

MISSISSIPPI STATE BOARD OF COSMETOLOGY

BOARD MEETING
September 24, 2018 9:00 PM

Robert E. Lee Building
239 North Lamar Street, Suite 303
Jackson, MS 39201

MINUTES

Board Members Present:

Dorothy Ennis, President
Darlene Smith, Vice-President
Deborah Coker, Member
Hilda Bills, Secretary

Others Present:

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

The Board called the meeting to order at 9:01 AM. Board Secretary Bills called for a roll call. Board members Ennis, Smith, Coker and Bills were present.

Attorney Jernigan, Executive Director Clark and School Coordinator Vestal were also present.

There were members of the public present.

Board President Ennis stated the Board would now hear Agenda Requests.

Iva Steptoe of Cortex Layer, Inc. discussed concern regarding old violations that she stated she never received. She will be allowed to practice on expired salon license pending further review.

Angela Thornton requested waiving of late fees on personal license due to extenuating medical circumstances. After review, Ms. Thornton will have to pay the \$200 in late fees to renew her license.

Sam Singh (Brow Threading #17) has been rescheduled for October Board Meeting.

Melvin Calton requested clarification on Home School Programs and what documentation is required. The following items will be required: Certified Transcript, Notification of Verification of Completion and Certificates of Enrollment.

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

There were no Continuing Education Requests at this time.

Board President Ennis requested a Legal Council Report. Attorney Jernigan stated there is nothing to report at this time.

Board President Ennis stated the Board would now approve the Board Meeting minutes.

Board Secretary Bills made a motion to approve the June 25, 2018 minutes with changes. The motion was seconded by Board Member Coker. The Board voted 4-0 to unanimously pass the motion.

Board Vice-President Smith made a motion to approve the August 27, 2018 minutes. The motion was seconded by Board Member Coker. The Board voted 4-0 to unanimously pass the motion.

Board Member Coker made a motion to approve the August 30, 2018 minutes with changes. The motion was seconded by Board Secretary Bills. The Board voted 4-0 to unanimously pass the motion.

Board Vice-President Smith made a motion to approve the September 6, 2018 minutes. The motion was seconded by Board Member Coker. The Board voted 4-0 to unanimously pass the motion.

Board Vice-President Smith made a motion for a 10 minute break. The motion was seconded by Board Secretary Bills. The Board voted 4-0 to unanimously pass the motion.

Board President Ennis stated that the Board would now hear Old and New Business.

Executive Director Clark requested approval of the FY2019 Legal Services Agreement with the Attorney General's office. Board Member Coker made a motion to approve the agreement. The motion was seconded by Board Secretary Bills. The Board voted 4-0 to unanimously pass the motion.

Executive Director Clark requested approval of the DataLynks software maintenance contract payment for the period of 9/1/2018 – 9/1/2019. Board Member Coker made a motion to approve the payment. Board Vice-President Smith seconded the motion. The Board voted 4-0 to unanimously pass the motion.

Executive Director Clark requested approval to contract with Cornerstone Consulting to handle our account payables. Board Vice-President Smith made a motion that we request a quote from Cornerstone for the services. The motion was seconded by Board Secretary Bills. The Board voted 4-0 to unanimously pass the motion.

Executive Director Clark requested approval of the Pitney Bowes contract. Board Secretary Bills made a motion to approve the contract. The motion was seconded by Board Member Coker. The Board voted 4-0 to unanimously pass the motion.

Board President Ennis stated that the Board would now hear Other Board Member Business.

Executive Director Clark requested approval to find a location and company to teach the Electric File Certification Course. The new procedure will include MSBOC issuing all certificates and it will be added to license at renewal. Mississippi licensure is required for electric file certification. Field inspectors will be provided with list of completed proficient users. A motion was made by Board Vice-President Smith to approve Executive Director Clark finding a location and provider. The motion was seconded by Board Secretary Bills. The Board voted 4-0 to unanimously pass the motion.

Board Vice President Smith made a motion for recess for lunch at 11:50 AM. The motion was seconded by Board Member Coker. The Board voted 4-0 to unanimously pass the motion.

Board President Ennis stated the Board would now hear the Executive Director's report.

Executive Director Clark gave a summary of the Board's financial position for the end of August, 2018. The Board received \$744,617 in Appropriations for FY2018. Expenses for FY19 through August, 2018 are \$93,623.

The monthly August breakdown for each inspector is listed below:

Torey Case – (126)

Ruby Lowery – (131)

The two (3) inspectors wrote 63 violations for the month of August for a total of \$4,725.

The Board was provided with a copy of the August Expenses, Reconciled August 2018 Bank Statement, MS State Board Compliance Report, UMB Card Statement and Leave Balance Report.

Board President Ennis stated the Board would now hear Public Comments. There were no public comments made.

Board President Ennis advised the Board would now hear the School Report update. The Board was provided with an update that reflected 37 Work Permits and 23 Certifications completed for the timeframe of August, 2018. The Board was also presented with an Exam Performance Summary for Pearson Vue with Pass/Fail Ratio. The Board requested percentages be added to the Pass/Fail ratio and presented at October Board Meeting.

Board President Ennis stated that the Board would now review the Reciprocity update. The reciprocity update included approval for 11 Cosmetologist, 9 Manicurist and 5 Estheticians.

Executive Director Clark presented a reciprocity request for testing approval for Quynh Thi Ngoc Tran. Board Member Coker requested this request be tabled for translation of transcript. The motion was seconded by Board Secretary Bills. The Board voted 4-0 to unanimously pass the motion.

Executive Director Clark presented a reciprocity request for testing approval for Guifarro Maria Perez. Board Member Coker requested this request be tabled for

translation of transcript. The motion was seconded by Board Secretary Bills. The Board voted 4-0 to unanimously pass the motion. It is also noted that no work permit is to be issued.

Board Vice-President Smith made a motion that for Board elections that each position rotates up into the higher position. Board President Ennis called for a second. No second made. Motion failed.

Board President Ennis stated we would now complete the hearings.

Registration # 00-13156 has requested we move to October, 2018 meeting due to scheduling conflict.

Registration # 02-2535 was not present.

Board President Ennis stated we would now consider the need for Executive Session.

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

Board Vice-President Smith made a motion to enter executive session. The motion was seconded by Board Member Coker. The Board voted unanimously 4-0 to approve.

Board President Ennis stated that the need for executive session is personnel issues, complaints, special candidates and attorney/client communication.

Board President Ennis stated the Board would now assign formal complaints.

Complaint FC2018-014 was assigned Board Secretary Bills for investigation and Executive Director Clark to assist.

Complaint FC2018-015 was assigned to Board Member Coker for investigation and Executive Director Clark to assist.

Board President Ennis stated the Board would now consider Special Candidates.

Board Member Coker made a motion to approve the applicant from Copenhag
Lincoln Community college. The motion was seconded by Board Vice-President
Smith. The Board voted unanimously 4-0 to pass the motion.

Board Vice-President Smith made a motion to approve the applicant for Pearl
River Community College with the understanding that no transfer hours be
approved and student must complete 1500 hours. The motion was seconded by
Board Member Coker. The Board voted unanimously 4-0 to pass the motion.

Board Secretary Bills and Executive Director Clark gave their report of the
findings of FC2018-011 and made the recommendation for a hearing. Board Vice-
President Smith made a motion to approve the recommendation for a hearing.
Board Member Coker seconded the motion. The Board voted unanimously 4-0 to
pass the motion.

Board President Ennis gave her report of the findings of FC2018-012 and made the
recommendation that no further action be required. Board Vice-President Smith
made a motion that no further action be required. Board Secretary Bills seconded
the motion. The Board voted unanimously 4-0 to pass the motion.

Board Vice-President Smith gave her report of the findings of FC2018-013 and
made the recommendation that no further action be required. Board Secretary Bills
made a motion that no further action be required. Board Member Coker seconded
the motion. The Board voted unanimously 4-0 to pass the motion.

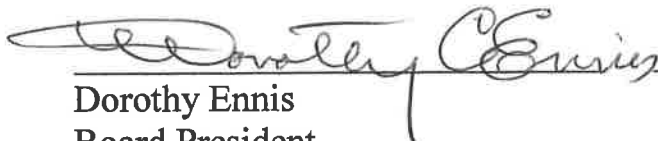
Board Member Coker made a motion that all Board Members and Executive
Director Clark attend Premiere Birmingham. The motion was seconded by Board
Vice-President Smith. The Board voted unanimously 4-0 to pass the motion.


Board Member Coker made a motion to exit executive session. The motion was
seconded by Board Vice-President Smith. The Board voted unanimously 4-0 to
exit executive session.


Board Attorney Jernigan stated the actions taken during executive session.


Board Member Coker made a motion to adjourn. The motion was seconded by
Board Vice-President Smith. The Board voted unanimously 4-0 to adjourn.

The meeting adjourned at 3:31 PM.

 11-19-18
Dorothy Ennis Date
Board President

 11-19-18
Darlene Smith Date
Board Vice-President

 11-19-18
Deborah Coker Date
Board Member

 11-19-18
Hilda Bills Date
Board Secretary