

SOUTH DAKOTA COSMETOLOGY COMMISSION MEETING MINUTES

November 10, 2009

1. Call Meeting to Order

The regular meeting of the Cosmetology Commission was called to order by President Jacquelyn Dahlquist on Tuesday, November 10, 2009 at 8:00 a.m. in the Cosmetology Commission Office, Pierre, South Dakota.

2. Roll Call

Attendance was taken by Secretary/Treasurer Lois Porch, with the following members present: Pat Clark, Jackie Dahlquist, Lois Porch, and Nora Slykhuis. Absent was Commission member Ila Davis. Staff present: Kate Boyd, Executive Director, Todd Kolden, Administrator, South Dakota Department of Labor.

3. Minutes

A MOTION WAS MADE by Pat Clark, seconded by Nora Slykhuis, to approve the minutes of the October 7, 2009 meeting as presented. The motion passed.

4. Treasurer's Report

Lois Porch reported that as of October 31, 2009 the available budget was \$138,311.11, and the cash center balance was \$88,912.61.

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

5. Executive Director's Report

Executive Director Kate Boyd reported on various items and the written report is incorporated as Attachment 1.

6. OLD BUSINESS

6.a. Proposed Administrative Rules Revisions

The meeting handouts included a copy of the proposed Administrative Rules changes that had been drafted earlier in the year.

10-Hour Days – Request to Allow This in Rules Revisions - Stewart School had submitted a request to change the administrative rules to allow certain students to attend school four ten-hour days. Their written responses to questions the Commission had posed were presented to the Commission. At this time, the Commission requested additional information from the school and deferred action on the request to allow ten-hour days in certain circumstances.

Hood Dryers – Request to reduce # required – Stewart School had submitted a request to change Administrative Rule 20:42:06:01.01, number (6) that states that each school must have: "One stationary hooded hair dryer per five working students;"

The rationale behind this request was that fewer clients are requesting shampoo/sets, therefore reducing the number of hood dryers that are needed.

A MOTION WAS MADE by Nora Slykhuis, seconded by Lois Porch, to change the wording to read: "One stationary hooded hair dryer per ten working students" and to include the new wording in the proposed administrative rules changes. The motion passed.

A MOTION WAS MADE by Lois Porch, seconded by Pat Clark, to begin the process of adopting changes to the administrative rules. The motion passed.

Quarterly Reporting of Hours – Stewart School had previously been approved to convert to credit hours instead of clock hours. They have not requested this change from their accrediting agency, since they would like to report the credit hours quarterly instead of monthly. The Commission did not take action on their request to report quarterly.

6.b. Apprenticeship Request – Tammy Wood - Tammy Wood had indicated she would be sending in information on a request for an apprenticeship, but no information has been received from Ms. Wood.

6.c. Desaree & Company

Nail Technician Curriculum Request for Approval – The Commission did not take action on this request, but will review the curriculum that was submitted.

Instructors Course Curriculum Request for Approval – The Commission did not take action on this request, but will review the curriculum that was submitted.

Electric Files Class Request for Approval to Offer as a Stand-Alone Class for Licensed Professionals – The Commission directed staff to contact the school to ensure that the class is, in fact, 8-hours as required, since the outline they submitted appeared to be short $\frac{3}{4}$ of an hour. (Note: Following further contact from staff, Desaree and Company resubmitted their outline, adding in time for the test.)

A MOTION WAS MADE by Nora Slykhuis, seconded by Lois Porch, to approve Desaree and Company's application to provide stand-alone electric file classes during the 2010 calendar year. The motion passed.

Refresher Course for Reciprocity – Request to Offer Courses to Students who Need Additional Education Hours – The Commission advised that the school does not need to seek approval to offer additional education hours to students coming into South Dakota. The school should assess each individual to determine the areas where they might benefit from additional instruction.

7. NEW BUSINESS

7.a. Texas Safety & Sanitation Course

A request had been received from an individual with a South Dakota license that lapsed in 2001. She moved to Texas and wants to get her South Dakota license reinstated so that she can apply for reciprocity in Texas. The requirement that she needs to complete is the Safety and Sanitation course, including the open-book test that is a part of the course.

A MOTION WAS MADE by Lois Porch, seconded by Pat Clark, to allow the above noted individual to pay the \$50 fee for the safety and sanitation course, and mail the course to her in Texas to complete and mail back in to the office. If she passes the test, she may send in the lapsed license fees to get her license reinstated. The motion passed.

7.b. Office Copy Machine Needs Replacing

Director Kate Boyd informed the Commission that she had been notified that as of 2010 we will not be able to get a maintenance agreement for our office copier. Any maintenance or repairs would be on a time and parts fee basis. As time goes on, parts will be unavailable. Information will be available at the January, 2010 Commission meeting regarding options for a new copier.

7.c. 2010 Newsletter

A draft copy of the 2010 newsletter was reviewed, and a couple minor corrections were made by the Commission.

7.d. Insufficient Funds Checks

Boyd requested guidance from the Commission on the handling of insufficient funds checks. A policy will be developed for consideration by the Commission at their January, 2010 meeting.

7.e. Letter from Booth Renter Regarding Moving a Booth

The Commission packets had included a letter from an individual regarding paying for her booth license and then the salon moving one month later to another location. This required her to apply for a new booth license. No action was taken.

7.f. NIC 2010 Examiner Training Dates

Proposed dates for the 2010 NIC Examiner Training were discussed. It was agreed to request April 18 & 19, 2010.

7.g. NIC 2010 Regional Meeting

The dates have not yet been set for the 2010 NIC Regional Meeting.

8. Other Business

December 15, 2009 Esthetics Testing Date

December 15, 2009 was tentatively set to test graduating esthetics students. The staff will contact the schools to determine if this testing date will be needed.

9. Next Meeting and State Boards

The next testing dates are January 11-13, 2010. The Commission will set their meeting time and date when it is determined how many days of testing we will need.

Adjournment

A MOTION WAS MADE by Pat Clark, seconded by Nora Slykhuis, to adjourn. The motion passed. The meeting adjourned at 10:25 a.m.

Respectfully submitted by:

Kate Boyd, Recording Secretary

and

Lois Porch, Secretary/Treasurer

Attest:

Jackie Dahlquist, President

Nora Slykhuis, Vice President

Pat Clark, Member

NOT PRESENT
Ila Davis, Member

Attachment 1

EXECUTIVE DIRECTOR'S REPORT – November 10, 2009

1. It has been a busy month, learning about office procedures, license renewals, testing requirements, graduating students, etc. I am still needing to get up to speed on the monthly financial reports.
2. Nina was out of the office October 21 – 30 with her foot surgery. She returned to work Monday, November 2. She is now back to her 28-hour work weeks, 8-5 Monday and Tuesday and 8-Noon Wednesday – Friday.
3. The inspectors came to Pierre for a meeting on November 3. This was my first meeting with the group. In addition to the five inspectors and two staff persons, Ila Davis was present representing the Commission. The inspectors should have no trouble meeting their December 8, 2009 deadline for completing annual inspections. The meeting was productive and should help facilitate our working relationship in the future.
4. We will begin processing 2011 license renewals on December 1, 2009.
5. Continuing education surveys have been coming into the office on a daily basis. Preliminary indications are that the respondents are fairly evenly split on whether or not they think South Dakota should require continuing education for license renewal. The survey results will be tabulated and presented to the Commission at the January, 2010 meeting.
6. When things fall a little more into place here in the office, I will begin research (working with Todd Kolden) on the subject of on-line license renewal through the use of credit and/or debit cards.