

MISSISSIPPI STATE BOARD OF COSMETOLOGY

BOARD MEETING October 30, 2017 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, Secretary
Donald Vaughn, Member
Deborah Coker, 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 9:04 AM. Board President Ennis called for a roll call. Board members Vaughn, Smith and Coker were present on the call. Board Member Bills was monitoring a continuing education event.

There were members of the public present.

Board President Ennis stated the Board would now considered agenda requests. Rouser Buchanan was given the opportunity speak and requested approval by the Board that she act on the behalf of the Board and monitor continuing education events at no cost to the Agency. She would just be allowed to attend at no charge and receive the continuing education units. Board President Ennis explained that our rules state that you must be an agent of the Board to monitor. Board Secretary Smith made a motion of denial. Board Member Coker seconded the motion. The Board voted unanimously 4-0 to pass the motion.

Board President Ennis stated the Board would now consider approval of the minutes from the September 18, 2017 Board Meeting, September 22, 2017 Emergency Telephonic Board Meeting and October 9, 2017 Emergency Telephonic Board Meeting. A motion was made by Board Secretary Smith to approve the minutes with no changes. The motion was seconded by Board Member Vaughn. The Board voted unanimously 4-0 to pass the motion.

Board President Ennis stated we would now consider complaints. The Board received complaint # FC2017-008 on September 29, 2017. After verification of license, the Board found the

complainant does not have a cosmetology license and will need to contact the Barber Board. Board Member Coker made a motion to dismiss the complaint. Motion was seconded by Board Member Vaughn. The Board voted unanimously 4-0 to pass the motion.

Board President Ennis requested a Legal Council Report from Board Attorney Jeff Jernigan. Board Attorney Jernigan stated that he had no report at this time. Board Attorney Jernigan stated that we are waiting on Secretary of State regarding rules changes.

Executive Director Clark gave her executive director report.

Enclosed in the Board Member packet was a copy of a summary of the Board's financial position for the end of September, 2017. We have \$751,916 in Appropriations for FY2018. Our expenses through September 30, 2017 are \$138,814.48. There are additional expenses from September that are not complete due to purchase orders not closed out or invoices that were processed but not paid. These will be reflected on the October expense report. We are well within budget parameters and should remain under budget. At the Executive Director's estimate, rounding up for the quarter to \$150,000, if expenses remain the same for the remainder of the year, the Agency should have \$150,000 remaining of the budget for other expenses at year end.

The Agency continues to remain current on licenses. If there is anyone who has not received their license one month after submitting, they need to contact the office for follow-up.

The website specifications have been signed and MSI is working on updating the website to have a go-live date prior to December 31, 2017. This will include the online renewal licenses and new applications. The cost of the website redesign will be \$5,000. This is a significant discount from MSI because they are handling the credit card processing for the Agency and will be able to recoup a small fee from that. Probably around \$1.20 per license paid with a credit card.

During the month of September the 3 inspectors completed 232 inspections. This breakdowns to:

Peggy Grice - 50
Helen Carr - 46
Torey Case - 136

The Agency welcomes Ruby Lowery as our new inspector. She is doing an outstanding job. She is completing 8-10 inspections a day.

Janie Walters of Champion Communications in Madison provided our staff with training on September 25, 2017. It was well received by everyone.

The front office construction is complete and the sign has been hung.

The Agency completed the State Fair display and it was an overall success. Executive Director Clark recommended that we attend next year and have plastics bags printed with our agency logo and phone number. Executive Director recognized Melvin Calton and thank him for allowing

the Agency to use his swivel chair, cape, mirror and easel. Executive Director Clark also recognized Reba Roy for her personal contribution of a pair of white sapphire earrings and the Halloween witch lights that were given away as door prizes. Also, we had a hair dryer donated from Armstrong McCall and a flat iron donated from Sally's that were used as door prizes. Executive Director Clark thanked everyone who worked the booth and for supporting this agency.

A motion was made by Board Member Coker for a ten minute break at 10:40 AM. The motion was seconded by Board Member Vaughn. The Board voted unanimously 4-0 to pass the motion.

The Board return from the break at 10:50 AM.

Board President Ennis stated we would now consider old and new Board business.

In regards to the Continuing Education Units from the MS Cosmetology Association Meeting in Natchez, MS, the Board discussed the change in Agenda without prior notice to the Board. The Board requested that the CEU Form Request be changed to include the terminology, "Failure to notify Board with Agenda changes, will result in no hours being granted."

The Board discussed the Data Lynk's Maintenance Contract. A motion was made by Board Member Vaughn to approve the payment of the maintenance contract. The motion was seconded by Board Member Coker. The Board voted unanimously 4-0 to pass the motion.

The Board discussed the request regarding Mi-Best Students. The Board noted that MS does not accept apprenticeship programs.

The Board discussed the Cosmetology Instructor Training Clarification and noted that effective July 1, 2017, the statute changed to the 1000 hour requirement.

The Board discussed the Creative Cosmetology Temporary Building Approval. Executive Director Clark explained she had provided all the information to them that included the list of what documents we will need to approve the temporary location.

Board President Ennis asked if there were other Board Member business.

It was discussed that Microblading is not authorized in the scope of practice for cosmetologists and estheticians. No Board action taken at this time.

It was discussed that Dermaplanning is authorized with a guarded blade.

Board President Ennis asked if there were public comments or questions. There were no comments from the public.

Board President Ennis asked if Leigh Vestal could give a school coordination report at that time. Leigh Vestal stated that the school report for the months of June-August, 2017, 300 letters to

students to take their state boards have been mailed out. Fifty-three (53) students failed their written part of the exam. Five (5) students failed on the first and second attempt.

School Coordinator Leigh Vestal had one special candidate for special consideration. Board Member Vaughn made the motion to approve her. Board Secretary Smith seconded the motion. The Board voted unanimously 4-0 to pass the motion.

Board President Ennis requested a Reciprocity update. Executive Director Clark stated that 41 Reciprocity interviews had been completed during September, 2017. Of these interviews 36 passed with 5 no shows. These included Cosmetologist – 22, Master – 1, Manicurist – 10, Esthetician – 3, Instructor – 0.

A motion was made by Board President Ennis for the need to go into Executive Session for discuss Attorney/Client discussions, complaints and personnel issues. The motion was seconded by Board Member Vaughn. The Board voted unanimously 4-0 to pass the motion.

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

The Board entered Executive Session at 1:05 PM.

New Complaint - FC2017-006 – Received 9/7/2017 – Board Member Coker and Executive Director Clark found no violations and recommended no action by the Board. Board Member Vaughn made the motion that no action be taken at this time. Board Secretary Smith seconded the motion. The Board voted unanimously 4-0 to pass the motion.

Executive Director Clark requested approval by the Board of the selected Beauty/Barber Inspector. Board Member Vaughn made the motion to approve the selection of Renee Benson for Territory IV. The motion was seconded by Board Secretary Smith. The Board voted unanimously 4-0 to pass the motion.

Executive Director Clark requested approval to change the Administrative Assistance I position to a Beauty/Barber Inspector position. Board Member Vaughn made the motion to change the position. Board Member Coker seconded the motion. The Board voted unanimously 4-0 to pass the motion.

Attorney Jernigan explained that we would now meet to discuss the grievance by Investigator Carr in opposition of the Group Two Offense of Insubordination. Hilda Bills telephoned in to hear the grievance. Executive Director Clark was questioned regarding the circumstances of the insubordination. The Board then questioned Investigator Carr regarding the circumstances. A motion was made by Board Secretary Smith to find that Executive Director Clark did have grounds for the Group Two Offense of Insubordination. Board Member Coker seconded the motion. The Board voted unanimously 5-0 to pass the motion.

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


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

The Board adjourned at 2:55 PM.

 12-11-17
Dorothy Ennis Date
Board President

 12-11-17
Darlene Smith Date
Board Secretary

 12-11-17
Donald Vaughn Date
Board Member

 12-11-17
Deborah Coker Date
Board Member

 12-11-17
Hilda Bills Date
Board Member