

**Meeting Minutes**  
**SOUTH DAKOTA COSMETOLOGY COMMISSION**  
December 11, 2020  
Meeting held via teleconference

President Tami Stokes called the meeting to order at 10:00 am CST.

Secretary-Treasurer Annette Petersen read the roll and a quorum was established.

**Members Present:** Renee Graf  
Annette Petersen  
Tami Stokes

**Members Absent:** Debbie Pageler

**Others Present:** Graham Oey, Senior Staff Attorney  
Kate Boyd, Executive Director  
Teresa Diederich, Program Assistant  
Danielle Bouwman, Stewart School  
Wendy Beaumont, The Salon Professional Academy

Renee Graf made a motion to approve the agenda. Tami Stokes seconded the motion.

**MOTION PASSED.** (Graf yea; Petersen yea; Stokes yea.)

Tami Stokes made a motion to approve the minutes of the September 25, 2020 meeting as presented. Annette Petersen seconded the motion. **MOTION PASSED.** (Graf yea; Petersen yea; Stokes yea.)

Treasurer Annette Petersen reported that as of November 30, 2020, the available funds balance was \$233,999.17 and the cash center balance was \$153,223.13.

The Executive Director's Report was included in the meeting handouts and included: (1) the required tri-annual agreed upon procedures review of our revenues has been completed. The auditor reported no findings; (2) suggestion to discontinue mailing of the NIC Theory Candidate Information Bulletins since the schools all have copies and they are available from the NIC website and we can also post them on our website. This will save considerable on postage costs; Tami Stokes and Kate Boyd participated in the NIC annual conference that was held virtually for the first time. Tami was elected NIC President and Kate was elected as one of two Executive Directors to serve as a voting member of the NIC Executive Board; (4) Victoria Sweet, a cosmetology school owner from Colorado is moving to Spearfish and has called to discuss her tentative plans to open an esthetics school in Spearfish.

Annette Petersen made a motion to discontinue mailing the Candidate Information Bulletins to applicants. Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Petersen yea; Stokes yea.)

**Case J- 2020-** Tami Stokes made a motion to approve the Consent Agreement for the following items:

- a) Oscar Nails and Spa's salon license will be suspended for a period of 14 days beginning December 28, 2020.

- b) The 14 days of suspension will be held in abeyance for a period of one year and the salon license will not be actively suspended so long as the following conditions are observed:
  - a. Oscar Nails and Spa will pay \$450 by December 28, 2020.
  - b. Dep Ho and all employees and booth renters shall take and pass the Online Infection Control Course sponsored by Milady.
  - c. Comply with all laws and regulations of the Commission.

Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Stokes yea; Petersen yea.)

**Case K- 2020-** Annette Peterson made a motion to approve the Consent Agreement for the following items:

- a) K Nails and Beauty Bar license will be suspended for a period of 14 days beginning December 28, 2020.
- b) The 14 days of suspension will be held in abeyance for a period of one year and the salon license will not be actively suspended so long as the following conditions are observed:
  - a. K Nails and Beauty Bar will pay \$450 by December 28, 2020.
  - b. Comply with all laws and regulations of the Commission.

Tami Stokes seconded the motion. **MOTION PASSED.** (Graf yea; Stokes yea; Petersen yea.)

**Lapsed Case 16- 2020-** Tami Stokes made a motion to approve the Consent Agreement for the following items:

- a) Tory Mohnen personal and booth license will be suspended for a period of 30 days beginning December 28, 2020.
- b) The 30 days of suspension will be held in abeyance for a period of one year and the personal and booth license will not be actively suspended so long as the following conditions are observed:
  - a. Tory Mohnen will pay \$400 by December 28, 2020.
  - b. Comply with all laws and regulations of the Commission.

Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Stokes yea; Petersen yea.)

**Lapsed Case 17- 2020-** Annette Petersen made a motion to approve the Consent Agreement for the following items:

- a) Prestige Hair Design salon license will be suspended for a period of 15 days beginning December 28, 2020.
- b) The 15 days of suspension will be held in abeyance for a period of one year and the salon license will not be actively suspended so long as the following conditions are observed:
  - a. Prestige Hair Design will pay \$250 by December 28, 2020.
  - b. Comply with all laws and regulations of the Commission.

Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Stokes yea; Petersen yea.)

**Lapsed Case 18- 2020-** Tami Stokes made a motion to approve the Consent Agreement for the following items:

- a) Dow Rummel Village Salon salon license will be suspended for a period of 15 days beginning December 28, 2020.
- b) The 15 days of suspension will be held in abeyance for a period of one year and the salon license will not be actively suspended so long as the following conditions are observed:
  - a. Dow Rummel Village Salon will pay \$225 by December 28, 2020.
  - b. Comply with all laws and regulations of the Commission.

Annette Petersen seconded the motion. **MOTION PASSED.** (Graf yea; Stokes yea; Petersen yea.)

**Lapsed Case 19- 2020-** Renee Graf made a motion to approve the Consent Agreement for the following items:

- a) Ricci Simon's booth license will be suspended for a period of 15 days beginning December 28, 2020.
- b) The 15 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:
  - a. Ricci Simon will pay \$275 by December 28, 2020.
  - b. Comply with all laws and regulations of the Commission.

Tami Stokes seconded the motion. **MOTION PASSED.** (Graf yea; Stokes yea; Petersen yea.)

**Lapsed Case 20- 2020-** Annette Petersen made a motion to approve the Consent Agreement for the following items:

- a) Trish Javers' personal and booth license will be suspended for a period of 30 days beginning December 28, 2020.
- b) The 30 days of suspension will be held in abeyance for a period of one year and the personal and booth license will not be actively suspended so long as the following conditions are observed:
  - a. Trish Javers will pay \$490 by December 28, 2020.
  - b. Comply with all laws and regulations of the Commission.

Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Stokes yea; Petersen yea.)

**Lapsed Case 21- 2020-** Renee Graf made a motion to approve the Consent Agreement for the following items:

- a) Rachel Guenther's personal license will be suspended for a period of 10 days and her booth license will be suspended for 5 days beginning December 28, 2020.
- b) The 10 days of suspension for her personal license and the 5 days of suspension for the booth license will be held in abeyance for a period of one year and her personal and booth license will not be actively suspended so long as the following conditions are observed:
  - a. Rachel Guenther will pay \$165 by December 28, 2020.
  - b. Comply with all laws and regulations of the Commission.

Tami Stokes seconded the motion. **MOTION PASSED.** (Graf yea; Stokes yea; Petersen yea.)

**Lapsed Case 26- 2020-** Renee Graf made a motion to approve the Consent Agreement for the following items:

- a) The Upper Cut Salon's license will be suspended for a period of 14 days beginning December 28, 2020.
- b) The 14 days of suspension will be held in abeyance for a period of one year and the salon license will not be actively suspended so long as the following conditions are observed:
  - a. The Upper Cut Salon will pay \$250 by December 28, 2020.
  - b. Comply with all laws and regulations of the Commission.

Annette Petersen seconded the motion. **MOTION PASSED.** (Graf yea; Stokes yea; Petersen yea.)

**Lapsed Case 27- 2020-** Tami Stokes made a motion to approve the Consent Agreement for the following items:

- a) Sharp Shears salon license will be suspended for a period of 10 days beginning December 28, 2020.
- b) The 10 days of suspension will be held in abeyance for a period of one year and the salon license will not be actively suspended so long as the following conditions are observed:
  - a. Sharp Shears salon will pay \$125 by December 28, 2020.
  - b. Comply with all laws and regulations of the Commission.

Annette Petersen seconded the motion. **MOTION PASSED.** (Graf yea; Stokes yea; Petersen yea.)

**Lapsed Case 28- 2020-** Annette Petersen made a motion to approve the Consent Agreement for the following items:

- a) Danica Johnsen's booth license will be suspended for a period of 15 days beginning December 28, 2020.
- b) The 15 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:
  - a. Danica Johnsen will pay \$225 by December 28, 2020.
  - a. Comply with all laws and regulations of the Commission.

Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Stokes yea; Petersen yea.)

**Lapsed Case 29- 2020-** Tami Stokes made a motion to approve the Consent Agreement for the following items:

- a) Vanessen Hair Design's salon license will be suspended for a period of 14 days beginning December 28, 2020.
- b) The 14 days of suspension will be held in abeyance for a period of one year and the salon license will not be actively suspended so long as the following conditions are observed:

- a. Vanessen Hair Design will pay \$250 by December 28, 2020.
- b. Comply with all laws and regulations of the Commission.

Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Stokes yea; Petersen yea.)

The meeting was opened for public comment; no public comments were received.

Executive Director Boyd informed the Commission that a legislative bill has been drafted for introduction in the 2021 legislative session to combine the Cosmetology Commission, Board of Barber Examiners, and Massage Therapy Board into one board. The final bill won't be available until it has received approval from the Governor's office. There is also a possibility that legislation may be introduced to allow for esthetics apprenticeships and to increase the maximum number of apprentices allowed in a salon.

Tami Stokes made a motion to approve the Eyelash Extension Education Provider application of Ayla Archer, Sioux Falls. Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Petersen yea; Stokes yea.)

Annette Petersen made a motion to approve the Eyelash Extension Education Provider application of Chantelle Duncan, Sioux Falls. **MOTION PASSED.** (Graf yea; Petersen yea; Stokes yea.)

Tami Stokes made a motion to approve the apprentice application of Madison Metzger at Revive Day Spa in Aberdeen. Annette Petersen seconded the motion. **MOTION PASSED.** (Graf yea; Petersen yea; Stokes yea.)

Renee Graf reported on the interview and inspection of proposed apprentice salon at Adam & Eve Styling Salon in Aberdeen that she and Executive Director Kate Boyd conducted on November 13, 2020. She recommended that the Commission approve the apprentice salon application and the apprentice applications for Stacey Burgard and Elizabeth Murray. Tami Stokes made a motion to approve the apprentice salon application submitted by Adam & Eve Styling Salon. Annette Petersen seconded the motion. **MOTION PASSED.** (Graf yea; Petersen yea; Stokes yea.)

Tami Stokes made a motion to approve the apprentice application of Stacey Burgard. Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Petersen yea; Stokes yea.)

Annette Petersen made a motion to approve the apprentice application of Elizabeth Murray. Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Petersen yea; Stokes yea.)

Tami Stokes made a motion to add birthday parties to the list of Commission-approved special events to provide hair styling, makeup application and nail painting. Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Petersen yea; Stokes yea.)

Tami Stokes made a motion to approve the two requests from The Salon Professional Academy for approval of instructor continuing education on an on-going basis. The first training is offered through The Salon Professional Academy franchise for instructors at T-Spa schools. The second training is offered by Teresa Jahner, entitled "Imagine All You Can Be." Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Petersen yea; Stokes yea.)

The tentative meeting calendar and state board examination dates were briefly reviewed. It was agreed to use video conferencing instead of teleconference for the meetings. Anyone who cannot join via video conferencing can still join via phone.

Annette Petersen made a motion to adjourn. Renee Graf seconded the motion. **MOTION PASSED.** (Graf yea; Petersen yea; Stokes yea.)

The meeting was adjourned at 10:53 am.

Respectfully submitted,

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Kate Boyd, Executive Director

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Annette Petersen, Secretary-Treasurer

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

**December 11, 2020**

1. **Tri-Annual Audit** – Our tri-annual Agreed-Upon Procedures review of revenues has been completed. The draft report is enclosed; we are happy to inform you that the auditor reported (no findings).
  
2. **Candidate Information Bulletins** – Now that we are not administering a practical hands-on examination, I would like to propose that we discontinue mailing the Theory Candidate Information Bulletin (CIB) to State Board exam applicants. The Practical exam CIB contained South Dakota specific instructions and information about testing. Now that we no longer need to provide the state-specific information, we can save on postage by having candidates access the Candidate Information Bulletins in a different manner.
  - The schools all have copies of the CIB's
  - CIB's are available from the NIC website
  - We can post the CIB's to our website
  
3. **NIC Virtual Conference** – Tami Stokes and Kate Boyd participated in the NIC annual conference that was held virtually. Tami was elected as President of NIC for the upcoming year and Kate was elected to serve as one of two Executive Director voting members of the NIC Executive Board.
  
4. **Potential New School in Spearfish** – Victoria Sweet from Colorado is moving to Spearfish and called to discuss her tentative plans to open an esthetics school in Spearfish. She has been provided with a school application and laws/rules book for her information and review.