

**Meeting Minutes**  
**SOUTH DAKOTA COSMETOLOGY COMMISSION**  
Rapid City, South Dakota  
September 20, 2019 (MDT)

President Crystal Carlson called the meeting to order at 9:30 am on Friday, September 20, 2019 at the Department of Labor and Regulation Office, Rapid City, South Dakota.

Secretary-Treasurer Tami Stokes read the roll and a quorum was established.

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

**Members Absent:** N/A

**Others Present:** Graham Oey, Staff Attorney, Department of Labor & Regulation  
Kate Boyd, Executive Director  
Joy Polonicic, Black Hills Beauty College  
Peggy Sproat, Headlines Academy  
Desaree Dargitz, Headlines Academy  
Angela Taylor, Stewart School (via conference call)

With the recent appointment of two new Commission members, self-introductions were done.

One addition was presented to be added to the meeting agenda, consideration of Tami Stokes Eyelash Extension Provider Application. Debbie Pageler made a motion to approve the agenda with the added item. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Annette Petersen made a motion to approve the July 26, 2019 minutes. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Treasurer Tami Stokes stated that as of August 31, 2019, the available funds balance was \$282,933.36 and the cash center balance was \$135,225.07. At the prior meeting Executive Director Boyd indicated she would give an update on proposed revenue for the upcoming year and possible ways to reduce expenses. The fee increased approved through administrative rule in late 2018 will go into effect January 1, 2020 and the estimated increased revenue for FY 2020 is \$23,000 and in future years \$46,000. The reason for fewer funds in FY 2020 is because the fiscal year runs from July 1 – June 30 each year. Possible ways to reduce expenses would be to send fewer individuals to the NIC out-of-state conference each year and eliminate the Commission-administered practical examination. The Commission requested that the Violations Committee adjust the lapsed license fee structure and that there be a report at future meetings of the number of open disciplinary action cases.

The Executive Director's Report was included in the meeting handouts and included the following information: (1) Teresa Diederich was promoted to the Program Assistant 1 position previously held by Kelsey Skoglund. We were able to get the Secretary position reclassified to a

Senior Secretary, increasing the starting wage. This should help attract qualified candidates. (2) Esthetics Task Force needs to be appointed. (3) Administrative Rules were approved at the September 9, 2019 Legislative Interim Rules Review Committee and will become effective October 2, 2019. (4) the salon and school inspection forms need to be updated now that the new rules will be going into effect. (5) The subject of mobile salons keeps coming up and the commission may want to reconsider this subject to possibly initiate an administrative rule change to allow mobile salons in the future.

Following the Executive Director's report, Tami Stokes and Renee Graf volunteered to serve on the Esthetics Task Force, along with staff, school representatives and 2-3 estheticians interested in advanced esthetics practices.

The Commission also directed the staff, including inspectors, to draft new school and salon/booth inspection forms for consideration by the Commission at the next meeting.

The question was raised about the Commission's Facebook page. It has been disabled during the past year after Bradi Stampe left the staff. The Commission asked to have it become active again, even if the public is not able to make comments.

Public Comments – N/A

Executive Director Boyd asked the Commission to reconsider the current policy of the posting of failed inspections on the website. Currently the policy is that failed inspections related to infection control are placed on the website and remain there indefinitely. Failed inspections that do not require a re-inspection by an inspector are placed on the website for a period of one year. She recommended that the Commission change its policy so that the failed inspections related to lapsed licenses, no first-aid kit, and no fire extinguisher not be placed on the website. These three items get resolved when the licenses are renewed or the licensee sends a receipt that they have purchased a first-aid kit or fire extinguisher.

Tami Stokes made a motion to not place failed inspections related to lapsed licenses, lack of a first-aid kit or no fire extinguisher on the website and to have the staff group those three items in a different category on the inspection form that the staff and inspectors will be drafting. Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Executive Director Boyd recommended that the Commission only require a certification of an active license from the most recent state that a reciprocity applicant worked in instead of all states where currently or previously licensed. We would still require that all states of previous licensure be required on the reciprocity application, but only one certification. This will speed up the process of reciprocity applicants being issued a license and reduce the fees that some applicants must pay to more than one state.

Annette Petersen made a motion to only require a certification of an active license for reciprocity applicants from their most recent state and continue to require that the applicant list all states currently or previously licensed in. Tami Stokes seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

There was a discussion about the practical examination currently administered by the Commission. Angela Taylor from Stewart School had submitted a written statement

encouraging the Commission to initiate a discussion to discontinue the current practical examination. Angela reiterated her comments during the meeting and she was joined by representatives from Black Hills Beauty College and Headlines Academy. Crystal Carlson and Renee Graf agreed to serve on a task force, together with a representative from each school, and Commission staff to research other options for the practical examination.

Crystal Carlson made a motion to approve the school license renewal application from Lake Area Technical Institute Cosmetology Program. Renee Graf seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Tami Stokes made a motion to approve the field trip request submitted by Lake Area Technical Institute Cosmetology Program. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Annette Petersen made a motion to accept Anna Thvedt's Iowa Esthetician education hours directly from her Iowa school. Tami Stokes seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Debbie Pageler made a motion to approve the eyelash extension education provider application for Amazing Lash Studio. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Crystal Carlson made a motion to approve the eyelash extension education provider application of Tami Stokes. Renee Graf seconded the motion. (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes abstain.)

Tami Stokes gave a report on her recent attendance at the NIC Annual Conference held in Milwaukee, Wisconsin earlier in the month. She stated that she had been re-elected as the Region 3 representative on the NIC Executive Board. She felt that it was an excellent conference with great participation from the attendees.

The Commission was reminded of the State Board exams scheduled for October 28-29 and December 2-3, 2019 in Pierre, as well as the Commission meeting conference call on December 3, in the afternoon. The meeting and exam schedule for 2020 has not yet been set.

Annette Petersen made a motion to recess for lunch. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

The meeting was called back to order at 1:15 pm by Secretary-Treasurer Tami Stokes. Roll call was taken with Renee Graf, Annette Petersen and Tami Stokes present, together with Executive Director Kate Boyd. Crystal Carlson and Debbie Pageler were not present in the afternoon.

The Commission toured Black Hills Beauty College classrooms, observed student and met with school representatives.

Annette Petersen made a motion to recess and reconvene at Headlines Academy. Renee Graf seconded the motion. **MOTION PASSED.**

The meeting recessed at 2:10 pm and reconvened at Headlines Academy at 2:25 pm. Roll call was taken with Renee Graf, Annette Petersen and Tami Stokes present, together with Executive Director Kate Boyd. Crystal Carlson and Debbie Pageler were not present in the afternoon.

The Commission toured Headlines Academy classrooms, observed student and met with school representatives.

Renee Graf made a motion to adjourn. Annette Petersen seconded the motion. MOTION PASSED.

Acting Chair Tami Stokes adjourned the meeting at 3:30 pm.

Respectfully submitted,

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Kate Boyd, Executive Director

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Tami Stokes, Secretary-Treasurer

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

**September 20, 2019**

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

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

2. **Esthetics Task Force** – The Commission has talked about the ever-changing face of esthetics and the need to become more informed about new equipment and procedures and possible move towards two-tier esthetics licensure like other states have done. I would like to recommend that the President appoint a task force comprised of two Commission members, a representative from each cosmetology school, staff, and a 2-3 estheticians who are interested in advanced practice esthetics. I do have some esthetician names on file who have expressed an interest in assisting the Commission on this subject.
3. **Administrative Rules Update** – I testified at the September 9, 2019 Legislature's Interim Rules Committee regarding the Commission's administrative rules changes. The Committee voted to approve the rules as presented. I delivered the rules changes to the Secretary of State's office on September 12. The rules become effective 20 days following receipt in the rules in the Secretary of State's office. That means the rules will become effective October 2, 2019.
4. **Salon and School Inspection Forms** – Now that we have completed the administrative rules revision, we need to update the inspection forms used for salon/booth and school inspections. Would the Commission like the staff and inspectors to develop new draft inspection forms or would you like to have one or two Commission members participate in the drafting of the forms for final approval of the Commission at the next meeting?
5. **Mobile Salons** – The Commission may want to give some consideration to changing our rules to allow mobile salons. Some licensees are only interested in performing services at special events such as weddings, photo shoots, or other Commission-approved special events. The law requires that they be attached to a salon or booth in order to perform services off-site. That means that they obtain a booth license in a salon where they never perform services. They have the added expense of paying rent for the booth space. With mobile salons, we could require that the mobile salon owner informs the Commission office where they are going to be located so that inspections can occur.