

MISSISSIPPI STATE BOARD OF COSMETOLOGY

Regular Scheduled Monthly Meeting

9:00 AM
Monday, June 26, 2017

Members:

Dorothy Ennis, President
Darlene Smith, Secretary
Donald Vaughn
(2 vacant positions)

Others and Public Present:

Wm. Jeffrey Jernigan, Special Assistant. Attorney General
Melvin Calton

9:10 AM the Board meeting was called to order. Ms. Smith recognized a quorum was present with the three members of the Board.

Attorney Jernigan updated the Board on the status of Rule changes. He also discussed the Trip Optimizer System that was passed during the last session of the Legislature.

The Board reviewed the draft minutes of the June 12, 2017 meeting. The Board recommended multiple changes to the draft minutes. Smith moved to table the approval to the next Board meeting. It was seconded by Vaughn, and the vote was unanimous 3-0.

At 9:50 AM Vaughn moved to close the session to determine the need for executive session. The Board discussed the needs being attorney client communication, to conduct interviews for the Executive Director position, and meet with staff. Vaughn moved to exit closed session and it was seconded by Smith. The vote was 3-0 in favor of exiting closed session.

Vaughn motioned to enter executive session for attorney client communication, to conduct interviews for the Executive Director position, discuss the executive director position, and meet with staff. Smith seconded the motion and the vote was unanimous in favor of entering executive session.

The Board reconvened in executive session on the second floor to conduct interviews with five (5) candidates for the position of Executive Director. The Board's first interview with K.A. ended at approximately 10:40 AM. The second interview with M.C. ended at approximately 11:15 AM. The third interview with P.R. ended at approximately 11:30 AM. The Board's fourth interview ended at approximately 11:55 AM. The Board's final interview ended at approximately 12:25 AM.

Upon a motion by Vaughn and second by Smith, the Board voted unanimously to recess until 1:15 PM back in the Board's conference room.

The Board reconvened at approximately 1:25 PM and resumed the meeting. Smith moved to exit executive session, and it was seconded by Vaughn. The Board voted 3-0 to exit executive session.

Smith moved to suspend the license on A. Thomas based upon the request of Dept. of Human Services for non-payment of child support. Vaughn seconded the motion and it passed unanimously 3-0.

The Board reviewed C. Daniels request for a duplicate instructor license. Finding the need for the duplicate, Vaughn moved to approve of the request. Smith seconded the motion and the Board voted unanimously 3-0 to approve the request.

The Board reviewed the request of L. Palmer to be granted continuing education hours at a color show. The documents were not submitted on a proper continuing education request and were submitted on a request to be on the agenda for any matter. Vaughn moved to not allow the continuing education hours and it was seconded by Smith. The Board voted 3-0 to deny L. Palmer credit for the continuing education hours.

The Board discussed the need for a bond for the executive director and other staff. The Board found that a bond for the executive director and staff was needed. Ennis moved that the Board to seek a bond of \$50,000.00 for the executive director, or in the alternative, for the entire office. The Executive Director, when hired, was to seek out costs and report back to the Board on what are the options. Vaughn seconded the motion. The Board voted

The Board then discussed returned (bounced) checks that individuals had written to the Board. The Board discussed with the checks with the employees and Data Lynks on how they should be addressed. Data Lynks stated that he would work with the individuals to make sure a hold is put on these applicants.

The Board discussed resignation of Glenda Honeycutt (6/21/17) and the appointment of Donald Vaughn as a Board Member.

Next the Board discussed an applicant for testing who failed one section with the previous testing company; however, they were told they would have to retake the entire exam with the new company. The Board reviewed and discussed the policy of the testing company. The Board instructed Attorney Jernigan to contact the individual and inform them of the policies.

The Board invited Data Lynks to discuss the Board operations. Data Lynks reported about 3,700 entries have been made from the backlog of data entry. Printing of licenses is to start the week of June 26, 2017. The Board discussed the issues with the inspectors and office staff with the issuing of a license number only when they are approved. Smith moved to freeze Cost Tracker and stop all entries into that system after June 30, 2017. The motion also called for the inspectors to be notified immediately. Vaughn seconded the motion and it passed 3-0.

Smith moved that the inspectors are to be the ones who go into the computer system to open a salon (and assign license number). The inspectors are to be the ones that approve of "verbal openings." The motion was seconded by Vaughn. The Board voted 3-0 to approve the motion.

The Board requested a quote on installing online renewals from Data Lynks to be presented ASAP to the Board. The Board asked Data Lynks to add language to the form licenses.

The Board discussed with Data Lynks current staff assignments and work being produced and future needs. Ennis moved to hire an additional temp staff employee to print licenses. Vaughn seconded the motion and it carried 3-0.

At 3:00 PM Smith moved for a short recess. Vaughn seconded and the Board recessed for ten minutes after a 3-0 vote.

At 3:10 PM the Board resumed its meeting.

Vaughn moved to go into executive session for the purpose of discussing the executive director position and attorney client communications. The motion was seconded by Smith. The Board entered executive session at 3:12 PM.

During executive session, Smith moved to hire Sharon Clark as Executive Director at \$52,500.00 to start July 10, 2017. The motion was seconded by Vaughn and the Board voted 3-0 in favor of hiring Ms. Clark.

The Board discussed other matters of concern with its counsel.

The Board exited executive session at 3:30 PM upon the motion of Smith, second by Vaughn. The vote was 3-0 to exit executive session.

The Board reported out the actions taken.

The Board discussed DFA approval issues needed. The Board reaffirmed that it had authorized for actions to be taken by Ennis if required.

Melvin Calton was present and made a request that he and Andrea C. Butler be given credit for continuing education that they obtained at a national seminar. After reviewing the details, Vaughn moved that Calton and Butler be granted the continuing education hours. Smith seconded the motion and it carried 3-0.

Vaughn motioned, seconded by Ennis, that Smith conduct interviews for reciprocity on June 27, 2017. The motion carried 2-0 with Smith abstaining (voting with the majority, thus 3-0).

The Board discussed with staff regarding policies of data entry and road blocks in the office that prevent efficiency.

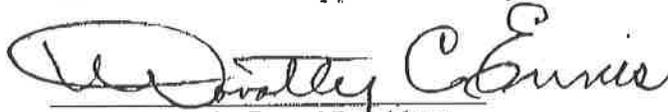
The Board request that Attorney Jernigan retrieve office property from past Board members.

The Board instructed Attorney Jernigan to contact MS Interactive about training Vestal and the new Executive Director how to edit the website.

The Board noted the absence of Admin Asst. II from the meeting to take minutes. Additionally there was no report prepared from the school department.

Vaughn moved to adjourn the meeting at 5:30 PM. The motion was seconded by Smith and it carried 3-0.

These minutes were approved on July 10, 2017.


Dorothy Ennis, Board President