

MS State Board of Cosmetology

Minutes

Special Call Board Meeting

January 14, 2013

The "Special Call" Board meeting was called to order at 10:21 a.m. by President Dorothy Ennis at 239 N. Lamar Street, Robert E Lee Building, Second Floor, Conference Room B, Jackson, MS. The meeting was being held for the purpose of meeting with Pearson Vue to conduct an item writing session to develop the Fingerwave/Pin Curl skill for the cosmetology practical examination. Also to discuss with Pearson Vue and ITS the candidate registration process and the necessary technical format outlined in the service agreement. The following board members and office staff were present:

Dorothy Ennis, President  
Shelley Harsin, Secretary  
Leisa McElreath, Member  
Teresa Whitman, Member  
Waylon Garrett, New Member  
Cynthia Johnson, Executive Director  
Wade Hampton, School Coordinator

In addition, Shebba Toussaint, Program Manager, Tracy Caddy, Manager – Test Evaluation and Sean Woods, Content Developer of Pearson Vue were in attendance.

Motion made by Harsin to approve the agenda. Seconded by Whitman. Passed unanimously.

Caddy introduced drafted testing procedures for Fingerwave and Pin Curls as a combined task. The board determined that the task should be separate and the candidate would need to know how to complete each task separately. However, the candidates would only be tested on one skill which would be determined the day of testing.

Eight steps were established for the Fingerwave skill of the examination.

Eleven steps were established for the Pin Curl skill of the examination.

The board members evaluated each step to determine if a candidate with minimal competency would be able to successfully complete that step. Upon completion of the evaluation the board members submitted their scores to Woods who would provide the results after they are analyzed by Pearson Vue's Measurement team. Once the scores are analyzed, Pearson Vue's psychometrician will make the recommendation for the cut score, which refers to the number of steps a candidate will need to perform correctly in order to pass the skill. The board will await the recommendation to decide on approving the recommended cut score.

The board members were asked to sign a confidentiality agreement for the work session which was questioned by McElreath due to it being conducted in open session with members of the public in attendance. Woods indicated that the steps would be published in the Candidate Handbook and it did not warrant being a closed meeting. Upon the advice of legal counsel the confidentiality agreement must first be reviewed by counsel to determine the validity.

The work session was complete at 11:35 a.m.

Motion was made by Whitman for recess to await the arrival of John McManus of Information Technology System (ITS). Seconded by Harsin. Passed unanimously.

The meeting reconvened at 12:10 p.m. with the arrival of John McManus of ITS and Margarett Meeks, Legal Counsel.

McManus entertained any and all questions by the board with counsel representation regarding the candidate registration process and the necessary technical format outlined in the service agreement with Pearson Vue. McManus gave the history of the current system indicating that the last time he recalled speaking on this matter was with Nelda Lockett, Former Interim Executive Director in early 2012 at which time he told her that the current tracking system used by the agency, which was created 20 years ago, was not adequately equipped to satisfy the requirements set by Pearson Vue. In addition, McManus presented solutions but recommended to not invest any more money into the current outdated system.

Toussaint added that in late 2011 she had previously provided Barbara Reid, Former Executive Director and Buddy Sharp, a contract Desktop and Software Developer regarding the SFTP requirements. The board clarified that McManus should be the contact for such Technical support.

Meeks then asked McManus and Toussaint if there could be a solution established to satisfy the requirements in the interim. Toussaint indicated that an Eligibility File could be submitted to Pearson Vue in a text format with all required data.

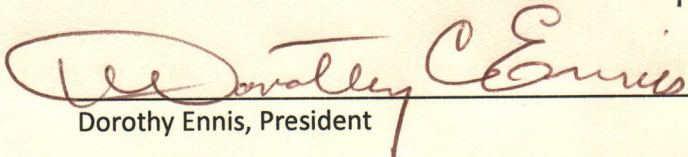
McManus stated that once the requirements are established then he would be able to assist in development. McManus added that ITS also has a Licensing and Reporting System (LARS) that other similar state agencies use for content management. However, the board must be financially prepared to take on such project.

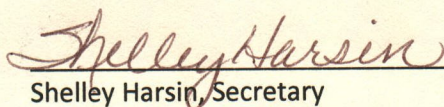
Motion was made by McElreath to develop and implement the required spreadsheet for the temporary processing of candidate eligibility files in a secure manner. Seconded by Whitman. Passed unanimously. Johnson will be the agency point of contact with Pearson Vue and ITS to establish the interim solution.

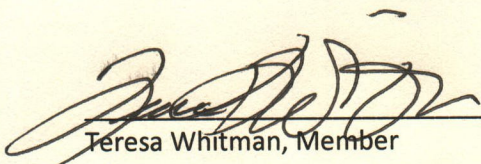
Adjournment


Motioned by Whitman for the meeting to be adjourned due to developing weather. Seconded by Harsin. The meeting was adjourned at 1:27 p.m.

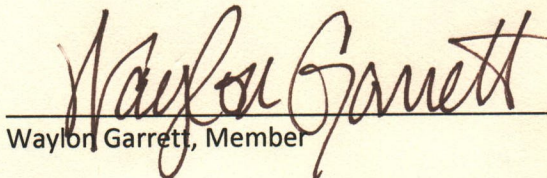
Approved this the 11<sup>th</sup> day of February, 2013.

  
Dorothy Ennis, President

  
Shelley Harsin, Secretary

  
Teresa Whitman, Member

  
Leisa McElreath, Member

  
Waylor Garrett, Member