

SOUTH DAKOTA COSMETOLOGY COMMISSION MEETING MINUTES

September 25 & 26, 2014

Call Meeting to Order

A meeting of the Cosmetology Commission was called to order by President Lois Porch on Thursday, September 25, 2014 3:05 pm at the Lake Area Technical Institute Cosmetology Program, 1201 Arrow Avenue, Watertown, South Dakota.

A. Roll Call

Attendance was taken by Secretary-Treasurer Nora Slykhuis, with the following members present: Lori Berreth, Lois Porch, Nora Slykhuis and Tammy Ugofsky. Commission member absent: Lori Little. Staff present: Executive Director Kate Boyd. Others present: LATI representatives Angela Larson, Shawn Lohr, Mike Cartney and LuAnn Strait.

B. The Commission toured LATI Cosmetology program classrooms and observed students working and studying. Following the tour the Commission met briefly with LATI representatives.

IT WAS MOVED BY LORI BERRETH, SECONDED BY TAMMY UGOFKY TO RECESS FOR THE DAY. THE MOTION PREVAILED ON A VOICE VOTE.

The meeting was recessed at 5:00 pm.

Friday, September 26, 2014

The meeting was called back to order by President Lois Porch at 9:00 am on Friday, September 26, 2014 at Stewart School, 604 N West Avenue, Sioux Falls, South Dakota.

Attendance was taken by Secretary-Treasurer Nora Slykhuis, with the following members present: Lori Berreth, Lois Porch, Nora Slykhuis and Tammy Ugofsky. Commission member absent: Lori Little. Staff present: Executive Director Kate Boyd. Others present included: Stewart School representatives Angela Taylor, and Penny Thompson.

C. The Commission toured Stewart School classrooms and observed students working and studying. Following the tour the Commission met briefly with Stewart School representatives.

IT WAS MOVED BY TAMMY UGOFKY, SECONDED BY LORI BERRETH, TO RECESS. THE MOTION PREVAILED ON A VOICE VOTE.

The meeting was recessed at 10:45 am.

The meeting was called back to order by President Lois Porch at 11:00 am at Black Hills Beauty College, 3501 S Kelley Avenue, Sioux Falls, South Dakota.

Attendance was taken by Secretary-Treasurer Nora Slykhuis, with the following members present: Lori Berreth, Lois Porch, Nora Slykhuis and Tammy Ugofsky. Commission member absent: Lori Little. Staff present: Executive Director Kate Boyd. Others present included: Black Hills Beauty College representatives Tom and Joy Poloncic.

D. The Commission toured Black Hills Beauty College classrooms and observed student working and studying. Following the tour the Commission met briefly with Black Hills Beauty College representatives.

IT WAS MOVED BY NORA SLYKHUIS, SECONDED BY LORI BERRETH TO RECESS. THE MOTION PREVAILED ON A VOICE VOTE.

The meeting was recessed at 11:50 am.

The meeting was called back to order by President Lois Porch at 1:30 pm at the Department of Labor and Regulation Office located at 811 East 10th Street, Sioux Falls, South Dakota.

1. Roll Call

Attendance was taken by Secretary-Treasurer Nora Slykhuis, with the following members present: Lori Berreth, Lois Porch, Nora Slykhuis and Tammy Ugofsky. Commission member absent: Lori Little. Staff present: Executive Director Kate Boyd and Attorney Aaron Arnold via telephone.

2. Minutes of the July 21 and August 5, 2014 Meetings

IT WAS MOVED BY LORI BERRETH, SECONDED BY TAMMY UGOFISKY, TO APPROVE THE MINUTES OF THE JULY 21 AND AUGUST 5, 2014 MEETINGS AS WRITTEN. THE MOTION PREVAILED ON A VOICE VOTE.

3. Treasurer's Report

Secretary-Treasurer Nora Slykhuis reported that as of August 31, 2014, the available budget was \$171,202.91 and the cash center balance was \$276,730.39.

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

4. Executive Director's Report

The Executive Director's report had been mailed to the commission and is attached to these Minutes. The report included: (1) NIC School Overview is scheduled for Saturday, July 11, 2015 in Pierre and NIC Examiner Training is set for Sunday, July 12, 2015 in Pierre. Attendance is mandatory at the Examiner Training for anyone who will be administering the practical examinations. (2) Leslie Roste of King Research has agreed to conduct two seminars for Cosmetology Commission licensees and students during 2015 in Sioux Falls and Rapid City. (3) Enclosed with the meeting packets was an article for the Commission's information on a lawsuit filed against an Iowa cosmetology school. (4) Work continues on the database upgrade project and on-line renewal of licenses. (5) We have the specifications for electronic tablets that are compatible with Iso-Quality Testing for administration of the practical examination. (6) We would like Commission approval to eliminate the need for salon and booth applicants to draw a diagram on page two of the application since it is not beneficial to the inspectors.

IT WAS MOVED BY NORA SLYKHUIS, SECONDED BY LORI BERRETH, TO AUTHORIZE THE PURCHASE OF TABLET DEVICES TO ADMINISTER THE PRACTICAL EXAMINATIONS. THE MOTION PREVAILED ON A VOICE VOTE.

IT WAS MOVED BY LORI BERRETH, SECONDED BY TAMMY UGOFKY, TO ELIMINATE THE SALON DIAGRAM REQUIREMENT ON SALON AND BOOTH APPLICATIONS. THE MOTION PREVAILED ON A VOICE VOTE.

5. Disciplinary Actions

It was noted that we need to schedule several disciplinary actions hearings. Suggested dates were November 13 in Rapid City or December 2 in Pierre. The Commission will be notified of the date selected.

OLD BUSINESS

6. Report on NIC Board Administrators and 2015 NIC Conference

Commission member Tammy Ugofsky and Executive Director Kate Boyd reported on their attendance at the NIC 2015 Conference and Board Administrators meeting that was held in Charleston, South Dakota. A common theme throughout the conference was the need for the states to move toward the same hour requirements for the various professions of cosmetology, nail technology and esthetics.

NEW BUSINESS

7. Referral of Applications to Commission - N/A

8. 2015 State Board Examination and Commission Meeting Schedule

Commission members were asked to come to let the staff know if they have any major conflicts that need to be avoided when developing the 2015 Schedule of State Board Examinations and Commission meetings.

9. School Requests

(a) Black Hills Beauty College - Rapid City and Sioux Falls - Request for Approval of 2014 Instructor 12-Hour Continuing Education Plan

IT WAS MOVED BY NORA SLYKHUIS, SECONDED BY TAMMY UGOFKY, TO APPROVE THE BLACK HILLS BEAUTY COLLEGE - RAPID CITY AND SIOUX FALLS REQUEST FOR THEIR 2014 INSTRUCTOR 12-HOUR CONTINUING EDUCATION PLAN. THE MOTION PREVAILED ON A VOICE VOTE.

(b) Stewart School - Sioux Falls - Request for Approval of 8-Hour Electric File Provider Application

IT WAS MOVED BY NORA SLYKHUIS, SECONDED BY TAMMY UGOFKY, TO APPROVE STEWART SCHOOL 8-HOUR ELECTRIC FILE PROVIDER APPLICATION. THE MOTION PREVAILED ON A VOICE VOTE.

(c) Stewart School - Sioux Falls - Request for Approval of 16-Hour Microdermabrasion Provider Application

IT WAS MOVED BY NORA SLYKHUIS, SECONDED BY TAMMY UGOFKY, TO APPROVE STEWART SCHOOL 8-HOUR ELECTRIC FILE PROVIDER APPLICATION. THE MOTION PREVAILED ON A VOICE VOTE.

10. Proposed Administrative Rules Change

This subject was deferred to a future meeting.

11. Other Business - N/A

12. Upcoming Meeting Dates

- November 14 & 15, 2014 State Board Examinations - Rapid City
- December 5 & 6, 2014 State Board Examinations - Watertown

IT WAS MOVED BY LORI BERRETH, SECONDED BY TAMMY UGOFISKY, TO ADJOURN. THE MOTION PREVAILED ON A VOICE VOTE.

The meeting adjourned at 3:10 pm.

Respectfully submitted by:

Kate Boyd, Recording Secretary

and

Nora Slykhuis, Secretary-Treasurer

EXECUTIVE DIRECTOR'S REPORT

September 26, 2014

1. **2015 NIC Examiner Training & School Overview - Pierre**
School Overview - Saturday, July 11, 2015
NIC Examiner Training - Sunday, July 12, 2015

2. **2015 Licensee Seminar - June 2015**
Leslie Roste of King Research, the manufacturer of Barbicide, has agreed to come to South Dakota to conduct two seminars for Cosmetology Commission licensees and students. The seminars will be held in Sioux Falls and Rapid City.
There is no charge for Leslie's services. We hope to have the dates confirmed by the time of the September 26 Commission meeting.

3. **Iowa School Lawsuit**
Enclosed with the meeting packets is a copy of an article regarding a lawsuit filed against an Iowa cosmetology school. This is strictly for the Commission's information.

4. **Database Upgrade & On-line Renewal of Licenses**
A verbal update will be given during the September 26, 2014 Commission meeting on the status of the IT project to upgrade the database and allow on-line renewal of licenses.

5. **Tablets for Use In Scoring Practical Examinations**
Copies of the specifications for electronic tablets that would be acceptable to Iso-Quality Testing for use in scoring practical examinations are being passed out to the Commission at the meeting. Scoring the practical examinations on tablets would mean that (1) we would know the scores for all candidates on the date of the exam instead of mailing to SMT and waiting a week or two for exam results, and (2) securing the exams will be easier.

6. **Salon & Booth License Applications**
We would like to eliminate the need for applicants to draw the diagram on page two of the application showing the layout of the salon. This is an unnecessary step as the Inspectors have indicated they do not use this diagram.