

SOUTH DAKOTA COSMETOLOGY COMMISSION MEETING MINUTES

November 14, 2011

Call Meeting to Order

The regular meeting of the Cosmetology Commission was called to order by President Nora Slykhuis on Monday, November 14, 2011 at 4:45 p.m. at the Governors Inn Conference Room, 700 West Sioux Avenue, Pierre, South Dakota.

1. Roll Call

Attendance was taken by Secretary Treasurer Pat Clark, with the following members present: Pat Clark, Ila Davis, Kory McKay, Lois Porch, and Nora Slykhuis. Staff present: Attorney Aaron Arnold, Executive Director Kate Boyd, and Secretary Beth Marnell. Also present was Sean Colton, Director of Operations, Schroeder Measurement Technologies (SMT).

8. Demonstration of NIC Computer-Based Testing

Sean Colton, Director of Operations, Schroeder Measurement Technologies, was present to demonstrate computer-based testing. He stated that the applicants for the Theory and State Laws exams only need to use a computer mouse to take the exam. The practical exam can also be administered electronically with the examiners using a laptop computer.

Some of the advantages of computer-based testing include:

- No need to have paper copies of the test booklets/answer sheets, making security easier to maintain and less time-consuming
- Results are available immediately to the staff, instead of waiting 2-3 weeks to receive exam results
- The exam questions are automatically scrambled each time an individual retakes an exam, preventing an individual from memorizing order of test questions, and reducing opportunities for cheating

The additional costs associated with computer-based testing would be:

- One-time cost of purchasing laptops for practical exam
- Additional \$10 - \$12 for SMT to administer the exams
- Whatever fee is charged from the test locations for use of their computer labs

Mr. Colton stated that SMT would fully train the staff and examiners on the use of the computer-based test system. He indicated he would be happy to respond to any questions the Commission has while they review this test option.

5. Disciplinary Actions

Update on Paris Nails, Rapid City

The Commission was informed that after disciplinary actions were taken against Paris Nails in Rapid City, the business was sold to a new owner.

Upcoming Violations Hearing

The Commission was informed that we need to schedule a Violations Hearing on a different matter. It was agreed to schedule the hearing for 3:00 p.m., Wednesday, January 11, 2012, following the conclusion of the January 9-11 State Board exams.

2. Minutes of the September 12, 2011 Meeting and October 17, 2011 Special Meeting

IT WAS MOVED BY LOIS PORCH, SECONDED BY ILA DAVIS, TO APPROVE THE MINUTES OF THE SEPTEMBER 12, 2011 MEETING AND OCTOBER 17, 2011 SPECIAL MEETING AS WRITTEN. THE MOTION PREVAILED ON A VOICE VOTE.

3. Treasurer's Report

Secretary-Treasurer Pat Clark reported that as of October 31, 2011, the available budget was \$156,653.18, and the cash center balance was \$233,903.65.

IT WAS MOVED BY ILA DAVIS, SECONDED BY KORY MCKAY, 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 previously been mailed to Commission members and is attached to these Minutes as Attachment 1. Highlights of the report are shown below:

2012 State Board Exams - An updated schedule of 2012 State Board exam and Commission meeting dates/locations was handed out at the meeting. It was agreed to hold the Watertown State Board exams on February 11 instead of the 4th, since the NIC Region Meeting will be February 4, 2012 in Dallas, Texas.

2012 Newsletter - A draft of the 2012 Newsletter was handed out at the meeting. It was suggested that an item be added to the newsletter stating the \$50 penalty for re-inspection of salons/booths that fail their inspections.

OLD BUSINESS

6. Report of the FY 2011 Agreed Upon Procedures Audit

Copies of the Independent Account's Report on the Agreed Upon Procedures Audit conducted by East, Vander Woude, Grant & Co., P.C. was mailed to Commission members. The report stated that there were no reportable findings.

NEW BUSINESS

7. 2012 NIC Examiner Training

Following discussion, the Commission selected Sunday, June 24, 2012 as the date for the 2012 NIC Examiner Training. Those scheduled to be in attendance are Commission members, office staff, and inspectors. The annual inspectors meeting will be held the following day on Monday, June 25, 2012.

9. Black Hills Beauty College-Sioux Falls - Request for a Conditional Instructor License

The Commission reviewed a written request from Black Hills Beauty College-Sioux Falls, for the approval of a conditional junior instructor license, for Kristin Heckel who is lacking about 300 hours of salon experience. The reason for the emergency hire is that two instructors are terminating their employment on very short notice. Ms. Heckel will continue working in a salon to meet the 1000 hours of required salon experience.

IT WAS MOVED BY LOIS PORCH, SECONDED BY PAT CLARK, TO APPROVE THE REQUEST FROM BLACK HILLS BEAUTY COLLEGE-SIOUX FALLS, FOR A CONDITIONAL INSTRUCTOR LICENSE FOR KRISTIN HECKEL, WITH MS. HECKEL COMPLETING HER 1000 HOURS OF REQUIRED SALON EXPERIENCE. THE MOTION PREVAILED ON A VOICE VOTE.

10. Other Business - N/A

11. Upcoming Meeting Dates

January 9-11, 2012 - State Board Exams

January 10, 2012 - Commission Meeting

January 11, 2012 - Violations Hearing (3 pm)

February 3-5, 2012 All Regions NIC Meeting - Dallas, Texas - It was agreed to submit out-of-state travel requests for Commission members Kory McKay, Pat Clark and Executive Director Kate Boyd to attend this meeting.

February 11, 2012 - State Board Exams - Watertown

Adjournment

IT WAS MOVED BY KORY MCKAY, SECONDED BY LOIS PORCH, TO ADJOURN. THE MOTION PREVAILED ON A VOICE VOTE.

The meeting adjourned at 7:30 p.m.

Respectfully submitted by:

Kate Boyd, Recording Secretary

and Pat Clark, Secretary-Treasurer

ATTACHMENT 1

Executive Director's Report - November 14, 2011

1. SENIOR INSTRUCTOR LICENSE REINSTATEMENT

Seeking input from Commission regarding instructors who let license lapse for a few years -- what must they do to reinstate license?

2. NEW SECRETARY

Beth Marnell joined the staff on October 11, 2011. Things are going well with her training. She has excellent computer skills and has a positive attitude.

3. 2012 STATE BOARD EXAMS

An update on the 2012 State Board exam testing schedule will be handed out at the November 14, 2011 meeting.

4. 2012 NEWSLETTER

The draft copy of the 2012 Newsletter will be handed out at the November 14, 2011 meeting.

5. STATE BOARD ADMINISTRATORS COMMITTEE

As Executive Director of the South Dakota Cosmetology Commission, I was appointed to the Board Administrators Committee. This committee plans the agenda for the Board Administrators Meeting that takes place at the annual NIC Conference.

6. COMMISSION POLICIES

Enclosed with the meeting packets is the current list of policies adopted by the Commission.

7. LEGISLATION

The drafted bill regarding penalties for various violations will be introduced in the 2012 legislative session.