

MISSISSIPPI STATE BOARD OF COSMETOLOGY

BOARD MEETING May 21, 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 9:00 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 there was nothing new to report at this time. Attorney Jernigan stated that he was working on the sanitation posting requirement to clarify that due process is handled properly.

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 April, 2018. Executive Director Clark stated the Agency has \$751,916 in Appropriations for FY2018. Agency expenses for FY18 updated through May 17, 2018 are \$524,429.34. 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.

The total number of completed inspections for FY18 thru April 30, 2018 is 4,560. The breakdown for each inspector is listed below:

Renee Benson – April (137) – Averaging 175 inspections per month for FY18

Torey Case – April (133) – Averaging 131 inspections per month for FY18

Ruby Lowery – April (153) – Averaging 149 inspections per month for FY18

The three (3) inspectors wrote 1,298 violations for the month of April for a total of \$30,475.

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

Board Members were provided a copy of the reconciled April bank statement, April/May expenses, the UMB Card Statement and the MS State Personnel Board Compliance Report.

Executive Director Clark presented the Board with a sample Failed Sanitation Inspection Form to review.

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

Board President Ennis called for Dipa Bhattarai who requested to be on the agenda to discuss threading. Dipa Bhattarai was not present. Board President Ennis stated that pursuant to 73.7.2, a person cannot perform threading services in MS without a Cosmetology or Esthetics license.

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

Board Member Coker made a motion to approve the minutes for May 1, 2018 with corrections. The motion was seconded by Board Member Bills. The Board voted unanimously 4-0 to pass the motion.

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

Board President Ennis began the discussion on 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 Member Coker made a motion to table the request to discuss in Executive Session. The motion was seconded by Board Member Bills. The Board voted unanimously 4-0 to table the motion until Executive Session.

Board President Ennis recognized Reggie Head from MS Institute of Aesthetics. Reggie Head advised that MS Institute is ready for the final inspection regarding their relocation request. The Board approved Board President Ennis and School Coordinator Vestal to complete final inspection on May 23, 2018.

Board President Ennis stated we would now hear public comments. There were no public comments.

Board President Ennis stated the Board would now receive the School Report Update. There were 16 work permits, 10 certifications and 5 demo permits processed in April, 2018.

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

Board President Ennis asked Executive Director Clark to have Dotta Martin get an updated reciprocity list for the Board.

Board Secretary Smith exited the Conference Room.

It was noted that Board President Ennis and Board Member Bills will teach continuing education course approved for 5 hours for Instructor Reciprocity on June 11, 2018 from 11:00 AM to 4:00 PM.

Board President Ennis stated that Southwest Community College has requested she speak at the graduation commencement on June 29, 2018. A motion was made by Board Member Bills to approve the travel of President Ennis. The motion was seconded by Board Member Coker. The Board voted 3-0 to approve the motion.

Board Secretary Smith entered the Conference Room.

Board President Ennis made a motion for the need for Executive Session to discuss Attorney/Board Communication, Personnel Issues, Accountant/Auditor II interviews and Lauren Howard. The motion was seconded by Board Member Coker. The Board voted unanimously 4-0 to approve the motion.

Board Secretary Smith 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 10:24 AM.

The Board stated they would consider the tabled motion on Lauren Howard. After review of Lauren Howard's paperwork, Board President Ennis stated that she would like to request the Attorney General's opinion. Attorney Jernigan advised he could assist with the letter format but it would have to come under the Board's signature and not his.

After an extensive review of her information and discussion, a motion was made by Board Secretary Smith to deny based on the information provided. The motion was seconded by Board Member Coker. The Board voted unanimously 4-0 to deny. The Board directed Executive Director Clark to notify Ms. Howard of the decision.

Executive Director Clark requested clarification from the Board on the total number of hours Lauren Howard would have to complete. Board President Ennis stated that she would have to complete the full 1500 hours.

Attorney Jernigan gave an update on pending litigation.

The Board completed Accountant/Auditor II interviews for six (6) candidates.

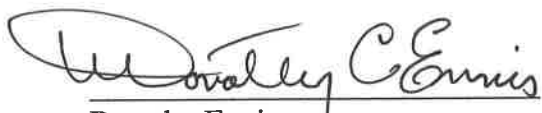
A motion was made by Board Secretary Smith to approve the hiring of Jeremy Holmes at 5% above starting salary pending background check. The motion was seconded by Board Member Bills. The Board voted unanimously 4-0 to pass the motion.

Board Member Coker made a motion to close Executive Session. The motion was seconded by Board Member Bills. 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 4:00 PM.


Dorothy Ennis
Board President

7-30-18
Date


Darlene Smith
Board Secretary

7-30-18
Date


Deborah Coker
Board Member

7-30-18
Date


Hilda Bills

7-30-18
Date