

MISSISSIPPI STATE BOARD OF COSMETOLOGY

BOARD MEETING June 25, 2018 9:00 AM

Robert E. Lee Building
239 North Lamar Street, Suite 301
Jackson, MS 39201

MINUTES

Board Members Present:
Dorothy Ennis, President
Darlene Smith, Secretary
Deborah Coker, Member
Hilda Bills, Member

Others Present:
Sharon Clark, Executive Director
Wm. Jeffrey Jernigan, Special Assistant Attorney General

The Board called the meeting to order at 9:00 AM.

Board President Ennis called for a roll call. Board Members Ennis, Smith, Coker and Bills were present.

There were members of the public present.

Board President Ennis requested a Legal Council Report.

Board President Ennis stated that we would consider Agenda Requests at this time.

The Board recognized Dipa Bhattarai who requested time to request permission to perform threading services without a Cosmetology or Esthetics license. Based on MS Statute §73.7.2, a person cannot perform threading services in MS without a Cosmetology for Esthetics license. A motion was made by Board Secretary Smith to deny. The motion was seconded by Board Member Bills. The Board voted unanimously 4-0 to pass the motion.

Board President Ennis requested the Executive Director's Report.

Executive Director Clark presented in the Board Members packet a copy of a summary of the Board's financial position for the end of May/June, 2018. Executive Director Clark stated the

Agency has \$751,916 in Appropriations for FY2018. Agency expenses for FY18 updated through June 20, 2018 are \$568,881.38. The Board is well within budget parameters and should remain under budget.

Our House Bill 1569 for FY2019 has been approved and our appropriation is \$744,617.00. This is a decrease of \$7,299. Included in our house bill are Performance Measures that the Legislature has now included in the appropriation that if not completed will reflect our appropriation for upcoming years. These measures have been included in our Strategic Plan as requested by the Legislative Budget Office and MS Department of Finance and Administration. I have included a copy of both the House Bill and the Strategic Plan in this packet. In the previous Board Meeting, there was concern regarding the Trustmark Bank Service Charges. Attached in each packet a breakdown of how fees are accrued. Also attached a copy of the May, 2018 Bank Statement.

MSI and DataLynks are working together to complete the testing on the website design that will incorporate credit card payment processing for renewals and new applications.

The total number of completed inspections for FY18 thru May 31, 2018 is 5,031. The breakdown for each inspector is listed below:

Renee Benson – (162) – Averaging 173 inspections per month for FY18
Torey Case – (142) – Averaging 132 inspections per month for FY18
Ruby Lowery – (167) – Averaging 151 inspections per month for FY18

The three (3) inspectors wrote 174 violations for the month of May for a total of \$17,150.

The Board was provided with a breakdown of the leave taken by staff during the month of May, 2018.

Board Members were provided a copy of the May/June expenses, House Bill 1569, Strategic Plan, Trustmark Bank Service Charge Breakdown, Reconciled Bank Statement for May 2018, and the UMB Card Statement. The MS State Personnel Board Compliance Report was unavailable due to year end shutdown.

Board President Ennis stated the Board would consider Continuing Education Requests.

CEU Request from MCA Summer School to be held on August 12-13, 2018 in Hattiesburg, MS was considered. A motion was made by Board Secretary Smith to approve for 16 CEU Hours. The motion was seconded by Board Member Bills. The Board voted unanimously to approve the motion. Board President Ennis and Board Member Coker will monitor.

CEU Request for SOTA Fall Seminary 2018 to be held on September 30 – October 1, 2018 in Pearl, MS was considered. A motion was made by Board Member Bills to approve for 14.5 CEU Hours. The motion was seconded by Board Secretary Smith. The Board voted unanimously to approve the motion. Board Member Bills and Board Member Coker will monitor.

Board President Ennis stated they would now review the Board Minutes for approval.

Board Secretary Smith made a motion to approve the minutes for May 21, 2018 and May 29, 2018 with no corrections. The motion was seconded by Board Member Coker. The Board voted unanimously 4-0 to pass the motion.

Board President Ennis advised the Board would now consider Other Board Business.

Creative Cosmetology has a request for relocation. Based on the mileage exceeding 15 miles from previous location. This will be treated like a new location. Board Member Coker made a motion to for the new location to be inspected. The motion was seconded by Board Member Bills. The Board voted unanimously to approve the motion. The Board has assigned Board Secretary Smith and School Coordinator Leigh Vestal to inspect for initial inspection on June 28, 2018.

Board President Ennis stated the Board would now receive the School Report Update. There were 12 work permits and 4 demo permits completed in May. There were 12 work permits and 1 demo permit completed in June. From May 1 – June 18, 2018 there were 239 students tested, of those tested 191 passed and 48 failed.

Board President Ennis stated they would now receive the Reciprocity Report. There were 34 Reciprocity Applications completed for May, 2018.

Board President Ennis asked for a motion for the need for Executive Session to discuss Complaints, Attorney/Board Communication, Personnel Issues and Consent Orders.

Board Secretary Smith made a motion to approve the need for Executive Session. The motion was seconded by Board Member Bills. The Board voted unanimously 4-0 to approve the motion.

Board Secretary Smith made the motion to enter Executive Session for the above stated reasons. The motion was seconded by Board Member Coker. The Board voted unanimously 4-0 to pass the motion.

The Board entered Executive Session at 10:30 AM.

A motion was made to approve Board Members and Executive Director to attending Premiere in Birmingham by Board Member Bills. The motion was seconded by Board Member Coker. The Board voted unanimously 4-0 to approve the motion. The travel expenses of Board President Ennis and Board Secretary Smith will be paid by Premiere.

Executive Director requested the promotion of Ruby Lowery from Beauty/Barber Inspector to Investigator I. A motion was made by Board Member Coker to approve the motion. The motion was seconded by Board Member Bills. The Board voted unanimously 4-0 to approve the motion.

Motion to terminate the License Registration Agent on probation effective June 29, 2018 made by Board Member Coker. The motion was seconded by Board Member Bills. The Board voted unanimously 4-0 to approve the motion.

The finding from the follow-up inspections completed on Territory V were submitted to the Board for review. The Board will discuss further after all Territories are completed.

Board Secretary Smith made the motion to reclass the License Registration Agent position to a Projects Officer I, Special position.

The Agreed Order (Cause No. 2018-0001) between MS State Board of Cosmetology and Licensee Number 506431 has been signed by Board President and Licensee. Per the Agreed Order the licensee will be suspended from performing Electric File Certifications for the period of one year beginning June 25, 2018. After the period of one year, Licensee may make application to the Board to be reinstated. A motion was made by Board Secretary Smith to approve. The motion was seconded by Board Member Coker. The Board voted unanimously 4-0 to approve the motion.

Board Secretary Smith made a motion to exit Executive Session. The motion was seconded by Board Member Bills. The Board voted unanimously 4-0 to exit Executive Session.

The Board discussed the current curriculum used for Electric File and asked Executive Director Clark to send an email to all schools to register for certification / re-certification of Electric File Instructors.

Executive Session ended at 12:00 PM..

Board Attorney Jernigan stated the actions taken during Executive Session.

Elections were held by the Board. The following Board Members were elected:

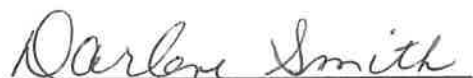
Dorothy Ennis – President
Darlene Smith – Vice-President
Hilda Bills – Secretary

Board Member Bills made a motion to adjourn. The motion was seconded by Board Member Coker. The Board voted unanimously 4-0 to pass the motion.


The Board adjourned at 2:38 PM.


Dorothy Ennis
Board President


11-19-18
Date


Darlene Smith
Board Secretary

11-19-18
Date


Deborah Coker
Board Member

11-19-18
Date


Hilda Bills
Board Member

11-19-18
Date