

MISSISSIPPI STATE BOARD OF COSMETOLOGY

**BOARD MEETING
November 19, 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 President Ennis called for a roll call. Board members Ennis, Smith and Coker were present. Board Secretary Bills will be a late.

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 209 Written and Practical Tests, 9 Work Permits and 12 Certifications completed for the timeframe of October, 2018.

Board President Ennis stated that the Board would now review the Reciprocity update. The reciprocity update included approval for 21 Cosmetologist, 21 Manicurist and 5 Estheticians.

Executive Director Clark requested clarification on reciprocity coming from Texas due to the reports of falsified documents. Board Vice-President Smith made a

motion to table until the December 10, 2018 Board Meeting. The motion was seconded by Board Member Coker. The Board voted unanimously 3-0 to pass the motion.

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

Board President Ennis stated the Board would consider the approval of minutes from October 29, 2018. Board Member Coker made the motion to approve with the changes requested. The motion was seconded by Board Vice-President Smith. The Board voted unanimously 3-0 to pass the motion.

Board President Ennis stated the Board would now consider Agenda Requests. Sam Singh (Brow Threading) did not appear after making another Agenda Requests.

Board President Ennis stated the Board would now consider Old and New Board Business.

Board President Ennis stated that the final inspection was completed on Academy of Hair Design in Hattiesburg, MS by Executive Director Clark and herself. She stated that everything was in order. Board Member Coker made a motion to approve the final inspection of Academy of Hair Design in Hattiesburg. The motion was seconded by Board Vice-President Smith. The Board voted unanimously 3-0 to pass the motion.

Executive Director Clark requested the initial inspection of Unique Transitions Training Center in Waveland, MS. The initial inspection will be completed by Board President Ennis and Investigator Torey Case. Board Vice-President Smith made a motion to approve the initial inspection visit. Board Member Coker seconded the motion. The Board voted unanimously 3-0 to pass the motion.

Board President Ennis stated the Board would now consider Other Board Member Business.

Executive Director Clark submitted information on the CLEAR – Winter Symposium in Charleston, South Carolina on January 9, 2019. The Symposium will be entitled, “Under the Magnifying Glass: Managing Public Perception In and Of Regulation”. Board Member Coker made a motion that Board President Ennis and Board Vice-President Smith attend. The motion was seconded by Board Vice-President Smith. The Board voted unanimously 3-0 to pass the motion.

Board President Ennis stated the Board would now hear the Legal Council Report. Board Attorney Jernigan gave an update to any employee litigation.

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 October, 2018. The Board received \$744,617 in Appropriations for FY2018. Expenses for FY19 through October, 2018 are \$147,330.74.

The total number of completed inspections for FY19 thru October, 2018 is 1259.

The monthly October breakdown for each inspector is listed below:

Torey Case – (164)
Ruby Lowery – (69)
Micah Williams – (125)

The three (3) inspectors wrote 209 violations for the month of October for a total of \$16,700.

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

Executive Director Clark requested approval to purchase four (4) filing cabinets for use in the School Coordination Department and a new server for use in scanning school records. Board Member Coker made a motion for approve the purchases. The motion was seconded by Board Vice-President Smith. The Board voted unanimously 3-0 to purchase the equipment.

Executive Director Clark requested approval to use Janie Walters to provide employee training on Teamwork and Conflict Resolution. Board Member requested that the training be provided on a Monday so they could attend. Board Member Coker made a motion to approve. Board Vice-President seconded the motion. The Board voted unanimously 3-0 to pass the motion.

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

Board Member Coker made a motion for the need for Executive Session. The motion was seconded by Board Vice-President Smith. The Board voted unanimously 3-0 to approve the motion.

Board Member Coker made a motion to enter Executive Session. The motion was seconded by Board Vice-President Smith. The Board voted unanimously 3-0 to approve the motion.

The Board entered Executive Session at 10:00 a.m..

Executive Director Clark stated the Board has received a complaint (FC2018-016) in Smith County. Board Member Coker made a motion for the complaint to be investigated by Board President Ennis and Investigator Ruby Lowery. Board Vice-President Smith seconded the motion. The Board voted unanimously 3-0 to pass the motion.

Board Member Coker presented the findings of Formal Complaint FC-2018-015. The complaint was investigated by Board Member Coker and Executive Director Clark. Based on the findings, Board Member Coker recommends no further action at this time. Board Vice-President Smith made a motion for no further action required. Board Member Coker seconded the motion. The Board voted unanimously 3-0 to pass the motion.

Board Secretary Bills arrived at 10:30 a.m..

Board Vice-President Smith 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.

Attorney Jernigan stated the actions taken during executive session.

Board Vice-President Smith made a motion to adjourn. The motion was seconded by Board Secretary Bills. The Board voted unanimously 4-0 to adjourn.

The meeting adjourned at 11:27 a.m..

Dorothy C Ennis

Dorothy Ennis
Board President

1-28-19

Date

Darlene Smith

Darlene Smith
Board Vice-President

1-28-19

Date

Deborah Coker

Deborah Coker
Board Member

1-28-19

Date

Hilda Bills

Hilda Bills
Board Secretary

1/15/19

Date