

# **MISSISSIPPI STATE BOARD OF COSMETOLOGY**

## **BOARD MEETING July 30, 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 9:00 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 requested MSI and DataLynks update regarding the online license renewals. DataLynks explained the problems that had arisen and explained that the project should be completed by an estimated September 1, 2018. Charlie Pringle with MSI agreed that the estimated Go-Live date should be September 1, 2018.

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

Van and Vivi Tran of Vivi Nails voiced their concerns and questions regarding Rules and Regulations and the way inspections are completed. They also

expressed concerns regarding certain tools and nail brushes. The Board explained the process of the inspections and which tools are allowed.

Phong Duong of Star Nails spoke regarding a violation he received and requested an explanation to the violations received. The violation was explained by each line item. The Board explained that all violations must be paid in order for a license to be renewed.

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

MS Cosmetology Associations requested approval of 5 CEU Hours for Salonability Cut and Color to be held in Tupelo on September 9, 2018. Board Vice-President Smith made a motion to approve the request. The motion was seconded by Board Member Coker. The Board voted unanimously 4-0 to pass the motion. Board Vice-President Smith to monitor.

State Beauty Supply Southaven requested approval of 6 CEU Hours for Redken High Voltage Blondes to be held in Southaven on September 24, 2018. Board Vice-President Smith made a motion to approve the request. The motion was seconded by Board Secretary Bills. The Board voted unanimously 4-0 to pass the motion. Investigator Ruby Lowery to monitor.

Board Member Coker made a motion to approve Premiere Birmingham for a total of 7 CEU Hours (4 for the first day and 3 for the second day). The motion was seconded by Board Secretary Bills. The Board voted unanimously 4-0 to approve the motion. Board Member Coker and Board Secretary Bills to monitor.

Board President Ennis explained that the Board needed to cut down on travel expenses and therefore Executive Director Clark would not attend Premiere Birmingham.

Board President Ennis stated the Board would now consider the approval of the minutes from the July 6, 2018 Emergency Telephonic Board Meeting. Board Member Coker made a motion to approve the minutes with no changes. Board Secretary Bills seconded the motion. The Board voted unanimously 4-0 to pass the motion.

Board President Ennis stated that the Board would now review the Reciprocity update. After review, the Board requested that in the future the name of the

applicant and the state they are coming from be included on the monthly reciprocity update.

Board President Ennis requested a Legal Council Report. Attorney Jernigan stated that he is working on how the Board can post the closing sign due to sanitation rules.

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 June, 2018. The Board received \$751,916 in Appropriations for FY2018. Expenses for FY18 through June 30, 2018 are \$589,170. We completed the fiscal year under budget. Below is a breakdown of FY18 expenses:

\$345,514 Salaries  
 \$15,080 Per Diem  
 \$83,299 Travel  
 \$99,180 Contractual Services  
 \$34,774 Commodities  
 \$11,323 Equipment

The breakdown for travel expenses for FY2018 is in the table below:

Person	Total
Benson, Renee	11,464.78
Bills, Hilda	3,484.50
Braxton, Trina	13.38
Breazeale, Kimberlee	1,559.36
Carr, Helen	5,927.54
Case, Torey	15,346.00
Clark, Sharon	3,030.38
Coker, Deborah	6,477.39
Ennis, Dorothy	12,303.97
Grice, Peggy	8,046.04
Jernigan, William Jeffrey	1,025.12
Lowery, Ruby	10,066.36
Marsaw, Deborah	191.53
Martin, Dotta	542.44

Smith, Darlene	10,227.81
Vaughn, Donald	3,668.63
Vestal, Leigh	128.27
Wilson, Janet	1,703.19
Yates, Lacey	167.68

The total number of completed inspections for FY18 thru June 30, 2018 is 5364. The monthly June breakdown for each inspector is listed below:

Renee Benson – (153) – Averaging 171 inspections per month for FY18  
Torey Case – (66) – Averaging 126 inspections per month for FY18  
Ruby Lowery – (114) – Averaging 147 inspections per month for FY18

The three (3) inspectors wrote 264 violations for the month of June for a total of \$36,975.

The Board was provided with a copy of the May/June Expenses, Reconciled May, 2018 Bank Statement, MS State Board Compliance Report, UMB Card Statement, Lease Agreement for Office Space and PERS Increase in Employer Contribution Rate Memorandum.

Board President Ennis advised the Board would now hear the School Report update. The Board was provided with an update that reflected 13 Work Permits and 18 Certifications completed for the month of July, 2018. The Board was also presented with a Exam Performance Summary for Pearson Vue.

The Board was presented with three (3) special candidates.

The Board has requested a hearing with Chris' Beauty College regarding their two (2) candidates.

The candidate from Pearl River Community College was approved by Board Vice-President Smith. The motion was seconded by Board Secretary Bills. The Board voted unanimously 4-0 to approve.

Board President Ennis advised they would now discuss Board Business both old and new.

Traxler's School of Hair has submitted a new school application and is requesting to waive the initial inspection. Board Member Coker made a motion to waive the

initial inspection and proceed to final. The motion was seconded by Board Secretary Bills. The Board voted unanimously 4-0 to approve. Board Member Coker, Board Secretary Bills and School Coordinator Vestal to inspect.

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

The Board entered executive session at 2:39 PM.

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

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

Complaint FC2018-009 review found that there was no action necessary.

Complaint FC2018-110 was assigned to Board President Ennis.

Complaint FC2018-011 review found that there was no action necessary.

Complaint FC2018-007 was inspected by Board Vice-President Smith. Her recommendation was that an inspector follow up for inspection. Her complaint inspection found that he was performing esthetic services without a license.

Complaint FC2018-008 was inspected by Board Vice-President Smith. After the initial interview, Board Vice-President Smith requested photos and any medical records. Photos nor medical records were received. Closing complaint with no further action required.

Board Vice-President made the motion that all formal complaints be investigated by two people, Board Member and Staff Member. The motion was seconded by Board Secretary Bills. The Board voted unanimously 4-0 to pass the motion.

The Board has requested that inspectors attend all board meetings.

Executive Director Clark requested approval to post the Beauty/Barber Inspector position pending the resignation of Renee Benson. Board Member Coker made a motion to approve the requisition for the Beauty/Barber Inspector position. Board

Vice-President Smith seconded the motion. The Board voted unanimously 4-0 to pass the motion.

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

Board Attorney Jernigan stated the actions taken during executive session.

The meeting adjourned at 3:14 PM.

 8-27-18  
Dorothy Ennis Date  
Board President

 8-27-18  
Darlene Smith Date  
Board Vice-President

 8-27-18  
Deborah Coker Date  
Board Member

 8-27-18  
Hilda Bills Date  
Board Secretary