

**Meeting Minutes**  
**SOUTH DAKOTA COSMETOLOGY COMMISSION**  
221 W. Capitol Ave, Suite 101, Pierre, South Dakota  
December 6, 2019 (CST)

President Crystal Carlson called the conference call meeting to order at 9:00 am.

Executive Director Kate Boyd read the roll and a quorum was established.

**Members Present:** Crystal Carlson  
Renee Graf  
Debbie Pageler  
Annette Petersen  
Tami Stokes

**Members Absent:** N/A

**Others Present:** Kate Boyd, Executive Director  
Fallon Helm, Revive Day Spa Apprentice Salon

Two additions were noted to the agenda. The first was the November 2019 Financial Report that was not available at the time the meeting packets were mailed to the Commission. The second item was an additional request for approval of a student cosmetologist license from an individual still under court supervision for a felony conviction. Crystal Carlson made a motion to approve the agenda. Annette Petersen seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Annette Petersen made a motion to approve the minutes of the July 26, 2019 meeting. Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Executive Director Kate Boyd noted the November 2019 financial report had been emailed to the Commission. The available funds balance was \$201,167.89 and the cash center balance was \$120,739.42. She added that we should start seeing the cash center balance grow, with the fee increases that go into effect 1/1/20. Since our fiscal year runs from July 1 – June 30 of the following year, this first half-year from 1-1-19 – 6-30-19 should yield about \$23,000, or 50% of the anticipated yearly fee increases of about \$46,000.

The Executive Director's Report was included in the meeting handouts and included the following information: (1) Debbie Jensen began her employment with the Commission as a Senior Secretary November 12, 2019. She is a fast learner and we are happy to have her as a member of our office staff; (2) The State Board exam schedule has not yet been set due to the fact that we will no longer be able to administer exams in the Becker-Hansen building in Pierre. This will be discussed in more detail at the January, 2020 Commission meeting; (3) As noted during the Treasurer's Report, the fee increases went into effect for any licenses that expire in 2020; (4) we recently learned of an inspection scam that was occurring in the Rapid City area in which an individual phones a salon to say they are an inspector for the Cosmetology Commission and then trying to schedule an inspection. At least one nail salon allowed the inspection and then was assessed and paid a several hundred dollar fine. We sent an email to

approximately 6000 email addresses that we have in our database alerting our licensees to this scam and reminding them that (1) our inspectors do not phone to schedule inspections, (2) inspectors do not having fining authority, and (3) we never allow our inspectors to accept any money from the licensees, not even if a licensee wants the inspector to mail in their renewal fees.

Lapsed Case 2-2019-Tami Stokes made a motion to approve the Consent Agreement for with the following terms:

- a. Teoni Taylor booth license will be suspended for a period of 30 days beginning December 6, 2019.
- b. The 30 days of suspension will be held in abeyance for a period of one year and the booth license will not be actively suspended so long as the following conditions are observed:
  - 1) Ms. Taylor will pay \$275 by December 31, 2019 and \$250 by January 31, 2010;
  - 2) Comply with all laws and regulations of the Commission.

Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

There were no public comments.

Annette Petersen made a motion to approve the cosmetology apprentice application of Halley Cranford at Revive Day Spa. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Crystal Carlson made a motion to approve the cosmetology apprentice application of Mu Chay Chay at Revive Day Spa. Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Debbie Pageler made a motion to approve the microdermabrasion education provider application submitted by Jamie Larson of Harmony Salon. Tami Stokes seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Crystal Carlson made a motion to approve the eyelash extension education provider application submitted by Ayla Archer. Annette Petersen seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Crystal Carlson made a motion to approve the eyelash extension education provider application of Headlines Academy. Renee Graf seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Debbie Pageler made a motion to approve the field trip request submitted by Headlines Academy. Annette Petersen seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Crystal Carlson made a motion to approve the student license application of the first candidate with a felony conviction. Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

Crystal Carlson made a motion to approve the student license application of the second candidate with a felony conviction. Annette Petersen seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

The next meeting of the Cosmetology Commission was set for 8:30 am, Friday, January 24, 2020 in Pierre. Hotel rooms for the night of Thursday, January 23, 2020 will be reserved by the staff.

Tami Stokes made a motion to adjourn. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Graf yea; Pageler yea; Petersen yea; Stokes yea.)

President Crystal Carlson adjourned the meeting at 9:30 am.

Respectfully submitted,

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Kate Boyd, Executive Director

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Tami Stokes, Secretary-Treasurer

**SOUTH DAKOTA COSMETOLOGY COMMISSION  
EXECUTIVE DIRECTOR'S REPORT**

**December 6, 2019**

1. **Staff Update** – Debbie Jensen started in our office as a Senior Secretary on November 12, 2019. Debbie's two most recent positions with other State agencies. Debbie is a fast learner and has already started picking up the slack in the office.
2. **State Board Exam Schedule** – We recently learned that we will no longer be able to administer State Board exams in the Becker-Hansen building in Pierre. Without an exam location, we have been unable to develop an exam schedule for 2020. This will be discussed in more detail at the January, 2020 Commission meeting, with options for future exam testing locations.
3. **2020 Fee Increases & New Administrative Rules** – As a reminder, several of our fees will increase beginning January 1, 2020. Those fees are:
  - (a) Examination fee which includes the initial license, from \$80 to **\$100**;
  - (b) Examination retake fee, one test, from \$40 to **\$60**; two tests, from \$50 to **\$70**; three tests, from \$60 to **\$80**;
  - (c) Cosmetologist, nail technician, or esthetician license renewal fee, from \$20 to **\$25**;
  - (d) Instructor initial license fee and renewal fee, from \$25 to **\$35**;
  - (e) Salon or booth license renewal fee, from \$35 to **\$40**;

The Commission staff is preparing a letter that will be mailed shortly to all salons reminding them about the fee increases and pertinent changes in the administrative rules. The fee increases were included in the 2019 annual Newsletter and the new license fees are printed at the bottom of the 2019 licenses. This will be an additional reminder of the fees and administrative rules changes.

4. **Inspection Scam** -- we recently learned of an inspection scam that was occurring in the Rapid City area in which an individual makes a phone call to a salon to say they are an inspector representing the Cosmetology Commission and then trying to schedule an inspection. At least one nail salon allowed the inspection and then was assessed and paid a several hundred dollar fine. We sent an email to approximately 6000 email addresses that we have in our database alerting our licensees to this scam and reminding them that (1) our inspectors do not phone to schedule inspections, (2) inspectors do not having fining authority, and (3) we never allow our inspectors to accept any money from the licensees, not even if a licensee wants the inspector to mail in their renewal fees.