

# MISSISSIPPI STATE BOARD OF COSMETOLOGY

## BOARD MEETING December 10, 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 9:33 AM. Board President Ennis called for a roll call. Board members Ennis, Smith, Bills and Coker were present.

Executive Director Clark and Attorney Jernigan were also present.

There were members of the public present.

Board President Ennis advised the Board would now hear the School Report update. The Board was provided an update that reflected 153 Written and Practical Tests, 21 Work Permits, 18 Certifications and 47 Exam Approval Letters completed for the timeframe of November, 2018.

Board President Ennis stated that the Board would now review the Reciprocity update. The reciprocity update included approval for 12 Cosmetologist, 1 Manicurist and 1 Esthetician for the month of November, 2018.

Executive Director Clark requested clarification on reciprocity coming from Texas and California due to reports of falsified documents. Board Member Coker made a motion that the Board review all reciprocity from Texas and California with applicants making requests to appear before the Board. The motion was seconded by Board Vice-President Smith. The Board voted unanimously 4-0 to pass the motion.

Executive Director Clark stated that we currently have two (2) special candidates from Texas. Board Vice-President Smith made a motion that both candidates appear at the January, 2019 Board Meeting for review. The motion was seconded by Board Secretary Bills. The Board voted unanimously 4-0 to pass the motion.

Board President Ennis stated the Board would now consider the approval of minutes from November 19, 2018 and November 30, 2018 Board Meetings. Board Vice-President Smith made a motion to approve both minutes with noted changes. 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 Old and New Board Business.

Executive Director Clark requested approval for President Ennis and Vice-President Smith to attend the 6<sup>th</sup> Annual Industry Day at the Capitol in Nashville, TN in February 11, 2019. Board Member Coker made a motion to cancel the South Carolina trip approved for Ennis and Smith and approve this replacement. The motion was seconded by Board Secretary Bills. The Board voted unanimously 4-0 to pass the motion.

Board President Ennis stated the Board would now hear any public comments.

Board President Ennis stated the Board would now hear the Legal Council Report. Attorney Jernigan reported that there were no updates at this time.

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 November, 2018. The Board received \$744,617 in Appropriations for FY2018. Expenses for FY19 through November, 2018 are \$188,028.74.

The total number of completed inspections for FY19 thru November, 2018 is 1591.

The monthly November breakdown for each inspector is listed below:

Torey Case – (108)  
Ruby Lowery – (86)  
Latoya Morgan – (54)  
Micah Williams – (84)

The four (4) inspectors wrote 157 violations for the month of November for a total of \$13,475.

The Board was provided with a copy of the November Expenses, Reconciled November 2018 Bank Statement, MS State Board Compliance Report, UMB Card Statement and Leave Balance Report.

Board President Ennis stated the Board would now consider the need for Executive Session regarding personnel issues and complaints.

Board Secretary Bills made a motion for the need for Executive Session. The motion was seconded by Board Member Coker. The Board voted unanimously 4-0 to approve the motion.

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 motion.

The Board entered Executive Session at 10:45 AM.

Executive Director Clark stated two complaints have been received for Hinds County. Formal Complaints (FC2018-017 and FC2018-018) have been assigned to Board Member Coker with School Coordinator Lena Seals and Investigator Ruby Coleman to assist.

Executive Director Clark requested an increase in salary above the start salary for the candidate selected for the Accountant/Auditor II position from \$28,359.91 to \$30,000. Board Member Coker made a motion to approve the increase. The motion was seconded by Board Secretary Bills. The Board voted unanimously 4-0 to approve the motion.

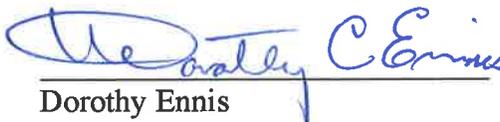
Board Secretary Bills made a motion to exit executive session. The motion was seconded by Board Member Coker. The Board voted unanimously 4-0 to exit executive session.

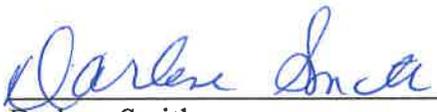
Attorney Jernigan stated the actions taken during executive session.

Board President Ennis requested Executive Director Clark compile information regarding possible Errors & Omissions policies for the Board Members.

Board Secretary Bills made a motion to adjourn. The motion was seconded by Board Member Coker. The Board voted unanimously 4-0 to adjourn.

The meeting adjourned at 11:25 AM.

 2-25-19  
Dorothy Ennis  
Board President Date

 2-25-19  
Darlene Smith  
Board Vice-President Date

 2-25-19  
Deborah Coker  
Board Member Date

 2-25-19  
Hilda Bills  
Board Secretary Date