

SOUTH DAKOTA COSMETOLOGY COMMISSION
Minutes
September 24, 2007

The regular meeting of the Cosmetology Commission was called to order by President Jacquelyn Dahlquist on Monday, September 24, at 4:05 p.m. in the Cosmetology office, Pierre, South Dakota.

Roll call was taken by Secretary/Treasurer Lois Porch, with the following members present: Jacquelyn Dahlquist, Ila Davis, Dorothy Johnson, Lois Porch, and Nora Slykhuis. Staff present: Susan Monge, Executive Director. Others present: Matt Fiegen, Angela Hansen, and Penny Thompson, Stewart School, Sioux Falls, SD.

Minutes

A MOTION WAS MADE by Dorothy Johnson, seconded by Nora Slykhuis, to accept the minutes of July 9, 2007, and July 30, 2007. The motion passed.

Treasurer's Report

Lois Porch reported that as of 8/30/07 the available budget was \$164,318.72, and the cash center balance of \$47,927.34.

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

Dahlquist stated that we would move two items on the agenda and discuss them at this time.

New Business

Clock to Credit Hours

Matt Fiegen requested the Commission's approval to convert to credit hours. The school would still require the students to complete 2100 clock hours and would report the clock hours monthly to the Commission.

A MOTION WAS MADE by Nora Slykhuis, seconded by Ila Davis, to grant Stewart School approval from clock to credit hours with 70 credits total for 2100 clock hours. The motion passed.

Monge was directed to send an approval letter to Stewart School for their accreditation approval.

Branch or Satellite Schools

A long discussion was held as to the concepts and definitions of main school, branch school and satellite school in South Dakota. The Commission reviewed information from other state boards and from various accreditation companies. The Commission decided to further discuss this issue at the next meeting.

Fiegen also distributed a list of requests regarding field trips, distance learning, and off location hours to the Commission. The Commission will discuss the requests at future meetings.

Executive Director's Report

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

The Commission stated that final paperwork was due within 30 days whether a student has dropped or completed. If the office did not receive a timesheet, then the final paperwork is due within 30 days.

Disciplinary Actions

H-2007. Monge presented a Consent Order to the Commission regarding the use of a callus shaver in the salon. Copies of the order were distributed to and read by the Commission.

A MOTION WAS MADE by Lois Porch, seconded by Nora Slykhuis, to approve the Consent Order for case H-2007. A voice vote was taken: Dahlquist – yes, Davis – abstain, Johnson – yes, Porch – yes, and Slykhuis – yes. The motion passed.

Y-2006. Monge presented a Consent Order to the Commission regarding an unlicensed worker, use of electric files without the required continuing education, products not labeled, unsanitary pedicure stations, and unsanitary tools. Copies of the order were distributed to and read by the Commission.

A MOTION WAS MADE by Dorothy Johnson, seconded by Lois Porch, to approve the Consent Orders for cases Y-2006. A voice vote was taken: Dahlquist – yes, Davis – abstain, Johnson – yes, Porch – yes, and Slykhuis – yes. The motion passed.

Monge informed the Commission that the Investigating Committee would be consulting with our private investigator on an alleged violation. The Commission did not have a problem with the consultation.

Old Business

NIC National Meeting – August 26-28

The Commission felt our hosting of the national conference was a success.

Junior Instructor License Requirements

Education Committee Reports

The Education Committee reviewed the junior instructor program at Black Hills Beauty College and Headlines Academy. They will next review the programs at Lake Area Technical School and Stewart School.

Waiver for Emergency Hires

Monge stated that she had one school verbally ask what the circumstances would be for the Commission to grant a conditional senior instructor license as allowed through the rule. The school declined to write a letter or attend the meeting at this time.

The Commission discussed a conditional license at length and will further discuss this in the future. The Commission did not feel they could foresee every situation that would be an emergency so at this time were reluctant to set a policy detailing what emergencies would or would not be accepted. Part of the discussion was on what would constitute an extreme emergency so that the director or president could grant the conditional license. Regarding short term (one or two days) situations it was suggested that the school notify the office and explain the circumstances. Another avenue the Commission discussed is the possible use of demonstrators in the classroom for short-term. Monge stated that short-term considerations may have to be written as a rule. The Commission did not want to change the rule requiring one senior instructor to twenty students. It was also suggested that the schools seek licensees with expired instructor licenses to see if they would be interested in substituting. A question was also raised on the requirements accreditation companies made regarding substitutes.

Expired Instructor Licenses

The Commission stated that an expired instructor licensee would have to apply again, but would apply as a senior instructor. The previous instructor training and instructor experience would be recognized as meeting the current education requirements.

Instructor Seminar Report

The report will be given at the November meeting.

New Business (continued)

Policy to Handle Test Cheaters

This was moved to the November meeting.

Request of Schooling Hours

Monge presented two individual requests for schooling hours that were over nine and twelve years.

A MOTION WAS MADE by Ila Davis, seconded by Lois Porch, to approve 100 past schooling hours for Kathy Fielder and Eric Franey. The motion passed.

Proposed 2008 Calendar

The Commission set the 2008 calendar.

Proposed FY09 budget and FY07 Annual Report

The Commission reviewed the information.

Field Trips

A MOTION WAS MADE by Dorothy Johnson, seconded by Nora Slykhuis, to approve the submitted field trips from Stewart School. The motion passed.

Munoz Apprenticeship Request

A MOTION WAS MADE by Lois Porch, seconded by Dorothy Johnson, to accept the 2,037 apprenticeship hours Munoz earned in Michigan into an apprenticeship program in South Dakota. The motion passed.

Next Meeting and State Boards

The next meeting is scheduled for November 12-14, 2007

Adjournment

A MOTION WAS MADE by Ila Davis, seconded by Dorothy Johnson, to adjourn. The motion passed. The meeting adjourned at 8:00 p.m.

Respectfully submitted by:

Susan Monge, Recording Secretary and _____
Lois Porch, Secretary/Treasurer

Attest:

Jackie Dahlquist, President

Ila Davis, Vice-President

Dorothy Johnson, Member

Nora Slykhuis, Member

ATTACHMENT #1 EXECUTIVE DIRECTOR'S REPORT – September 24, 2007

1. NIC has the school overview on a DVD. It is for sale to the schools for \$25. I have not had a chance to review it. If the commission is interested in seeing it, I will arrange a day and time.
2. The IT technicians have informed us that we need to replace a computer that is now out of warranty. The cost is \$1310. It will also give us the ability to copy DVDs.
3. Monge presented an overview of the Cosmetology Commission as its mission at the legislative Department of Labor Agency review session in Aberdeen on September 13th.
4. The Commission received a letter from the Legislative Government Operations and Audit Committee on 9/12/07. The letter requests information to various budgetary questions.
5. Dahlquist will be attending the NIC board meeting in October. This meeting is just before the AACCS conference. I recommend that we get approval for Dahlquist to attend the AACCS conference. The cost will be minimal since her travel will be paid by NIC.
6. The Commission received a letter from NIC regarding the advance esthetics written examination. Since we do not have an advance esthetics license I have filed it for the future.
7. I visited with the new director of the Massage Therapy board. She agreed that it would be very helpful to have a scope of practice notice to give to all our licensees.
8. To alert the Commission, the office staff is having some problems with final student records from the schools. With some schools the final paperwork is not being sent in for up to six months and no timesheet is being sent in either. The rule reads that final paperwork is submitted 30 days after a student leaves school, but the schools are saying the student has not left nor has the student attended.
9. Translation services.
10. Acceptance of NIC test in other languages.