

# **SOUTH DAKOTA COSMETOLOGY COMMISSION**

## **Minutes**

**June 30, 2009**

The regular meeting of the Cosmetology Commission was called to order by President Jacquelyn Dahlquist on Tuesday, June 30, 2009 at 8:05 p.m. in the Cosmetology office, Pierre, South Dakota.

**Roll call** was taken by Secretary/Treasurer Lois Porch, with the following members present: Pat Clark, Jackie Dahlquist, Ila Davis, Lois Porch, and Nora Slykhuis. Staff present: Susan Monge, Executive Director.

### **Minutes**

**A MOTION WAS MADE** by Nora Slykhuis, seconded by Lois Porch, to accept the minutes of May 4, 2009. The motion passed.

### **Treasurer's Report**

Lois Porch reported that as of 6/29/09 the available semi-final budget report was \$9,820.72, and the cash center balance was \$97,033.15.

**A MOTION WAS MADE** by Ila Davis, seconded by Pat Clark, to approve the Treasurer's report. The motion passed.

Monge reviewed various records pertaining to the budget process.

### **Executive Director's Report**

Susan Monge reported on numerous issues (attachment #1.)

Monge reported that Desaree Crouch announced that her school, Desaree and Company School of Beauty, was going to open on July 6, 2009, with 3 students.

### **Disciplinary Actions**

None at this time.

### **Old Business**

#### **Proposed 2009 Rules – schools and branch**

Monge reported that a representative from Stewart School had planned to be present to discuss their request to change ARSD 20:42:06:06(1) to allow ten-hour days instead of eight-hour days. The representative was unable to make it.

The Commission requested Monge send the following questions to Stewart School. 1. Does your accreditation company allow 10-hour days? Please provide documentation from the company. 2. What will your written policy be for who is allowed 10-hour days? 3. Provide details of how the 10-hour days would be documented, managed, etc. 4. Which students would be allowed the 10-hour days and why? The information needs to be sent to the Commission by September 9th at the latest.

Monge proposed changing the required hours for electric file education to four hours instead of eight hours. This would change 20:42:06:09(8) and 20:42:06:09.01(4) for the schools and 20:42:08:08 for continuing education. The Commission instructed Monge to add this change to the proposed rules.

It was decided to hold the public hearing either at the November or January meeting.

### **State Laws Testing through NIC**

Dahlquist explained that she is writing the twenty-five test questions and then would work with SMT (Schroeder Measurement Technologies) to get the questions completed and in booklet form for the Commission to use for State Boards.

**A MOTION WAS MADE** by Pat Clark, seconded by Ila Davis, to direct Dahlquist to work with SMT on the test questions and the procedure for setting up the State Laws test with SMT. The motion passed.

**National Esthetics teacher training conference report**

Lois Porch was approved to attend this conference. Porch gave a verbal report on the extremely informative esthetics information she learned at this conference.

**NIC conference – September 24-28, 2009**

Dahlquist and Davis were approved to attend the conference.

**Stewart Branch School application and closing**

**A MOTION WAS MADE** by Ila Davis, seconded by Nora Slykhuis, that pursuant to the new statutes enacted as HB 1056 and effective July 1, 2009, the Stewart Branch school 2008 application is deemed accepted. The motion passed.

Monge stated that the owners of Stewart School has informed the commission that the Stewart Branch school is now closed.

**Long-range planning meeting**

The Commission discussed rescheduling their long-range planning meeting to July 11-12, 2009. An agenda will be set for the meeting.

**New Business**

**CLEAR conference – September 10-13, 2009**

Monge recommended that Nora Slykhuis be sent to the Council of Licensure, Enforcement and Regulation (CLEAR) in Denver, Colorado. Slykhuis is on the Investigating Committee and will gain valuable knowledge from this conference on investigating and enforcement of regulations.

**A MOTION WAS MADE** by Lois Porch, seconded by Ila Davis, to send Nora Slykhuis to the CLEAR conference in Denver. The motion passed.

**New Director hiring process**

Monge announced earlier that she would be retiring on August 8, 2009. She thanked the commission for the opportunity to work for them and their licensees.

The Commission will be working with Todd Kolden and the Bureau of Personnel representative to advertise, interview, and hire a new director. The hope is to hire a new director before Monge retires on August 8, 2009. Monge stated that she would agree to a contract if the Commission wanted in order to train the new person.

**A MOTION WAS MADE** by Lois Porch, seconded by Nora Slykhuis, to offer Monge a contract to train the new director. The motion passed. Dahlquist was directed to work with Labor on a contract.

### **FY11 Budget and Annual Report process**

Monge explained that the Department of Labor would send the budget FY11 request and annual report paperwork sometime in late July or early August. Monge will complete the paperwork with input from the commission president. The Commission will receive the completed information.

### **Commission Policies listing**

Monge stated that she compiled a list of Commission policies that date back to May 1999.

### **Approval requests for Instructor CE courses**

Three schools submitted requests for approval of instructor courses that would complete the required continuing education in order to renew the instructor licenses in 2010. The requests are from Black Hills Beauty College, Lake Area Technical Institute, and Stewart School.

The Commission approved the requests with the following requirements: 1. Stewart School must submit the names of the individuals to this office before attendance at both the CEA and the Nuts and Bolts classes. Only specific presentations at the CEA were approved. A certificate or statement must be signed and submitted after the completion. 2. LATI must submit a list of individuals attending and a documented attendance letter must be submitted after completion. 3. BHBC request for the Pivot Point classes is approved, however, a list of individuals attending and a breakdown the specific topics with number of hours for each topic must be submitted before attending and then after completion a letter must be submitted.

### **Other**

#### **Independent Instructor Education Plan**

Valerie Meiners, Spearfish, submitted an independent education plan in order to qualify for her senior instructor license.

**A MOTION WAS MADE** by Nora Slykhuis, seconded by Ila Davis, to approve the independent education plan and to remind Ms. Meiners that she will have to pass the NIC instructor theory and practical tests after she completes the plan. The motion passed.

#### **Apprenticeship Request**

Tammy Wood faxed in a request and application on June 29, 2009 regarding an apprenticeship. Ms. Wood has her senior instructor license. She asked that the Commission to review the application.

Monge stated that the application was incomplete.

**A MOTION WAS MADE** by Lois Porch, seconded by Pat Clark, to put a review on hold and to refer the application to the Education committee to work with Ms. Wood. The motion passed.

#### **Next Meeting and State Boards**

The next dates are October 5-7, 2009.

#### **Adjournment**

**A MOTION WAS MADE** by Pat Clark, seconded by Lois Porch, to adjourn. The motion passed. The meeting adjourned at 11:59 a.m.



**EXECUTIVE DIRECTOR'S REPORT – June 30, 2009**

1. The set-up is still being worked on to accept credit and debit cards.
2. The audit of our revenues was completed on May 21, 2009. This is an audit of FY2008. The draft report shows no errors or problems. A final report will be issued in a couple of months. Commissioners will receive copies of the audit.
3. The Commission received my formal letter of pending retirement on June 7, 2009. My retirement date is August 8, 2009.
4. The director's position was advertised on June 12, 2009. It is open for two weeks and closes June 26, 2009. The Commission will then receive the list of applicants from the Bureau of Personnel.