100	CGEX161012	10/14/2016					8,377.12	DR **
6503	103300061806	51020100	CGEX161012	10/14/2016					2.52	DR
6503	103300061806	51020100	CGEX161012	10/14/2016					613.42	DR
6503	103300061806	51020100	CGEX161013	10/14/2016	079485				18.36	DR
6503	103300061806	51020100	CGEX161013	10/14/2016	4.52				4.52	DR
6503	103300061806	51020100	CGEX161013	10/14/2016	079484				.84	DR
6503	103300061806	51020100	CGEX161013	10/14/2016	081351				.84	DR
6503	103300061806	51020100	CGEX161018	10/19/2016	084353				4.20	DR
6503	103300061806	51020100	CGEX161018	10/19/2016	084357				3.37	DR
6503	103300061806	51020100	CGEX161027	10/31/2016	092448				3.35	DR
OBJSUB: 5102010 OAS-I-EMPLOYER'S SHARE CGEX161012										
6503	103300061806	51020200	CGEX161012	10/14/2016					651.42	DR *
OBJSUB: 5102020 RETIREMENT-ER SHARE CGEX161012										
6503	103300061806	51020600	CGEX161012	10/14/2016					237.80	DR *
OBJSUB: 5102060 HEALTH/LIFE INS.-ER SHARE CGEX161012										
6503	103300061806	51020800	CGEX161012	10/14/2016					1,054.05	DR *
OBJSUB: 5102080 WORKER'S COMPENSATION CGEX161012										
6503	103300061806	51020900	CGEX161012	10/14/2016					8.98	DR *
OBJSUB: 5102090 UNEMPLOYMENT COMPENSATION OBJECT: 5102 EMPLOYEE BENEFITS GROUP: 51 PERSONAL SERVICES										
6503	103300061806	52030300	CGEX161004	10/05/2016	070348				2.91	DR *
6503	103300061806	52030300	CGEX161013	10/14/2016	079485				1,955.16	DR **
6503	103300061806	52030300	CGEX161013	10/14/2016	081776				10,332.28	DR ***
6503	103300061806	52030300	CGEX161013	10/14/2016	081778				149.10	DR
6503	103300061806	52030300	CGEX161013	10/14/2016	081777				522.48	DR
6503	103300061806	52030300	CGEX161013	10/14/2016	081777				223.44	DR
6503	103300061806	52030300	CGEX161013	10/14/2016	081777				205.80	DR
6503	103300061806	52030300	CGEX161013	10/14/2016	079484				180.60	DR
6503	103300061806	52030300	CGEX161013	10/14/2016	081775				173.88	DR
6503	103300061806	52030300	CGEX161013	10/14/2016	081351				171.36	DR
6503	103300061806	52030300	CGEX161013	10/14/2016	081351				109.20	DR

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AGENCY BUDGET CENTER	UNIT	LABOR & REGULATION	COMMISSION	COMMISSION	COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
103300061806	52030300	CGEX161018			6503	103300061806	52030300	CGEX161018	10/19/2016	084353				333.48	DR
103300061806	52030300	CGEX161018			6503	103300061806	52030300	CGEX161018	10/19/2016	084357				321.30	DR
103300061806	52030300	CGEX161018			6503	103300061806	52030300	CGEX161018	10/31/2016	084348				109.20	DR
103300061806	52030300	CGEX161027			6503	103300061806	52030300	CGEX161027	10/31/2016	092448				208.74	DR
103300061806	52030300	CGEX161027			6503	103300061806	52030300	CGEX161027	10/31/2016	092439				162.12	DR
103300061806	52030300	CGEX161027			6503	103300061806	52030300	CGEX161027	10/31/2016	094265				142.80	DR
103300061806	52030300	CGEX161027			6503	103300061806	52030300	CGEX161027	10/31/2016	092447				37.80	DR
OBJSUB: 5203030	AUTO-PRIV (IN-ST.) H/RTE				6503	103300061806	52031000	293428-37/293675	10/14/2016	00351957	RAMKOTAHOT	12177768	03	3,051.30	DR *
OBJSUB: 5203100	LODGING/IN-STATE				6503	103300061806	52031400	CGEX161004	10/05/2016	070348				684.00	DR *
103300061806	52031400	CGEX161013			6503	103300061806	52031400	CGEX161013	10/14/2016	079485				33.00	DR
103300061806	52031400	CGEX161013			6503	103300061806	52031400	CGEX161013	10/14/2016	081351				59.00	DR
103300061806	52031400	CGEX161013			6503	103300061806	52031400	CGEX161013	10/14/2016	079484				11.00	DR
103300061806	52031400	CGEX161018			6503	103300061806	52031400	CGEX161018	10/19/2016	084353				11.00	DR
103300061806	52031400	CGEX161018			6503	103300061806	52031400	CGEX161018	10/19/2016	084357				44.00	DR
103300061806	52031400	CGEX161027			6503	103300061806	52031400	CGEX161027	10/31/2016	092448				44.00	DR
OBJSUB: 5203150	TAXABLE MEALS/IN-STATE				6503	103300061806	52031500	CGEX161013	10/14/2016	081778				257.00	DR *
103300061806	52031500	CGEX161013			6503	103300061806	52031500	CGEX161013	10/14/2016	081776				90.00	DR
103300061806	52031500	CGEX161013			6503	103300061806	52031500	CGEX161013	10/14/2016	081775				90.00	DR
103300061806	52031500	CGEX161013			6503	103300061806	52031500	CGEX161013	10/14/2016	081777				47.00	DR
103300061806	52031500	CGEX161018			6503	103300061806	52031500	CGEX161018	10/19/2016	084348				47.00	DR
103300061806	52031500	CGEX161027			6503	103300061806	52031500	CGEX161027	10/31/2016	092439				43.00	DR
103300061806	52031500	CGEX161027			6503	103300061806	52031500	CGEX161027	10/31/2016	094265				47.00	DR
103300061806	52031500	CGEX161027			6503	103300061806	52031500	CGEX161027	10/31/2016	094265				32.00	DR
OBJSUB: 5203300	NON-TAXABLE MEALS/IN-ST				6503	103300061806	52033000	CGEX161027	10/31/2016	092447				396.00	DR *
103300061806	52033000	CGEX161027			6503	103300061806	52033000	CGEX161027	10/31/2016	092447				667.52	DR
OBJSUB: 5203320	LODGING/OUT-OF-STATE				6503	103300061806	52033200	CGEX161027	10/31/2016	092447				667.52	DR *
103300061806	52033200	CGEX161027			6503	103300061806	52033200	CGEX161027	10/31/2016	092447				110.00	DR
OBJSUB: 5203350	INCIDENTALS-OUT-OF-STATE				6503	103300061806	52033500	CGEX161027	10/31/2016	092447				110.00	DR *
103300061806	52033500	CGEX161027			6503	103300061806	52033500	CGEX161027	10/31/2016	092447				115.00	DR
OBJSUB: 5203350	NON-TAXABLE MEALS/OUT-ST				6503	103300061806	52033500	CGEX161027	10/31/2016	092447				115.00	DR *
103300061806	52033500	CGEX161027			6503	103300061806	52033500	CGEX161027	10/31/2016	092447				5,280.82	DR **
OBJSUB: 5204060	TRAVEL				6503	103300061806	52040600	17SC100004	5520	00355744	NATLINTERS	12114840	02	2,500.00	DR
103300061806	52040600	17SC100004			6503	103300061806	52040600	17SC100004	10/14/2016	02179476	SMARTSOFTW	12221150		2,500.00	DR *
OBJSUB: 5204190	ED & TRAINING CONSULTANT				6503	103300061806	52041900	17SC100004	10/14/2016	02179476	SMARTSOFTW	12221150		850.20	DR *
103300061806	52041900	17SC100004			6503	103300061806	52041900	17SC100004	10/21/2016	092447				340.81	DR
OBJSUB: 5204200	COMPUTER SERVICES-PRIVATE				6503	103300061806	52042000	PL708058	10/21/2016	092447				26.40	DR
103300061806	52042000	PL708058			6503	103300061806	52042000	PL708058	10/21/2016	092447				26.40	DR

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MONTHLY EXPENDITURE REPORT  
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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
6503	103300061806	5204200	CENTRAL SERVICES	10/14/2016	00351963	ENVITROTECH	12189816		367.21	DR *
6503	103300061806	52042300	1020126	10/26/2016	02180416	SERVALLUNI	12049672		8.12	DR
6503	103300061806	52042300	2498674	10/26/2016	02180416	SERVALLUNI	12049672		5.61	DR
6503	103300061806	5204230	JANITORIAL & MAINT SERV	10/31/2016	02180924	HYDEHOLDIN	12028880		13.73	DR *
6503	103300061806	5204490	RENTS-PRIVATE OWNED PROP.	10/14/2016	00351957	RAMKOTAHOT	12177768		1,041.75	DR *
6503	103300061806	52045100	293428-37/293675	10/14/2016	00351957	RAMKOTAHOT	12177768		300.00	DR *
6503	103300061806	5204510	RENTS-OTHER	10/21/2016					450.17	DR *
6503	103300061806	52045300	TL709053	10/21/2016					450.17	DR *
6503	103300061806	52049600	TELECOMMUNICATIONS SRVCS	10/26/2016	MC2803				450.17	DR *
6503	103300061806	52049600	D107CC004	10/26/2016	MC2803				172.76	DR
6503	103300061806	52049600	D107CC004	10/26/2016	MC2803				172.76	DR
6503	103300061806	52049600	D107CC004	10/26/2016	MC2803				172.76	DR
6503	103300061806	52049600	5473	10/05/2016	00347137	NATLINTERS	12114840		54.00	DR
6503	103300061806	52049600	5507	10/31/2016	00355744	NATLINTERS	12114840		60.00	DR
6503	103300061806	5204960	OTHER CONTRACTUAL SERVICE						286.76	DR *
6503	103300061806	5204960	CONTRACTUAL SERVICES	10/19/2016	00352718	INMANSWATE	12037639		5,809.82	DR **
6503	103300061806	52050280	18382 OCT16	10/19/2016	00352718	INMANSWATE	12037639		12.90	DR
6503	103300061806	5205028	OFFICE SUPPLIES	10/21/2016					92.35	DR *
6503	103300061806	52053100	CD709039	10/21/2016					92.35	DR *
6503	103300061806	5205310	PRINTING-STATE	10/14/2016	079485				92.35	DR *
6503	103300061806	52053500	CGEX161013	10/19/2016	084353				4.50	DR
6503	103300061806	52053500	CGEX161018	10/19/2016	084353				10.76	DR
6503	103300061806	52053500	CGEX161027	10/31/2016	092448				15.74	DR
6503	103300061806	52053500	MS709049	10/21/2016					554.99	DR
6503	103300061806	5205350	POSTAGE	10/19/2016	00352468	MONTANADAK	12020954		585.99	DR *
6503	103300061806	52055180	68870010003SERP16	10/19/2016	00352468	MONTANADAK	12020954		6.87	DR *
6503	103300061806	5205518	HEATING & COOKING FUELS						6.87	DR *
6503	103300061806	5228000	SUPPLIES & MATERIALS	10/14/2016					698.11	DR **
6503	103300061806	5228000	TI107-027	10/14/2016					1,368.82	DR
6503	103300061806	5228000	OPER TRANS OUT-NON BUDGT						1,368.82	DR *
6503	103300061806	5228	NONOP EXP/NONBUDG OP TR						13,157.57	DR **
6503	103300061806	5228	OPERATING EXPENSES						23,489.85	DR **
6503	103300061806	5228	OPERATING EXPENSES						23,489.85	DR **
6503	103300061806	5228	OPERATING EXPENSES						23,489.85	DR **
6503	103300061806	5228	OPERATING EXPENSES						23,489.85	DR **

AGENCY	BUDGET UNIT	CENTER-5	CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
103300061806	1033	10330	LABOR & REGULATION	PROFESSIONAL & LICENSING BOARDS	F-T EMP SAL & WAGES	3,113.95	25,568.95	
103300061806	10330	10330	COSMETOLOGY COMMISSION		P-T/TEMP EMP SAL & WAGES	4,363.17	24,026.73	
103300061806	10330	10330	COSMETOLOGY COMMISSION		BOARD & COMM MBRS FEES	900.00	2,880.00	
ACCT: 5101			EMPLOYEE SALARIES			8,377.12	52,475.68	
103300061806	6503	51020100	OASI-EMPLOYER'S SHARE		RETIREMENT-ER SHARE	651.42	4,017.45	
103300061806	6503	51020200	HEALTH/LIFE INS.-ER SHARE		WORKER'S COMPENSATION	237.80	2,007.31	
103300061806	6503	51020600	UNEMPLOYMENT COMPENSATION			1,054.05	7,474.14	
103300061806	6503	51020800				8.98	59.49	
103300061806	6503	51020900				2.91	19.27	
ACCT: 5102			EMPLOYEE BENEFITS			1,955.16	13,577.66	
ACCT: 51			PERSONAL SERVICES			10,332.28	66,053.34	
103300061806	6503	52030100	AUTO-STATE OWNED-IN STATE		AUTO PRIV (IN-ST.) L/RTE	.00	87.86	
103300061806	6503	52030200	AUTO-PRIV (IN-ST.) H/RTE		LODGING/IN-STATE	3,051.30	8,901.48	
103300061806	6503	52031000	TAXABLE MEALS/IN-STATE		NON-TAXABLE MEALS/IN-ST	684.00	1,637.10	
103300061806	6503	52031400	AIR-COMM-OUT-OF-STATE		LODGING/OUT-OF-STATE	257.00	1,021.00	
103300061806	6503	52032600	INCIDENTALS-OUT-OF-STATE		NON-TAXABLE MEALS/OUT-ST	396.00	888.00	
103300061806	6503	52033000				667.52	1,121.10	
103300061806	6503	52033200				110.00	667.52	
103300061806	6503	52033500				115.00	110.00	
ACCT: 5203			TRAVEL			5,280.82	14,653.02	
103300061806	6503	52040200	DUES & MEMBERSHIP FEES		ED & TRAINING CONSULTANT	.00	310.00	
103300061806	6503	52040600	WORKSHOP REGISTRATION FEE		COMPUTER SERVICES-STATE	2,500.00	2,500.00	
103300061806	6503	52041800	CENTRAL SERVICES		JANITORIAL & MAINT SERV	.00	1,445.00	
103300061806	6503	52041900	RENTS-PRIVATE OWNED PROP.		RENTS-OTHER	.00	1,136.25	
103300061806	6503	52042000	TELECOMMUNICATIONS SRVCS		ELECTRICITY	850.20	3,853.80	
103300061806	6503	52042300	OTHER CONTRACTUAL SERVICE			367.21	3,011.01	
103300061806	6503	52044300				13.73	60.54	
103300061806	6503	52044900				1,041.75	4,167.00	
103300061806	6503	52045100				300.00	1,050.00	
103300061806	6503	52045300				450.17	1,070.00	
103300061806	6503	52045400				.00	451.01	
103300061806	6503	52049600				286.76	6,409.99	
ACCT: 5204			CONTRACTUAL SERVICES			5,809.82	25,464.60	
103300061806	6503	52050200	OFFICE SUPPLIES		OFFICE SUPPLIES	.00	441.08	
103300061806	6503	52050280	PRINTING-STATE		POSTAGE	12.90	121.95	
103300061806	6503	52053100	HEATING & COOKING FUELS		FINISHED SIGNS & DECALS	92.35	2,682.53	
103300061806	6503	52053500	PROC CARD PURCH-APPROVED			585.99	2,231.07	
103300061806	6503	52055180				6.87	30.15	
103300061806	6503	52055400				.00	208.00	
103300061806	6503	52059800				.00	52.11	

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BA0215V1 10/29/2016

STATE OF SOUTH DAKOTA  
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT  
FOR PERIOD ENDING: 10/31/2016

AGENCY BUDGET CENTER	UNIT	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
103300061806	10330	6503	52079010	SUPPLIES & MATERIALS COMPUTER HARDWARE	698.11 .00	5,766.89 3,910.00	* *
103300061806	10330	6503	5228000	CAPITAL OUTLAY OPER TRANS OUT -NON BUDGT	1,368.82	3,910.00 3,548.59	* *
5228				NONOP EXP/NONBGTD OP TR	1,368.82	3,548.59	*
52				OPERATING EXPENSES	13,157.57	53,343.10	**
COMP: 6503 PROFESSIONAL & LICENSING BOARDS					23,489.85	119,396.44	***
CENTER: 103300061806					23,489.85	119,396.44	*****
B UNIT: 1033					23,489.85	119,396.44	*****

*September 2016*

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	PCT AVL
6503-I			313,991.00	0.00	0.00	33,024.75	93,726.82	187,239.43	226,296.84	
BUDGETED TOT			313,991.00	0.00	0.00	33,024.75	93,726.82	187,239.43		
ALL COMP TOT			313,991.00	0.00	0.00	33,024.75	93,726.82	187,239.43		

TOTAL BUDGETED:

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101 EMPLOYEE SALARIES	142,104.00	0.00	0.00	20,509.92	44,098.56	98,005.44	69.0
5102 EMPLOYEE BENEFITS	49,558.00	0.00	0.00	5,712.69	11,622.50	37,935.50	76.5
5203 TRAVEL	40,074.00	0.00	0.00	3,873.88	9,372.20	30,701.80	76.6
5204 CONTRACTUAL SVCS	71,774.00	0.00	32,974.75	4,229.34	19,654.78	19,144.47	26.7
5205 SUPPLIES & MATRLS	10,481.00	0.00	0.00	1,574.36	5,068.78	5,412.22	51.6
5207 CAPITAL OUTLAY	0.00	0.00	50.00	100.00	3,910.00	3,960.00-	0.0
TOTALS	313,991.00	0.00	33,024.75	36,000.19	93,726.82	187,239.43	59.6

BREAKOUT BY COMPANY:

COMPANY	6503-I	PROFESSIONAL & LICENSING BOARDS	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101000	EMPLOYEE SALARIES		142,104.00	0.00	0.00	20,509.92	44,098.56	98,005.44	69.0
5102000	EMPLOYEE BENEFITS		49,558.00	0.00	0.00	5,712.69	11,622.50	37,935.50	76.5
5203000	TRAVEL		40,074.00	0.00	0.00	3,873.88	9,372.20	30,701.80	76.6
5204000	CONTRACTUAL SVCS		71,774.00	0.00	32,974.75	4,229.34	19,654.78	19,144.47	26.7
5205000	SUPPLIES & MATRLS		10,481.00	0.00	0.00	1,574.36	5,068.78	5,412.22	51.6
5207000	CAPITAL OUTLAY		0.00	0.00	50.00	100.00	3,910.00	3,960.00-	0.0
PS SUBTOTALS			191,662.00	0.00	0.00	26,222.61	55,721.06	135,940.94	70.9
OE SUBTOTALS			122,329.00	0.00	33,024.75	9,777.58	38,005.76	51,298.49	41.9
COMPANY 6503-I	TOT		313,991.00	0.00	33,024.75	36,000.19	93,726.82	187,239.43	59.6

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

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	226,296.84	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			226,296.84	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			226,296.84	DR **	
BUDGET UNIT TOTAL 1033			226,296.84	DR ***	

STATE OF SOUTH DAKOTA  
 REVENUE SUMMARY BY BUDGET UNIT  
 FOR PERIOD ENDING: 09/30/2016

AGENCY BUDGET CENTER	UNIT	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
10	1033	6503		LABOR & REGULATION COSMETOLOGY COMMISSION		
103300061806		6503	4293901	COS-OPERATOR/MANAGER	12,420.00 *	30,305.00
103300061806		6503	4293969	COS-SALONS LICENSE	4,925.00 *	12,940.00
103300061806		6503	4293970	COS-INSTRUCTORS LIC	25.00 *	300.00
103300061806		6503	4293971	COS-STUDENTS/APPRENTICES	258.00 *	498.00
103300061806		6503	4293972	COS-PERMITTS	3,366.00 *	6,930.00
103300061806		6503	4293973	COS-SCHOOL LICENSE	300.00 *	900.00
103300061806		6503	4293984	COS-RECIPROCITY/CERTIF	1,180.00 *	4,400.00
103300061806		6503	4293	BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	22,474.00	56,273.00 *
103300061806		6503	42	LICENSES, PERMITTS & FEES	22,474.00	56,273.00 **
103300061806		6503	4393903	COS-PENALTY'S	1,890.00	6,950.00 *
103300061806		6503	4393	PENALTIES (NON-GOVERNMENTAL)	1,890.00	6,950.00 *
103300061806		6503	43	FINES, FORFEITS & PENALTIES	1,890.00 *	6,950.00 **
103300061806		6503	4896004	COS-EDUCATION COURSE COST	35.00 *	335.00
103300061806		6503	4896007	COSM-NATL EXAM TEST COST	640.00 *	1,880.00
103300061806		6503	4896020	MISCELLANEOUS INCOME	102.00 *	106.00
103300061806		6503	4896	OTHER REVENUE	777.00	2,321.00 *
103300061806		6503	4920045	NONOPERATING REVENUES	.00	3,767.86 *
103300061806		6503	4920	NONOPERATING REVENUE	.00	3,767.86 **
103300061806		6503	49	OTHER REVENUE	.00	3,767.86 **
103300061806		6503	CNTR:		25,141.00	69,311.86 ***
103300061806		6503	COMP:		25,141.00	69,311.86 ****
103300061806		6503	B UNIT:		25,141.00	69,311.86 *****

AGENCY 10 LABOR & REGULATION  
 BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
COMPANY NO 6503 PROFESSIONAL & LICENSING BOARDS								
COMPANY NAME								
6503	103300061806	4293901	C107CC011	09/02/2016	273320	09/02/2016	1,425.00	DR
6503	103300061806	4293901	C107CC011	09/02/2016	273320	09/02/2016	1,425.00	CR
6503	103300061806	4293901	C107CC011	09/02/2016	273320	09/02/2016	1,425.00	CR
6503	103300061806	4293969	C107CC011	09/02/2016	273320	09/02/2016	910.00	CR
6503	103300061806	4293971	C107CC011	09/02/2016	273320	09/02/2016	108.00	CR
6503	103300061806	4293972	C107CC011	09/02/2016	273320	09/02/2016	618.00	CR
6503	103300061806	4293973	C107CC011	09/02/2016	273320	09/02/2016	300.00	CR
6503	103300061806	4293984	C107CC011	09/02/2016	273320	09/02/2016	220.00	CR
6503	103300061806	4293901	C107CC012	09/07/2016	273505	09/02/2016	3,185.00	DR
6503	103300061806	4293901	C107CC012	09/07/2016	273505	09/02/2016	3,185.00	CR
6503	103300061806	4293901	C107CC012	09/07/2016	273505	09/02/2016	3,185.00	CR
6503	103300061806	4293969	C107CC012	09/07/2016	273505	09/02/2016	1,015.00	CR
6503	103300061806	4293970	C107CC012	09/07/2016	273505	09/02/2016	25.00	CR
6503	103300061806	4293972	C107CC012	09/07/2016	273505	09/02/2016	1,020.00	CR
6503	103300061806	4293901	C107CC013	09/09/2016	273670	09/08/2016	1,140.00	DR
6503	103300061806	4293901	C107CC013	09/09/2016	273670	09/08/2016	1,140.00	CR
6503	103300061806	4293901	C107CC013	09/09/2016	273670	09/08/2016	1,140.00	CR
6503	103300061806	4293969	C107CC013	09/09/2016	273670	09/08/2016	1,140.00	CR
6503	103300061806	4293972	C107CC013	09/09/2016	273670	09/08/2016	78.00	CR
6503	103300061806	4293984	C107CC013	09/09/2016	273670	09/08/2016	320.00	CR
6503	103300061806	4293901	C107CC014	09/16/2016	274370	09/16/2016	2,085.00	DR
6503	103300061806	4293901	C107CC014	09/16/2016	274370	09/16/2016	2,085.00	CR
6503	103300061806	4293969	C107CC014	09/16/2016	274370	09/16/2016	2,085.00	CR
6503	103300061806	4293970	C107CC014	09/16/2016	274370	09/16/2016	25.00	CR
6503	103300061806	4293971	C107CC014	09/16/2016	274370	09/16/2016	66.00	CR
6503	103300061806	4293972	C107CC014	09/16/2016	274370	09/16/2016	378.00	CR
6503	103300061806	4293984	C107CC014	09/16/2016	274370	09/16/2016	200.00	CR
6503	103300061806	4293901	C107CC015	09/23/2016	275011	09/23/2016	1,435.00	DR
6503	103300061806	4293901	C107CC015	09/23/2016	275011	09/23/2016	1,435.00	CR
6503	103300061806	4293901	C107CC015	09/23/2016	275011	09/23/2016	1,435.00	CR
6503	103300061806	4293969	C107CC015	09/23/2016	275011	09/23/2016	1,435.00	CR
6503	103300061806	4293971	C107CC015	09/23/2016	275011	09/23/2016	560.00	CR
6503	103300061806	4293972	C107CC015	09/23/2016	275011	09/23/2016	84.00	CR
6503	103300061806	4293984	C107CC015	09/23/2016	275011	09/23/2016	192.00	CR
6503	103300061806	4293901	C107CC016	09/27/2016	275110	09/23/2016	440.00	CR
6503	103300061806	4293901	C107CC016	09/27/2016	275110	09/23/2016	3,170.00	DR
6503	103300061806	4293901	C107CC016	09/27/2016	275110	09/23/2016	3,170.00	CR
6503	103300061806	4293969	C107CC016	09/27/2016	275110	09/23/2016	3,170.00	CR
6503	103300061806	4293972	C107CC016	09/27/2016	275110	09/23/2016	585.00	CR
6503	103300061806	4293971	R626RC0457	09/14/2016	R6RC0457	09/06/2016	20.00	DR*
6503	103300061806	4293901	R626RC0457	09/14/2016	R6RC0457	09/06/2016	20.00	DR*
6503	103300061806	4293901	R626RC0457	09/14/2016	R6RC0457	09/06/2016	20.00	DR*
6503	103300061806	4293970	R626RC0457	09/14/2016	R6RC0457	09/06/2016	25.00	DR*

TOTAL ACCOUNT GROUP NET CHANGE

22,474.00 CR \*

BAIE02MJ 10/01/2016

STATE OF SOUTH DAKOTA  
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT  
FOR PERIOD ENDING: 09/30/2016

AGENCY 10 LABOR & REGULATION  
BUD UNIT 1033 COSMETOLOGY COMMISSION

COMP	CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR
6503	103300061806	4393903	C107CC011	09/02/2016	273320	09/02/2016	760.00	CR
6503	103300061806	4393903	C107CC013	09/09/2016	273670	09/08/2016	300.00	DR
6503	103300061806	4393903	C107CC013	09/09/2016	273670	09/08/2016	340.00	CR
6503	103300061806	4393903	C107CC013	09/09/2016	273670	09/08/2016	300.00	CR
6503	103300061806	4393903	C107CC014	09/16/2016	274370	09/16/2016	410.00	CR
6503	103300061806	4393903	C107CC015	09/23/2016	275011	09/23/2016	380.00	CR
TOTAL ACCOUNT GROUP NET CHANGE							1,890.00	CR *
6503	103300061806	4896007	C107CC011	09/02/2016	273320	09/02/2016	320.00	CR
6503	103300061806	4896020	C107CC011	09/02/2016	273320	09/02/2016	2.00	CR
6503	103300061806	4896020	C107CC013	09/09/2016	273670	09/08/2016	50.00	CR
6503	103300061806	4896020	C107CC014	09/16/2016	274370	09/16/2016	160.00	CR
6503	103300061806	4896004	C107CC015	09/23/2016	275011	09/23/2016	35.00	CR
6503	103300061806	4896007	C107CC015	09/23/2016	275011	09/23/2016	160.00	CR
TOTAL ACCOUNT GROUP NET CHANGE							777.00	CR *
6503	103300061806	52053100	CD708040	09/09/2016		09/01/2016	887.01	DR
6503	103300061806	52032600	C107-100	09/14/2016	274063	09/13/2016	94.00	CR
6503	103300061806	52032600	DC708013	09/14/2016		09/07/2016	1,215.10	DR
6503	103300061806	52041800	DP708104	09/30/2016		09/16/2016	378.75	DR
6503	103300061806	52049600	D107CC002	09/21/2016	MC2759	09/21/2016	154.90	DR
6503	103300061806	52049600	D107CC002	09/21/2016	MC2759	09/21/2016	154.90	DR
6503	103300061806	52049600	D107CC002	09/21/2016	MC2758	09/02/2016	165.48	DR
6503	103300061806	52049600	D107CC003	09/21/2016	MC2758	09/02/2016	165.48	DR
6503	103300061806	52049600	D107CC003	09/21/2016	MC2758	09/02/2016	165.48	DR
6503	103300061806	52049600	D107CC003	09/21/2016	MC2758	09/02/2016	165.48	DR
6503	103300061806	52053500	MS708052	09/21/2016		09/16/2016	555.71	DR
6503	103300061806	52053800	PCEX003011	09/30/2016		09/24/2016	52.11	DR
6503	103300061806	52045300	TL708053	09/09/2016		09/09/2016	205.26	DR
6503	103300061806	52228000	TL07-015	09/14/2016		09/12/2016	769.19	DR
TOTAL ACCOUNT GROUP NET CHANGE							4,289.51	DR *
6503	103300061806	82044900	REALIES/COSRNT17	09/30/2016	022527	09/28/2016	1,041.75	CR
6503	103300061806	82041900	17SC100011	09/07/2016	17SC100011	09/07/2016	697.80	CR
6503	103300061806	82079010	57577251	09/09/2016	17CC428122	09/08/2016	100.00	CR
TOTAL ACCOUNT GROUP NET CHANGE							1,839.55	CR *
TOTAL COMPANY--NET CHANGE							22,691.04	CR **

AGENCY BUDGET CENTER-5	UNIT 1033	LABOR & REGULATION COSMETOLOGY COMMISSION	COMPANY NO 6503	PROFESSIONAL & LICENSING BOARDS	DOCUMENT NUMBER	POSTING DATE	JV APPL # OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
OBJSUB: 5101010 F-T EMP SAL & WAGES												
6503	103300061806	51010100	CGEX160826		09/02/2016						3,865.60	DR
6503	103300061806	51010100	CGEX160913		09/16/2016						3,684.48	DR
6503	103300061806	51010100	CGEX160923		09/27/2016						100.00	DR
6503	103300061806	51010100	CGEX160928		09/30/2016						3,618.53	DR
OBJSUB: 5101020 P-T/TEMP EMP SAL & WAGES												
6503	103300061806	51010300	CGEX160826		09/02/2016						8,581.31	DR
6503	103300061806	51010300	CGEX160928		09/16/2016						300.00	DR
6503	103300061806	51010300	CGEX160928		09/30/2016						360.00	DR
OBJSUB: 5101030 BOARD & COMM MERS FEES												
OBJECT: 5101 EMPLOYEE SALARIES												
6503	103300061806	51020100	CGEX160826		09/02/2016						660.00	DR
6503	103300061806	51020100	CGEX160906		09/07/2016						20,509.92	DR
6503	103300061806	51020100	CGEX160913		09/16/2016						522.94	DR
6503	103300061806	51020100	CGEX160915		09/16/2016						1.69	DR
6503	103300061806	51020100	CGEX160915		09/16/2016						501.77	DR
6503	103300061806	51020100	CGEX160915		09/16/2016						5.90	DR
6503	103300061806	51020100	CGEX160915		09/16/2016						2.83	DR
6503	103300061806	51020100	CGEX160923		09/16/2016						2.52	DR
6503	103300061806	51020100	CGEX160928		09/27/2016						7.65	DR
6503	103300061806	51020100	CGEX160928		09/30/2016						507.71	DR
6503	103300061806	51020100	CGEX160929		09/30/2016						4.52	DR
6503	103300061806	51020100	CGEX160929		09/30/2016						4.20	DR
OBJSUB: 5102010 CASI-EMPLOYER'S SHARE												
6503	103300061806	51020200	CGEX160826		09/02/2016						1,561.73	DR
6503	103300061806	51020200	CGEX160913		09/16/2016						294.24	DR
6503	103300061806	51020200	CGEX160923		09/27/2016						286.21	DR
6503	103300061806	51020200	CGEX160928		09/30/2016						6.00	DR
6503	103300061806	51020200	CGEX160928		09/30/2016						271.20	DR
OBJSUB: 5102020 RETIREMENT-ER SHARE												
6503	103300061806	51020600	CGEX160826		09/02/2016						857.65	DR
6503	103300061806	51020600	CGEX160913		09/16/2016						1,104.69	DR
6503	103300061806	51020600	CGEX160928		09/30/2016						1,048.38	DR
6503	103300061806	51020600	CGEX160928		09/30/2016						1,108.75	DR
OBJSUB: 5102060 HEALTH/LIFE INS. -ER SHARE												
6503	103300061806	51020800	CGEX160826		09/02/2016						3,261.82	DR
6503	103300061806	51020800	CGEX160913		09/16/2016						8.00	DR
6503	103300061806	51020800	CGEX160923		09/27/2016						8.01	DR
6503	103300061806	51020800	CGEX160928		09/30/2016						1.12	DR
6503	103300061806	51020800	CGEX160928		09/30/2016						7.66	DR
OBJSUB: 5102080 WORKER'S COMPENSATION												
6503	103300061806	51020900	CGEX160826		09/02/2016						23.79	DR
6503	103300061806	51020900	CGEX160826		09/02/2016						2.60	DR

STATE OF SOUTH DAKOTA  
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FOR PERIOD ENDING: 09/30/2016

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPL #	OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
6503	103300061806	51020900	CGEX160913	09/16/2016						2.60	DR
6503	103300061806	51020900	CGEX160923	09/27/2016						.04	DR
6503	103300061806	51020900	CGEX160928	09/30/2016						2.46	DR
OBJSUB: 5102090 UNEMPLOYMENT COMPENSATION OBJECT: 5102 EMPLOYEE BENEFITS GROUP: 51 PERSONAL SERVICES											
6503	103300061806	52030200	CGEX160906	09/07/2016						7.70	DR
OBJSUB: 5203020 AUTO PRIV (IN-ST ) L/RTE OBJECT: 51											
6503	103300061806	52030300	CGEX160906	09/07/2016						5,712.69	DR
6503	103300061806	52030300	CGEX160915	09/16/2016						26,222.61	DR
6503	103300061806	52030300	CGEX160915	09/16/2016						103.96	DR
6503	103300061806	52030300	CGEX160915	09/16/2016						103.96	DR
6503	103300061806	52030300	CGEX160915	09/16/2016						75.60	DR
6503	103300061806	52030300	CGEX160915	09/16/2016						280.14	DR
6503	103300061806	52030300	CGEX160915	09/16/2016						219.66	DR
6503	103300061806	52030300	CGEX160915	09/16/2016						214.62	DR
6503	103300061806	52030300	CGEX160915	09/16/2016						189.84	DR
6503	103300061806	52030300	CGEX160929	09/30/2016						537.18	DR
6503	103300061806	52030300	CGEX160929	09/30/2016						459.48	DR
OBJSUB: 5203030 AUTO-PRIV (IN-ST ) H/RTE OBJECT: 5102											
6503	103300061806	52031000	CGEX160915	09/16/2016						1,976.52	DR
6503	103300061806	52031000	510138	09/30/2016						78.30	DR
6503	103300061806	52031000	510138	09/30/2016						140.00	DR
OBJSUB: 5203100 LODGING/IN-STATE OBJECT: 5203											
6503	103300061806	52031400	CGEX160906	09/07/2016						218.30	DR
6503	103300061806	52031400	CGEX160915	09/16/2016						22.00	DR
6503	103300061806	52031400	CGEX160915	09/16/2016						77.00	DR
6503	103300061806	52031400	CGEX160915	09/16/2016						37.00	DR
6503	103300061806	52031400	CGEX160915	09/16/2016						33.00	DR
6503	103300061806	52031400	CGEX160929	09/30/2016						59.00	DR
6503	103300061806	52031400	CGEX160929	09/30/2016						55.00	DR
OBJSUB: 5203140 TAXABLE MEALS/IN-STATE OBJECT: 5203											
6503	103300061806	52031500	CGEX160906	09/07/2016						283.00	DR
6503	103300061806	52031500	CGEX160915	09/16/2016						64.00	DR
6503	103300061806	52031500	CGEX160915	09/16/2016						64.00	DR
6503	103300061806	52031500	CGEX160915	09/16/2016						43.00	DR
OBJSUB: 5203150 NON-TAXABLE MEALS/IN-ST OBJECT: 5203											
6503	103300061806	52032600	C107-100	09/14/2016						171.00	DR
6503	103300061806	52032600	DC708013	09/14/2016						94.00	CR
6503	103300061806	52032600	DC708013	09/14/2016						1,215.10	DR
OBJSUB: 5203260 AIR-COMM-OUT-OF-STATE OBJECT: 5203											
6503	103300061806	52041800	DP708104	09/30/2016						1,121.10	DR
6503	103300061806	52041800	DP708104	09/30/2016						3,873.88	DR
6503	103300061806	52041800	DP708104	09/30/2016						378.75	DR
OBJSUB: 5204180 COMPUTER SERVICES-STATE OBJECT: 5204											
6503	103300061806	52041900	17SC100011	09/09/2016						378.75	DR
6503	103300061806	52041900	17SC100011	09/09/2016						697.80	DR
OBJSUB: 5204190 COMPUTER SERVICES-PRIVATE OBJECT: 5204											
6503	103300061806	52042300	1013309	09/21/2016						697.80	DR
6503	103300061806	52042300	1013309	09/21/2016						8.13	DR
6503	103300061806	52042300	2486312	09/30/2016						5.61	DR



STATE OF SOUTH DAKOTA  
MONTHLY EXPENDITURE REPORT  
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AGENCY BUDGET UNIT CENTER-5	10 10330	LABOR & REGULATION COSMETOLOGY COMMISSION COSMETOLOGY COMMISSION	COMP CENTER ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPL # OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/CR
6503	103300061806	JANITORIAL & MAINT SERV	5204230	REALTES/COSRNT17	09/30/2016	02176410	HYDEHOLDIN	12028880		13.74	DR *
6503	103300061806	RENTS-PRIVATE OWNED PROP.	5204490	507723	09/16/2016	00340727	BESTWESTER	12031730		1,041.75	DR *
6503	103300061806	RENTS-OTHER	5204510	TL708053	09/09/2016	00345362	ATMOMILLIT	12279233		450.00	DR *
6503	103300061806	TELECOMMUNICATIONS SRVCS	5204530	415031401 0916	09/30/2016	02177183	MUNICIPALU	12054968	01	269.54	DR *
6503	103300061806	ELECTRICITY	5204540	D107CC002	09/21/2016	MC2759				129.38	DR *
6503	103300061806		52049600	D107CC002	09/21/2016	MC2759				154.90	DR *
6503	103300061806		52049600	D107CC002	09/21/2016	MC2759				154.90	DR *
6503	103300061806		52049600	D107CC003	09/21/2016	MC2758				165.48	DR *
6503	103300061806		52049600	D107CC003	09/21/2016	MC2758				165.48	DR *
6503	103300061806		52049600	D107CC003	09/21/2016	MC2758				165.48	DR *
6503	103300061806		52049600	5439	09/14/2016	MC2758	NATLINTERS	12114840	02	928.00	DR *
6503	103300061806	OTHER CONTRACTUAL SERVICE	5204960	CONTRACTUAL SERVICES	09/09/2016	00339246	OFFICEMAX	12015967	06	1,248.38	DR **
6503	103300061806		52050200	781797	09/09/2016	00339246	OFFICEMAX	12015967	06	4,229.34	DR **
6503	103300061806		52050200	942435	09/30/2016	00344276	OFFICEMAX	12015967	06	18.48	DR *
6503	103300061806	OFFICE SUPPLIES	5205020	18382 SEP16	09/21/2016	003441627	INMANSWATE	12037639		38.50	DR *
6503	103300061806		52050280	62670A	09/07/2016	00338780	STOUXFALLS	12036365		9.70	DR *
6503	103300061806	OFFICE SUPPLIES	5205028	CD708040	09/09/2016					10.00	DR *
6503	103300061806	PRINTING-STATE	5205310	CGEX160915	09/16/2016	055394				887.01	DR *
6503	103300061806		52053500	CGEX160929	09/30/2016	068220				10.27	DR *
6503	103300061806		52053500	CGEX160929	09/30/2016	068221				7.33	DR *
6503	103300061806		52053500	MS708052	09/21/2016					4.35	DR *
6503	103300061806	POSTAGE	5205350	68870010003AVU616	09/23/2016	00342508	MONTANADAK	12020954	12	577.71	DR *
6503	103300061806	HEATING & COOKING FUELS	5205518	PCEX003011	09/30/2016					9.08	DR *
6503	103300061806	PROC CARD PURCH-APPROVED	5205980	SUPPLIES & MATERIALS	09/14/2016	00340318	HEWLETTTAC	12125515	06	52.11	DR *
6503	103300061806		52079010	57577251						1,574.36	DR **
6503	103300061806		52079010	57577251						100.00	DR **



STATE OF SOUTH DAKOTA  
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT  
FOR PERIOD ENDING: 09/30/2016

AGENCY BUDGET CENTER-5	10 10330	LABOR & REGULATION COSMETOLOGY COMMISSION					
CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE		
COMPANY NO	6503	PROFESSIONAL & LICENSING BOARDS					
COMPANY NAME	6503						
103300061806	6503	51010100	F-T EMP SAL & WAGES	11,268.61	22,455.00		
103300061806	6503	51010200	P-T/TEMP EMP SAL & WAGES	8,581.31	19,663.56		
103300061806	6503	51010300	BOARD & COMM MERS FEES	660.00	1,980.00		
ACCT: 5101		EMPLOYEE SALARIES		20,509.92	44,098.56	*	
103300061806	6503	51020100	OASI-EMPLOYER'S SHARE	1,561.73	3,366.03		
103300061806	6503	51020200	RETIREMENT-ER SHARE	857.65	1,769.51		
103300061806	6503	51020600	HEALTH/LIFE INS.-ER SHARE	3,261.82	6,420.09		
103300061806	6503	51020800	WORKER'S COMPENSATION	23.79	50.51		
103300061806	6503	51020900	UNEMPLOYMENT COMPENSATION	7.70	16.36		
ACCT: 5102		EMPLOYEE BENEFITS		5,712.69	11,622.50	*	
ACCT: 51		PERSONAL SERVICES		26,222.61	55,721.06	**	
103300061806	6503	52030100	AUTO-STATE OWNED-IN STATE	.00	87.86		
103300061806	6503	52030200	AUTO PRIV (IN-ST.) L/RTE	103.96	103.96		
103300061806	6503	52030300	AUTO-PRIV (IN-ST.) H/RTE	1,976.52	5,850.18		
103300061806	6503	52031000	LODGING/IN-STATE	218.30	953.10		
103300061806	6503	52031400	TAXABLE MEALS/IN-STATE	283.00	764.00		
103300061806	6503	52031500	NON-TAXABLE MEALS/IN-ST	171.00	492.00		
103300061806	6503	52032600	AIR-COMM-OUT-OF-STATE	1,121.10	1,121.10		
ACCT: 5203		TRAVEL		3,873.88	9,372.20	*	
103300061806	6503	52040200	DUES & MEMBERSHIP FEES	.00	310.00		
103300061806	6503	52041600	WORKSHOP REGISTRATION FEE	.00	1,445.00		
103300061806	6503	52041800	COMPUTER SERVICES-STATE	378.75	1,136.25		
103300061806	6503	52041900	COMPUTER SERVICES-PRIVATE	697.80	3,003.60		
103300061806	6503	52042000	CENTRAL SERVICES	.00	2,643.80		
103300061806	6503	52042300	JANITORIAL & MAINT SERV	13.74	46.81		
103300061806	6503	52042900	RENTS-PRIVATE OWNED PROP.	1,041.75	3,125.25		
103300061806	6503	52045100	RENTS-OTHER	450.00	750.00		
103300061806	6503	52045300	TELECOMMUNICATIONS SRVCS	269.54	619.83		
103300061806	6503	52045400	ELECTRICITY	129.38	451.01		
103300061806	6503	52049600	OTHER CONTRACTUAL SERVICE	1,248.38	6,123.23		
ACCT: 5204		CONTRACTUAL SERVICES		4,229.34	19,654.78	*	
103300061806	6503	52050200	OFFICE SUPPLIES	38.50	441.08		
103300061806	6503	52050280	OFFICE SUPPLIES	10.00	109.05		
103300061806	6503	52053100	PRINTING-STATE	887.01	2,590.18		
103300061806	6503	52053500	POSTAGE	577.66	1,645.08		
103300061806	6503	52055180	HEATING & COOKING FUELS	9.00	23.28		
103300061806	6503	52055400	FINISHED SIGNS & DECALS	.00	208.00		
103300061806	6503	52059800	PROC CARD PURCH-APPROVED	52.11	52.11		
ACCT: 5205		SUPPLIES & MATERIALS		1,574.36	5,068.78	*	
103300061806	6503	52079010	COMPUTER HARDWARE	100.00	3,910.00		

BA0215V1 10/01/2016

STATE OF SOUTH DAKOTA  
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT  
FOR PERIOD ENDING: 09/30/2016

AGENCY BUDGET UNIT CENTER-5	10 1033 10330	LABOR & REGULATION COSMETOLOGY COMMISSION COSMETOLOGY COMMISSION	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
CENTER	COMP	ACCOUNT				
ACCT: 5207	6503	CAPITAL OUTLAY	OPER TRANS OUT -NON BUDGT	100.00	3,910.00	*
103300061806		5228000		769.19	2,179.77	
ACCT: 5228		NONOP EXP/NONBUDG OP TR		769.19	2,179.77	*
ACCT: 52		OPERATING EXPENSES		10,546.77	40,185.53	**
COMP: 6503		PROFESSIONAL & LICENSING BOARDS		36,769.38	95,906.59	***
CENTER: 103300061806				36,769.38	95,906.59	****
B UNIT: 1033				36,769.38	95,906.59	*****

# SOUTH DAKOTA COSMETOLOGY COMMISSION

## EXECUTIVE DIRECTOR'S REPORT

December 2, 2016

1. **Office Update** - Kelsey Skoglund has settled very well into her new position with the Commission office. She has quickly become an asset to the overall operation of the office. Kelsey, Bradi and I have developed a mutual respect for each other and function efficiently as a staff of three.
2. **Proposed Hair Braiding Legislation** - The Department of Labor and Regulation will be introducing a bill in the 2017 Legislative Session to exempt hair braiding from the scope of practice of a cosmetologist. This will replace the hair braiding licensure bill originally proposed by the Commission in September, 2016.
3. **Cosmetology Education Hours** - Additional information has become available about cosmetology education hours nationwide. I would like to suggest that the Commission direct the 2016 Cosmetology Education Hour Task Force to begin meeting again to continue work on possible legislation for the lowering of cosmetology education hours. If we are going to request a bill be introduced in the 2018 Legislative Session, the Commission would need to approve the concept by the May 5, 2017 Commission meeting and direct the staff to draft legislation for the Commission's approval at the July 14, 2017 meeting. After that the bill would need to go thru review by the Department of Labor and Regulation and the Governor's Legislative Task Force.
4. **AEQUO International Updates** - Attached to this report is communication received from Brentni Henderson of AEQUO International regarding changes in verification procedures for candidates with Vietnamese high school education.

## Boyd, Kate

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**From:** Brentni Henderson <bhenderson@nasba.org>  
**Sent:** Friday, November 18, 2016 8:41 AM  
**To:** Brentni Henderson; Briggs, Cynthia (DCRA); Turnage, Andrew; lic, barbercosm; Betts, Geraldine L; Morin, Kristina; emily.carroll@pr.mo.gov; Sherry Lewelling; Theresa Richardson; Boyd, Kate; Smith, Amanda D; Betty Abernethy; Mairose, Catrina (HLB); Bohl, Jenna (HLB); Waters, Josh; Helms, Debra; Hickman, LeAnna [KBOC]; PLB-Trades2@sos.ga.gov; info@nvcosmo.com; Berg, Heather@DCA; Anderson, James@DCA; Frank, Kari@DCA; charlie.e.persinger@wv.gov; Ofori, Grace Y. (DCRA); McDaniel, Katherine (DOL); cos@ibol.idaho.gov  
**Cc:** Robyn Barineau; Melanie Thompson; Craig Padgett  
**Subject:** Vietnam Verification Process

Good Morning, Everyone -

I hope this email finds you well. Many boards have inquired recently about our verification process for Vietnamese candidates and associated turn-around time for completion of education evaluations. I would like to take this time to inform all boards of our new processes which are being implemented. All new processes and procedures will be in place by November 30<sup>th</sup>. Below you will find a brief historical overview of the educational system in Vietnam and processes for verification of educational documents and credentials (cosmetology education).

In Vietnam, high schools issue diplomas upon successful completion of coursework and requirements for graduation. High schools also issue transcripts for diploma programs not completed. Student records are shared with provincial Departments of Education and Training across the country. High schools are mandated to keep records but not all of them are available in a digital format which allows for expedited communication in and outside of the country. The provincial departments are responsible for overall administrative control of the schools in addition to the following: syllabi development and standardization, supervision of examinations and compilation of results, maintaining physical and/or digital records of students, and sharing information to requestors (i.e. third parties such as Aequo International). The Ministry of Education and Training (MOET) is the central organization which oversees the various provincial departments. The MOET does not maintain a database of all diplomas issued. They are responsible for reaching out to provincial departments for verification details.

In the past, Aequo has utilized resources at the MOET for verification. We have relied on the MOET to reach out to provincial departments and request graduation details, students records, etc. Moving forward as of November 30<sup>th</sup>, Aequo will have a dedicated resource team at the main department of education and training in Ho Chi Minh City. This department and our representatives have agreed to a standard verification process and check with local resources and multiple connections within the country. Our team is fully dedicated to the verification of documents submitted for evaluation purposes. In addition, this team will begin working with the Department of Labor, Social Affairs and War Invalids in Vietnam to implement the same verification process for cosmetology education and certificates. The Department of Labor is responsible for overseeing cosmetology education, certificates, etc. in the country.

Beginning December 2016, boards who typically have a high volume of Vietnamese applicants will begin to see a decrease in turn-around time for completion of education evaluations. This should in turn lead to a decrease in candidate calls and inquiries submitted to boards regarding their verification status with Aequo.

As always, we welcome your feedback on our services and appreciate any information you can provide. If you have any questions or concerns, please let me know.

Best,  
Brentni

Brentni Henderson  
Associate Director, Business Development & Research

150 Fourth Ave North, Suite 850  
Nashville, TN 37219-2417  
P/ (615)312-3801  
E/ [bhenderson@aequointernational.com](mailto:bhenderson@aequointernational.com)



South Dakota Cosmetology Commission  
500 E Capitol Ave  
Pierre SD 57501  
605/773-6193  
605/773-7175 fax

**FEE \$100 Non-refundable**  
Check or money order  
Make payable to:  
Cosmetology Commission

**CONTINUING EDUCATION COURSE PROVIDER'S APPLICATION**

**Section A – General Provider Information**

1. Provider's Name: Ramona Reicherts
2. Provider's Address: 86690 130 th Glenville, MN 56036
3. Provider's Contact Name: Ramona Reicherts
4. Phone Number: 641-590-1505 Fax Number: \_\_\_\_\_ Email: microdremmona@gmail.com
5. Check one:  Individual Provider  Company Provider

**Section B – Course Information (A detailed outline or agenda of the course must be attached to application)**

Check ONLY ONE category  Microdermabrasion  Electric Nail File

1. Name of Course: 16 Hour Microdermabrasion certification and sanitation  
(All continuing education in South Dakota must emphasize safety and sanitation)
2. Number of Continuing Education Credit Hours. 16 (Do not include time for breaks and meals)  
2. Initial Date and Time of Course Offering: to be determined
4. Location of Course: On Site or Bombshell Hair and Skin Care Studio 108 E Main Albert Lea, MN 56007  
(Business Name, Street Address, City, State, Zip)  
IF you are planning to give this course more than the initial date listed above, ATTACH a list of dates, times, and locations (always include business name, street address, city, state, zip to identify the location). 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).
4. Instructor Name: Ramona Reicherts
5. 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 SD, but must be licensed from another state)

Licensed in Iowa Instructor# 59444



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

I have been teaching and certifying for South Dakota for some time now I enjoy teaching, I am glad to have the opportunity to educate.

### **Section C – Method of Course Attendance Verification**

1. Briefly explain the method of monitoring for course attendance.

Sign in sheet upon arrival (date, time, Location & name), Forms of id; driver's license or identification card or social security card and Esthetician or Cosmetology License number. Copies are taken of both, sign out at breaks and back in and at end of day for each day.

2. Attach a sample of the sign-in sheet. After the course, a copy of the sign-in sheet must be submitted to the Commission.

3. 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.

### **Section D – Signature**

1. Name of person completing this application (Please print)

Ramona Reicherts

NOTE: Please submit your application within sixty 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.** When SD licensees attend an approved provider course, the licensee does not have to pay the \$35 verification fee to the Commission. REMEMBER to attach: (1) Course agenda or outline; (2) Instructor resume; (3) Sample of sign-in sheet; (4) sample of certificate of attendance.

*As of 1/1/2005 the Commission only requires a one-time only continuing education course for electric nail files and microdermabrasion.*

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 Continuing Education Hours."

### **Section E – Commission Office Use Only**

\_\_\_\_\_ Approved \_\_\_\_\_ Hours

Course Approval Number: \_\_\_\_\_

# Ramona Reicherts

---

**Objective** Microdermabrasion with micro current certification license

**Summary of  
Qualifications**

**Cosmetologist**

- Esthetician and Educator in Microdermabrasion. and microcurrent
- Licensed Educator in Minnesota and Iowa Cosmo since 2010
- Educator for Kaaral (Color expert and product knowledge company from Italy
- Educator for Aesthetics Medical ,Sales Rep company from Dallas, Texas

**Education**

**Cosmetology**

- Salon owner for 16 years, Salon Manager for 20 years, salon worker Cosmetologist / esthetician for 29years
- Educator : for 11 years esthetician assistant educator , full educator for 8 years

**Professional**

2002 Aesthetics Medical Dallas ,TX , 2006 Aquage, Academy ,Miami Fl  
Trained micro- teaching (Cosmetology Instructor) T Spa Ames ,IA  
Trained Master Instructor course MN Beauty with Carolyn Kraus In  
St Paul MN

**Experience**

**salon owner certification**

- Trained and certified on Microdermabrasion . and led light therapy ,Laser and acid peels ,certified in Advanced Hair cuts and styles advanced coloring techniques , Education is so important. I have continuing education as often as I can Managers license ,Cosmetologist , Cosmetologist Instructor in Iowa and Minnesota .

- Work For my self and my workers , and a couple times a month times a year teaching
- Coned hours

**Professional**

South Dakota board of cosmetology Educator A certified trainer for the State of South Dakota on Microdermabrasion 16 hr course

**Memberships**

mnsspa ,Pba association, Cosmetology and Barbers of Iowa

Cosmetology group MN ,

**Languages**

English speaking

**References**

**Nancy Buckingham - owner Ctc Mankato MN**

**1701 Adams St , Mankato MN 56001**

**507-345-4033**

**Little about me.**

**I love the out doors and to make people happy ,the key goal in life is to live life simple and make everybody Beautiful , and Happy I love to educate and help others learn to better their lives and career , I love to ride Harley with my husband play with grandkids and our kids, family is the key.**

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  - a. Order Form/ Price List
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May 13, 2015

South Dakota Cosmetology Commission  
500 E. Capitol Ave  
Pierre, SD 57501

To whom it may concern:

This letter is to confirm that on Month X and X of 2016, (Students Name) completed a 16 hour instructional and hands on training course, which consisted of, 16 hour on Microdermabrasion.

Should you have any questions please do not hesitate to contact me at 641-590-1505.

Sincerely

*Ramona Reicherts*

A handwritten signature in black ink, appearing to read 'Ramona Reicherts', is written over a faint, circular stamp or watermark.

Ramona Reicherts- Instructor  
Provider # MCE-0004-2014

Address

86690 130 th st

Glennville ,MN 56036

reichertsmona@gmail.com

# Microdermabrasion Technician Certificate of Merit

*This is to certify that*

*has successfully completed the sixteen hour course of study and instruction in the principles and usage of microdermabrasion and has demonstrated proficiency in the microdermabrasion techniques with excellent precision, thereby better qualifying said person to fulfill the requirements of a properly qualified microdermabrasion technician.*

*Therefore Ramona Reicherts*

*Presents this Certificate of Meritorious Recognition.*

Dated this \_\_\_\_\_ & \_\_\_\_\_ day of \_\_\_\_\_, 2016

Ramona Reicherts, Instructor- MCE-0004-2015-2016



# PROPOSED ADMINISTRATIVE RULES CHANGES

September 23, 2016

Attached are several proposed administrative rules changes for the Commission's consideration. These changes, updates and updates have all been discussed at various times in the past year by Commission members and/or staff.

Please note that deletions are shown by a ~~strike through~~ and additions are shown by an underscore.

I suggest that the Commission review the attached rules changes during the September 23, 2016 meeting and that final decisions be made at the December 2, 2016 meeting. A copy of the complete rules will be provided to you to take back home to review. There may be other rules that you would like to suggest be revised. After the Commission votes on wording and administrative rules to change, we will begin the formal rules adoption process in early 2017. This process takes about 90 days to complete.

Some other administrative rules you may want to considering changing include:

(1) **Chapter 20:42:08 - Instructor Education And License Specific Education Requirements** -The current rules on instructor licensing are somewhat ambiguous and the schools have requested that the Commission revise the rules regarding instructor licensing. 11/18/16: Suggestions received from schools are attached to the back of this packet as pages 15-18.

(2) **Pedicure Tools** - It would be helpful if the Commission would be specific in naming the kinds of tools that are disallowed for pedicures. The current rule, shown below, only refers to blades and knives.

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

(1) Dermaplane procedures, dermabrasion procedures, ultrasound equipment, blades, knives, and any tools, except for lancets used specifically for extraction of impurities, that invade the skin or living cells; and

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

(3) **First aid kits** - Currently the Commission requires every salon and every booth renter to have their own first aid kit. One of the common reasons a booth fails its inspection is that the booth renter is not present and the inspector cannot find the booth's first aid kit and others in the salon do not know where it is at since they don't have access to another booth renter's space. The following is offered for your consideration:

Allow the salon and booth renters to share a first aid kit. A salon with commissioned employees instead of booth renters is only required to have a single first aid kit regardless of how many licensees are performing services in the salon. In a salon with booth renters, even if the number of booth renters is 1 or 2, the salon and all booth renters each are required to have separate first aid kits.

# PROPOSED ADMINISTRATIVE RULES CHANGES

September 23, 2016

## DEFINITIONS

**20:42:01:01. Definitions.** Terms defined in SDCL 36-15-1 have the same meaning when used in this article. In addition, terms used in this article mean: ...

(16) “Eyelash extension and enhancement application,” applying individual artificial eyelashes with adhesive to the upper or lower eyelids

# PROPOSED ADMINISTRATIVE RULES CHANGES

September 23, 2016

**20:42:03:03. Fees.** The fees for licenses, permits, and renewals are as follows:

- (1) Examination fee which includes the initial license, \$80;
- (2) Examination retake fee, one test, \$40; two tests, \$50; three tests, \$60;
- (3) Cosmetologist, nail technician, or esthetician license renewal fee, \$20;
- (4) Temporary cosmetologist, nail technician, or esthetician license fee, \$6;
- (5) Instructor initial license fee and renewal fee, \$25;
- (6) Reciprocity, initial license, and waiver of examination fee, \$100;
- (7) For certification of a license issued pursuant to SDCL chapter 36-15 for a South Dakota licensee to obtain licensure in another state, or furnishing of other papers to another state or school, \$20;
- (8) Apprentice license fee, \$25;
- (9) Apprentice salon initial license and renewal fee, \$250;
  
- (10) School initial license fee and renewal fee, \$300;
- (11) Student license fee, \$6;
- (12) Salon or booth initial permit license fee, \$60;
- (13) Salon or booth license renewal fee, \$35;
- (14) Reinspection fee for failed salon, \$50 for each reinspection;
- (15) License duplicate or replacement fee, \$5; and
- (16) Lapsed license penalty, \$20 for each year lapsed.

All fees submitted to the Commission are nonrefundable.

# PROPOSED ADMINISTRATIVE RULES CHANGES

September 23, 2016

## INDIVIDUAL LICENSURE APPLICANT REQUIREMENTS

**20:42:03:04. Requirements for individual licensure applicants.** All applicants for initial individual licensure shall submit the following in English:

(1) A certified copy of the person's birth certificate, United States certificate of naturalization, current United States Permanent Resident Card, current United States passport, or a current driver license issued by a state or provincial government of the United States or Canada;

(2) A high school diploma, high school transcript, ~~ACT test scores~~, or official GED (general education development) certificate showing passage;

(3) A personal photograph of the applicant taken within the last year; and

(4) Proof in writing, on forms furnished by the commission, that the person possesses the necessary qualifications for the license sought.

# PROPOSED ADMINISTRATIVE RULES CHANGES

September 23, 2016

## RENEWAL REQUIREMENTS, DATES AND CONTINUING EDUCATION

**20:42:03:12. Renewal requirements, ~~and~~ renewal dates of licenses and continuing education requirement.** A license renewal application, along with the appropriate renewal fee, shall be submitted to the commission or postmarked by the annual license renewal date for all licenses and permits issued pursuant to SDCL chapter 36-15.

The annual license renewal dates are as follows:

(1) Cosmetologist, nail technician, esthetician, junior instructor, and senior instructor: application for renewals shall be submitted on or before the licensee's birth date as shown as the expiration date on the face of the current license; and

(a) A licensee seeking to renew a cosmetologist, nail technician or esthetician license must complete the required continuing education requirement under § 20:42:08:10.

(b) In addition, a licensee seeking to renew an instructor license shall submit proof of completing the requirements under chapter 20:42:08. A license renewing a senior instructor license with the intent to teach no more than 80 hours per calendar year shall submit a statement requesting a waiver of the requirements of § 20:42:08:04.

(2) All salons and booths: application for renewals shall be submitted on or before the anniversary date of the initial license as shown as the expiration date on the face of the current license.

~~In addition, a licensee seeking to renew an instructor license shall submit proof of completing the requirements under chapter 20:42:08. A license renewing a senior instructor license with the intent to teach no more than 80 hours per calendar year shall submit a statement requesting a waiver of the requirements of § 20:42:08:04.~~

A name change request must be accompanied by a legal document showing the previous name and new legal name.

If a licensee has met the requirements of this section, the licensee may continue to practice pending issuance of the renewed license. Any license that is not renewed pursuant to the requirements of this section shall lapse.

# PROPOSED ADMINISTRATIVE RULES CHANGES

September 23, 2016

## RENEWAL OF LAPSED LICENSES

**20:42:03:13. Requirements for renewal of a lapsed license.** An individual who wishes to renew a lapsed license shall meet the requirements of § 20:42:03:12 and pay the license renewal fee and lapsed license penalty fee required in § 20:42:03:03 for each lapsed year. In addition, an individual whose license has lapsed for more than five continuous years shall complete one of the following:

- (1) Pass the current licensing examinations; or
- (2) Attend at least a two-hour review course on South Dakota cosmetology laws, rules, and safety procedures. The review course must be pre-approved by the commission. After completing the course, the applicant must pass an examination given by the commission on safety and infection control procedures.

# PROPOSED ADMINISTRATIVE RULES CHANGES

September 23, 2016

## BLOOD EXPOSURE PROCEDURES

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

(8) If a blood spill should occur to a client or licensee, the following steps must be followed:

~~(a) Stop service immediately; clean injured area as necessary with an antiseptic solution and cover the wound with sterile bandage as required to prevent further blood exposure. As appropriate, cover the wound with a finger guard or disposable latex or hypo-allergenic glove, or cover both hands with gloves if the wound is on the client;~~

(a) Client is bleeding: Stop service; put gloves on; is appropriate, assist client to sink and rinse the injured area under running water; pat dry with a new, clean, disposable towel; offer/apply antiseptic and adhesive bandage; place all single use items in a bag and place in a trash receptacle; remove all implements from station and properly clean and disinfect; clean and disinfect work area; remove and dispose of gloves; wash hands; return to service.

~~(b) Double bag and dispose of all contaminated tissue, cotton, or other materials;~~

(b) Licensee is bleeding: Stop service; explain the situation and excuse yourself from the service; if appropriate, rinse injured area under running water; pat dry with a new, clean, disposable towel; apply antiseptic and adhesive bandage; put gloves on; place all single use items in a bag and place in a trash receptacle; remove all implements from the work area and properly clean and disinfect; clean and disinfect work area; remove and dispose of gloves; wash hands; if necessary cover injured area with a protective finger cot or new glove; return to service.

~~(c) Before continuing service disinfect all equipment, tools, and implements that have come in contact with blood, clean station with a disinfectant as necessary, and clean hands with antimicrobial cleanser; and~~

~~(d) Do not allow containers, brushes, nozzles, or liquid styptic to touch the skin or contact the wound;~~

# PROPOSED ADMINISTRATIVE RULES CHANGES

September 23, 2016

## SALON POSTING OF BLOOD EXPOSURE RULES

**20:42:04:10.01. Display of blood spill exposure rules.** The blood spill exposure rules shall be posted in or near the first aid kit in the salon.



# PROPOSED ADMINISTRATIVE RULES CHANGES

September 23, 2016

## APPROVED TEXTBOOKS

**20:42:06:05. Approved textbooks for basic course of study.** The school shall use one or more of the following textbooks for a basic course of study:

(1) ~~Milady's Standard Cosmetology, Milady Publishing Corporation, 2012~~ Milady Standard Cosmetology, 13<sup>th</sup> Edition, Milady Publishing Corporation, Copyright 2016;

(2) ~~Milady's Standard Nail Technology, 6<sup>th</sup> edition, Milady Publishing Corporation, 2011~~ Milady Standard Nail Technology, 7th edition, Milady Publishing Corporation, Copyright 2015;

(3) ~~Salon Fundamentals: Cosmetology, Pivot Point International, Inc., 2009-2010;~~ Salon Fundamentals Cosmetology: 3rd Edition, 3rd Printing February 2016, copyright 2000, 2010, 2014 Pivot Point International;

(4) ~~Milady's Standard Esthetics Fundamentals 10<sup>th</sup> or 11<sup>th</sup> edition, Milady Publishing Corporation, 2009 or 2012~~ Milady Standard Esthetics, 11th edition, Milady Publishing Corporation, Copyright 2013;

(5) ~~Salon Fundamentals: Esthetics, Pivot Point International, Inc., 2004~~ Salon Fundamentals Esthetics: 2nd Edition, 15th Printing, August 2016, copyright 2004, 2007 Pivot Point International;

(6) ~~Salon Fundamentals: Nails, Pivot Point International, Inc., 2010;~~ Salon Fundamentals Nails: 1st Edition, 15th Printing, August 2016, copyright 2007 Pivot Point International; or

(7) ~~Cosmetology Fundamentals, Pivot Point International, Inc., 2010~~ Cosmetology Fundamentals, A Designer's Approach: 3rd Edition, 7th Printing, June 2016, copyright 2009, 2010, 2013 Pivot Point International.

Other materials and books may be used to supplement these textbooks.

# PROPOSED ADMINISTRATIVE RULES CHANGES

September 23, 2016

## POSTING BLOOD EXPOSURE RULES IN SCHOOL DISPENSARY

**20:42:06:32. Display of blood ~~spill~~ exposure rules.** The blood ~~spill~~ exposure rules shall be posted in the dispensary of the school.

# PROPOSED ADMINISTRATIVE RULES CHANGES

September 23, 2016

## DISPLAY OF EDUCATIONAL CERTIFICATION

**20:42:04:09.01. Display of educational certification.** Each licensee practicing services that use microdermabrasion machines, perform eyelash extensions or enhancements, or electric files shall display the certification of approved education provided by the commission in public view of the salon or booth.

# PROPOSED ADMINISTRATIVE RULES CHANGES

September 23, 2016

## EDUCATION SPECIFIC CERTIFICATION COURSES FOR LICENSEES

**20:42:08:05. Verification fee for individual licensee.** The individual licensee shall pay the commission a fee of \$35 to verify any required educational course not sponsored or pre-approved ~~verified~~ by the commission.

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**20:42:08:05.01. ~~Verification~~ Pre-qualification fee for course provider.** A course provider shall pay the commission a fee of \$100 to pre-qualify ~~verify~~ each education course provided by the provider. The fee shall be accompanied by an application form provided by the commission. The pre-qualification ~~verification~~ fee and application are valid for one year after commission approval. A course provider shall immediately notify the commission of any significant course material changes. A course provider shall seek new pre-qualification ~~verification~~ if there is a significant change in the course material.

# PROPOSED ADMINISTRATIVE RULES CHANGES

September 23, 2016

## EDUCATION REQUIREMENT TO PERFORM EYELASH EXTENSIONS

20:42:08:09. Education requirement to perform eyelash extensions or enhancements. A licensee must successfully complete at least a \_\_\_-hour course on the proper techniques to perform eyelash extensions or enhancements. The hours shall include the technique of applying eyelashes using adhesive, and infection control and safety procedures that protect the client and licensee. Evidence of this education must be submitted to and approved by the commission before any services are performed. After approval, the commission shall provide certification of education approval. The commission-issued certification shall be posted in a public place in the salon while the licensee is working.

# PROPOSED ADMINISTRATIVE RULES CHANGES

September 23, 2016

## LICENSEE CONTINUING EDUCATION

**20:42:08:10. Licensee continuing education requirements.** A licensee must complete the following continuing education in order to renew a cosmetologist, esthetician or nail technician license.

1. Eight hours of continuing education every two years.
  - a. Individuals whose birthday falls in an even-numbered year must complete the continuing education prior to the expiration date in even-numbered years.
  - b. Individuals whose birthday date falls in an odd-numbered year must complete the continuing education prior to the expiration date in odd-numbered years.
2. The content of the continuing education must include:
  - a. Two hours of health, safety, infection control and South Dakota cosmetology laws and administrative rules.
  - b. Six hours on the cosmetology, nail technician or esthetics techniques within the scope of practice of the licensee to include health, safety and infection control.
3. Continuing education must be completed under the instruction of a commission preapproved provider in order to qualify for license renewal.

**Boyd, Kate**

---

**From:** angela.taylor@stewartschool.com  
**Sent:** Friday, October 14, 2016 1:33 PM  
**To:** Boyd, Kate  
**Subject:** RE: Proposed Administrative Rules Changes

Hi Kate ~

We really want to keep the Instructor license simple. Our recommendation is:

1000 of Salon work and 12 hours of teach training to qualify for a temporary Instructor license. This temporary would be good and allow them to train in the school until the person would take the written instructor NIC exam. If they pass they get an instructor license if they fail they lose the temporary and try again at a later date if they wish.

As we discussed on the phone, the schools are going to do what is needed to have a qualified Instructor teaching in their schools.

~ Angela



Proposed Administrative Rules Changes to Junior Instructor Licensure.

**Black Hills Beauty College's Proposal:**

20:42:08:01. Junior instructor education for initial licensure. To receive a junior instructor license, the applicant shall satisfactorily complete at least twelve hours of commission-approved education courses for instructors or, in lieu thereof, such applicant may receive such license conditionally, dependent on securing such twelve hours within six months of receiving the same.

20:42:08:01.01. Remove this section completely.

20:42:08:01.02. The Commission would have the authority to waive 36-15-26 (5) and conditionally issue a Junior instructor license.

20:42:80:02. Remove this section completely.

20:42:08:03. Senior instructor education for initial licensure. To receive a senior instructor license, the applicant shall have at least two years of experience as a licensed operator or has had six months experience as a junior instructor.

REMOVE ALL OTHER LANGUAGE IN THIS SECTION.

20:42:08:03.01. Senior instructor education exception. If and applicant intends to teach no more than 80 hours ....., the individual shall apply as a junior instructor. Credit may be given towards the requirements of 20:42:08:03.



Proposed Administrative Rules Changes to Address Continuing Education for Licensed Cosmetologist,  
Nail Technician or Esthetician Licensee.

**Black Hills Beauty College's first preference:**

Leave 20:42:03:12 as it currently reads.

- There is a concern that this added regulation would prompt some current licensee to not renew their license and go "underground" with their work.
- If the concern is realized the state would lose sales tax income and the Commission would lose oversight in the areas of safety and infectious control.
- There would be no need for 20:42:08:10
- Undue cost burden to the licensee.

**Black Hills Beauty College's second preference:**

We would not recommend any changes to 20:42:03:12 as proposed in the administrative rules changes dated September 23, 2016.

We would suggest the following changes to the proposed language in 20:42:08:10.

20:42:08:10. Licensee continuing education requirements. A licensee must complete the following continued education in order to renew a cosmetologist, esthetician or nail technician license.

1. Submit a license renewal application as required under 20:42:03:12.
2. Submit a completed test. The test is an unsupervised open book test made available to the applicant via the Commission website.
3. The applicant must achieve a minimum of 75% correct answers to pass.
4. Failure of the test will require retakes until passed.
5. License will not be granted until the test is passed.
6. Content of the test will be limited to health, safety, infection control and South Dakota cosmetology laws and administrative rules.

Rational:

- Based on the outcome of some recent salon inspections continuing education with this content seems to be needed.
- 75% pass score is in line with current test standards of the Commission
- This limited requirement will cover the essential needs of continuing education and not place an undue burden on the licensee.
- Minimal oversight by the Commission.

# PROPOSED ADMINISTRATIVE RULES CHANGES

September 23, 2016

## EDUCATION REQUIREMENT TO PERFORM EYELASH EXTENSIONS

20:42:08:09. Education requirement to perform eyelash extensions or enhancements. A licensee must successfully complete at least a \_\_\_\_-hour course on the proper techniques to perform eyelash extensions or enhancements. The hours shall include the technique of applying eyelashes using adhesive, and infection control and safety procedures that protect the client and licensee. Evidence of this education must be submitted to and approved by the commission before any services are performed. After approval, the commission shall provide certification of education approval. The commission-issued certification shall be posted in a public place in the salon while the licensee is working.

### Black Hills Beauty College's Proposal:

20:42:08:09. Education requirement to perform eyelash extensions ~~or enhancements~~. A licensee must successfully complete at least a 16-hour course on the proper .....

**Note:** We suggest striking the words "or enhancements" because this can be interpreted as including mascara application, curling, and other such procedures.