

**Meeting Minutes**  
**SOUTH DAKOTA COSMETOLOGY COMMISSION**  
via Microsoft Teams or Call: +1 605.679.7263  
Thursday, October 26, 2023, 10:00 a.m. CDT

Vice President Graf (Graf) called the meeting to order at 10:02 a.m. CDT. Commission Secretary Hiller (Hiller) called the roll. A quorum was present.

**Members Present:** Annette Petersen  
Renee Graf  
Zoe Hiller

**Members Absent:** Debbie Pageler

**Others Present:** Tyler Evins, Executive Director  
Jerry McCabe, Senior Staff Attorney, DLR  
Miranda Wilson, Senior Secretary  
Savannah Thorne  
Trish Bates  
Fallon Helm  
Danielle Bouwman

Hiller made a motion to approve the agenda. Petersen seconded the motion. **MOTION PASSED.**

Petersen made a motion to approve the July 27, 2023, meeting minutes. Hiller seconded the motion. **MOTION PASSED.**

Hiller reported that the available cash balance was \$206,767.30.

Executive Director Evins (Evins) presented his report.

The Following comments were made during the public comment period:

Fallon Helm (Helm) of Revive Day Spa & Salon spoke in support of her proposal to change administrative rules to lower the minimum number of weekly hours required from forty hours to twenty hours. Helm also elaborated on a legislative proposal she is spearheading which would remove the maximum number of hours per day an apprentice can work, and which would align the license period for apprentice salons with that of schools. Trish Bates (Bates) and Savannah Thorne (Thorne) expressed their support for Helm's proposals. The legislative proposal was included in the meeting packet.

Evins presented the new 'one-time' paper license model which would save the Commission time and money by significantly cutting down on the amount of printing and mailing carried out by the Commission office. The new license would include a QR code and a link to the online license verification tool where licensees and the public can verify that a license is valid.

Hiller made a motion to approve the one-time paper license and new licensing procedures. Petersen seconded the motion. **MOTION PASSED.**

Helm expanded on her earlier explanation about her legislative proposal to modify the apprenticeship program. Helm also entertained questions from the Commission. Hiller asked for more clarification concerning the minimum weekly hours requirement for apprentices. Helm and Evins provided further explanation.

Danielle Bouwman (Bouwman), representing Stewart School, requested approval for instructors to have the option to take the State Board Examination at Lake Area Technical College in Watertown.

Petersen made a motion to allow instructors to take the State Board Examination at Lake Area Technical College. Hiller seconded the motion. **MOTION PASSED.**

Bouwman spoke on behalf of Stewart School seeking clarification from the Commission about what content must be included in instructor continuing education courses to be considered valid to satisfy the annual twelve-hour continuing education requirement. Angela Taylor of Stewart School (not present) and Bouwman had concerns with a specific training course that was approved at the July 27, 2023, meeting. In their estimation, the course appeared to be focused on business administration skills, rather than pedagogy. The Commission clarified the course did include pedagogical training and that all courses that are taken to satisfy the instructor's continuing education requirement must include instruction on teaching methods.

The Commission reviewed the school license renewal applications for Paul Mitchell, the School, the Salon Professional Academy, and Inspire Salon & Spa. Evins informed the Commission the renewal applications were standard, with no changes to the curriculum. Hiller made a motion to approve the school license renewal applications. Graf seconded the motion. **MOTION PASSED.**

The Commission reviewed a request from Appoise Esthetics School to add additional field trips to its curriculum. Petersen made a motion to approve the request to add additional field trips to the Appoise Esthetics School curriculum. Hiller seconded the motion. **MOTION PASSED.**

During the period to discuss other business, the Commission requested school visits be added to the 2024 Commission meeting calendar. Evins reminded the Commissioners that travel is one of the few areas where the Commission can reduce costs in light of the Commission's budget deficit. The Commissioners wished to proceed with school visits. Evins will send the Commission a list of proposed meeting dates to include school visits.

Petersen made a motion to enter executive session at 11:16 a.m. CDT. Petersen seconded the motion. **MOTION PASSED.**

The Commission exited executive session at 11:20 a.m. CDT.

Hiller made a motion to approve the student license application for Applicant A. Petersen seconded the motion. **MOTION PASSED.**

Hiller made a motion to allow Applicant A another attempt to take the State Board Examination. Petersen seconded the motion. **MOTION PASSED.**

Hiller made a motion to adjourn the meeting. Petersen seconded the motion. **MOTION PASSED.**

The meeting adjourned at 11:22 a.m. CDT.