

# MISSISSIPPI STATE BOARD OF COSMETOLOGY

## TELEPHONIC BOARD MEETING

May 1, 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  
Leigh Vestal, School Coordinator

The Board called the meeting to order at 9:02 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. Attorney Jernigan stated that he would be working in future with the Board to compile a letter of review of the rules and regulations to send to the Occupational Licensing Board.

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 March, 2018. Executive Director Clark stated the Agency has \$751,916 in Appropriations for FY2018. Agency expenses for FY18 updated through April 25, 2018 are \$502,377.19. The Board is well within budget parameters and should remain under budget.

Executive Director Clark stated that the Board continues to remain current on licenses. If there is anyone who has not received their license by now, it would be due to additional issues

involved and they need to contact the Board office by phone or by email at [whereismylicense@msbc.state.ms.us](mailto:whereismylicense@msbc.state.ms.us).

The total number of completed inspections for FY18 thru March 30, 2018 is 4,137. The breakdown for each inspector is listed below:

Renee Benson – March (228) – Averaging 182 inspections per month for FY18  
Torey Case – March (186) – Averaging 131 inspections per month for FY18  
Ruby Lowery – March (146) – Averaging 149 inspections per month for FY18

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

Board Members were provided a copy of the reconciled March bank statement, a copy of all travel expenses for March, fiscal year to date expenses and the MS State Personnel Board Compliance Report.

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

CEU Request from NACCAS Accreditation Workshop to be held on June 23-25, 2018 in Arlington, VA. A motion was made by Board Secretary Smith to approve. The motion was seconded by Board Member Bills. The Board voted unanimously 4-0 to approve the motion with the stipulation that attendees are to provide certificate of attendance for receive credit. CEU's approved for a total of 7.5 hours each day not to exceed 15 hours.

CEU Request from Conair Corporation for The Art of Barberology to be held on May 7, 2018 requesting 10 CEU hours. The request was received on April 24, 2018. This was not requested 60 prior to the event for adequate time to review. A motion was made by Board Secretary Smith to deny. The motion was seconded by Board Member Coker. The Board voted unanimously 4-0 to approve.

CEU Request from MIBA for 78<sup>th</sup> Annual Convention and Trade Show to be held on July 22, 2018 requesting approval of 6 CEU hours. A motion was made by Board Member Bills to approve the motion pending agenda correction. The motion was seconded by Board Secretary Smith. The Board voted unanimously 4-0 to deny.

Board Secretary Smith made a motion was all CEU requests are reviewed by the Executive Director prior to submission to the Board. The motion was seconded by Board Member Coker. The Board voted unanimously 4-0 to pass the motion.

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

Board President Ennis recognized Rena Williams of Creative Cosmetology. Rena Williams explained the conditions of the previous school and the reason for the emergency location change. She requests Board approval of the 1,860 square footage in lieu of the 2,500

requirement. Board Secretary Smith made a motion to deny the request. The motion was seconded by Board Member Coker. The Board voted unanimously 4-0 to deny.

Board President Ennis recognized Lauren Howard. Lauren Howard is requesting approval of the continuing education and hours she received from Florida and requesting approval to waive the testing requirement. Board Secretary Smith made a motion to table the request. The motion was seconded by Board Member Coker. The Board voted unanimously 4-0 to table the motion.

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

Executive Director Clark requested clarification on the approval of job shadowing. A motion was made by Board Secretary Smith to deny. The motion was seconded by Board Member Coker. The Board voted unanimously 4-0 to deny the approval of job shadowing.

Executive Director Clark requested approval to create an additional form to be completed at inspections that would be used for sanitary reasons only showing both a pass and/or fail. This form would be required to be posted. A motion was made by Board Member Coker that Executive Director Clark create the form. The motion was seconded by Board Secretary Smith. The Board voted unanimously 4-0 to pass the motion.

Board Member Coker made a motion to approval the Board Members to attend the 2018 Cosmetology Educators of America Convention on July 14-17, 2018 in Las Vegas, NV. The motion was seconded by Board Secretary Smith. The Board voted unanimously 4-0 to approve the motion.

Executive Director Clark requested approval to attend the Executive Director's Meeting of the National-Interstate Council of State Board of Cosmetology. A motion to deny was made by Board Secretary Smith. The motion was seconded by Board Member Coker. The Board voted unanimously 4-0 to deny.

Board President Ennis stated the Board would now consider the approval of the February 26, 2018 Board Minutes. Board Secretary Smith made a motion to approve the February 26, 2018 minutes with no changes. The motion was seconded by Board Member Bills. The Board voted unanimously 4-0 to approve the minutes.

Board President Ennis stated that because of a conflict and because expenses would not be covered for CEU event in Dallas, she would not be attending. A motion was made by Board Member Coker that the CEU would only be approved if a certificate of attendance is submitted. Board Secretary Smith seconded the motion. The Board voted unanimously 4-0 to pass the motion.

There were no remaining members of the public present for Public Comments.

Board President Ennis stated the Board would now receive the School Report Update. There were 31 work permits processed and 16 certifications processed in March, 2018. There were 16

work permits processed, 10 certifications and 5 demo permits processed. A total of 48 student licenses were mailed in March and 34 mailed in April, 2018.

Board President Ennis stated they would now receive the Reciprocity Report. There were 36 Reciprocity Application completed for April, 2018.

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

Board Member Bills made a motion to approve the minutes pending corrections for March 26, 2018. The motion was seconded by Board Member Coker. The Board voted unanimously 4-0 to pass the motion.

Board Member Bills made a motion to approve the minutes of April 4, 2018. The motion was seconded by Board Member Coker. The Board voted unanimously 4-0 to pass the motion.

Board President Ennis stated the Board would now consider a motion to close the meeting to determine a need for Executive Session.

A motion was made by Board Member Coker to close the session to determine the need for Executive Session. The motion was seconded by Board Member Bills. The Board voted unanimously 4-0 to pass the motion.

President Ennis discussed the following reasons to go into Executive Session: Special School Candidates, Complaints, Personnel Issues and Attorney/Client Communication

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

The Board entered Executive Session at 10:55 AM.

Board President Ennis stated the Board would now consider three Special Candidates for review and approval.

A motion was made by Board Member Coker to approve the request from Chris' Beauty College for student with SSN ending 2234 pending completion of hours. The motion was seconded by Board Member Bills. The Board voted unanimously 4-0 to pass the motion.

A motion was made by Board Secretary Smith to approve the request from Corinth Academy of Cosmetology for student with SSN ending 8087. The motion was seconded by Board Member Coker. The Board voted unanimously 4-0 to pass the motion.

Board Secretary Smith made a motion to deny an application for Reciprocity Licensure for approval to test for lack of transcript stating hours showing completion for approval to test for Manicuring. The motion was seconded by Board Member Coker. The Board voted unanimously 4-0 to deny.

The investigation on Formal Complaint # FC2018-006 (Hinds County) which was assigned to Board Member Coker has been completed. A motion for a request for hearing was made by Board Secretary Smith. The motion was seconded by Board Member Bills. The Board voted unanimously 4-0 to pass the motion.

The Board requested information regarding the Accountant/Auditor II position and whether the position had been posted. Executive Director Clark advised that the position has been posted and we are now awaiting the requisition list from MS State Personnel Board.

A motion was made by Board Secretary Smith to exit Executive Session. The motion was seconded by Board Member Coker. The Board voted unanimously 4-0 to pass the motion.

Board Attorney Jernigan stated the actions taken during Executive Session.

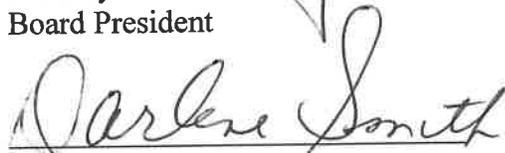
A motion was made by Board Secretary Smith to adjourn. The motion was seconded by Board Member Coker. The Board voted unanimously 4-0 to pass the motion.

The Board adjourned at 11:10 AM.

 5-21-18

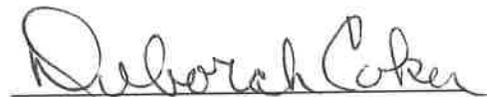
Dorothy Ennis  
Board President

Date



Darlene Smith  
Board Secretary

Date



Deborah Coker  
Board Member

Date



Hilda Bills  
Board Member

Date