

MISSISSIPPI STATE BOARD OF COSMETOLOGY

BOARD MEETING
January 29, 2018 11 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
Hilda Bills, Member

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, Vaughn, Coker and Bills were present.

There were members of the public present.

Special Requests by Board Member was moved up on the agenda.

A motion was made by Board Member Coker to reconsider a motion to allow for eight (8) CEU's a day approval instead of seven (7). Motion was seconded by Board Member Bills. The Board voted unanimously 5-0 to pass the motion.

A motion was made by Board Member Coker to change the CEU's daily maximum from seven (7) to eight (eight) approved hours. The motion was seconded by Board Member Bills. The Board voted 3-2 to pass the motion. The motion passed with Board Members Coker, Vaughn and Hills in favor and Board President Ennis and Board Secretary Smith opposed.

Board President Ennis requested a Legal Council Report. Attorney Jernigan stated that the Rules and Regulations on the Secretary of State's website had some errors and he would be contacting them to update the website.

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 December, 2017. Executive Director Clark stated the Agency has \$751,916 in Appropriations for FY2018. Agency expenses for FY18 through December, 2017 are \$346,428.08. The Board is well within budget parameters and should remain under budget.

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 our office.

The website has now been updated to include approved Meeting Minutes from June 2017 and up to date.

During the month of December our inspectors completed 675 inspections. The breakdown for each inspector is listed below:

Renee Benson – December (217) – Averaging 209 inspections per month for FY18
Helen Carr - December (51) – Averaging 64 inspections per month for FY18
Torey Case – December (167) – Averaging 117 inspections per month for FY18
Peggy Grice – December (69) – Averaging 67 inspections per month for FY18
Ruby Lowery – December (171) – Averaging 170 inspections per month for FY18

On January 9, 2018, Board Attorney Jeff Jernigan and Executive Director Clark met with two investigators from the MS State Auditor's Office to answer any remaining questions they had. They were advised that the formal report would be ready in a couple of weeks.

On January 10, 2018, Board President Ennis and Executive Director Clark made the budget request to the House Subcommittee. It was well received and Representative Mac Huddleston commented that we seemed to be moving in the right direction and to keep it up.

On January 15, 2018, the office was closed for Martin Luther King, Jr. Holiday.

On January 16, 2018 the office was closed for extreme weather.

On January 17, 2018, the MS State Auditor's Office Compliance Audit report was released with their findings.

On January 18, 2018, Executive Director Clark made the budget request to the Senate Subcommittee. The Subcommittee commented how impressed they were with the changes our office had made over the course of the last six months.

On January 22, 2018, the Board received the formal documentation from the MS State Auditor's Office with a report date of January 9, 2018 but a postage stamp for mailing of January 19, 2018.

The Board was provided with a breakdown of the leave taken by staff during the month of December, 2017.

Board Members were provided a copy of the reconciled December bank statement, a copy of the revenue through December, 2017 received, a copy of all expenses through December, 2017 and a copy of the November UMB bill.

Board President Ennis advised the Board would now consider Continuing Education Requests.

CEU Request from South MS Beauty Classic was considered. On April 17, 2017, the Board voted to suspend approval of future CEU requests by JC's Beauty until further notice. A motion was made to deny the CEU request by Board Secretary Smith. The motion was seconded by Board President Ennis. The Board voted unanimously 5-0 to deny the request.

CEU Request for Spring Seminar by Reba Roy was considered. A motion was made by Board Secretary Smith to approve for a total of 14 CEU hours. The motion was seconded by Board President Ennis. The Board voted 3-2 to pass the motion. The motion passed with Board President Ennis, Board Secretary Smith and Board Member Bills in favor and Board Members Vaughn and Coker opposed.

CEU Request for Pivot Point was considered. A motion was made by Board Member Vaughn to approve the requested 12 CEU hours. The motion was seconded by Board Secretary Smith. The Board voted unanimously 5-0 to pass the motion.

Board President Ennis advised they would now consider Agenda Requests.

Kathy Tollison presented a relocation request for Corinth Academy and requested permission to waive the initial inspection and proceed to the final inspection. A motion was made to approve the relocation request and the request for final inspection only by Board Member Vaughn. The motion was seconded by Board Secretary Smith. The Board voted unanimously 5-0 to pass the motion. Board Secretary Smith and Executive Director Clark will complete final inspection.

Board President Ennis stated the Board would now consider the approval of minutes from the December 11, 2017 Board Meeting and the January 3, 2018 Emergency Telephonic Board Meeting. A motion was made by Board Member Coker to approve the minutes for both meetings. The motion was seconded by Board Member Bills. The Board voted unanimously 5-0 to pass the motion.

Board President Ennis stated the Board would now consider the formal complaint FC2018-001. A motion was made by Board Member Vaughn to assign the complaint to Board Member Bills for investigation. The motion was seconded by Board Member Coker. The Board voted unanimously 5-0 to pass the motion.

Board President Ennis stated the Board would now consider Other Board Business both old and new. The Board received two requested license suspensions from Child Support Enforcement. A motion was made by Board Member Bills to approve the license cancellations of both. The motion was seconded by Board Secretary Smith. The Board voted unanimously 5-0 to pass the motion.

Board President Ennis stated the Board would now consider Other Board Member Business. Executive Director Clark provided information regarding the annual meeting for Executive Directors and Board Members of the National Interstate Council on State Boards of Cosmetology to be held in Charlotte, North Carolina in April, 2018. A motion was made Board Secretary Smith to approve the travel of all Board Members and Executive Director to attend. The motion was seconded by Board Member Coker. The Board voted unanimously 5-0 to pass the motion.

Board President Ennis stated the Board would now consider Public Comments.

Board President Ennis stated the Board would now receive the School Report. Pearson Vue reports that a total of 946 tests have been performed from June, 2017 through December, 2017.

Board President Ennis stated the Board would now receive the Reciprocity Report. There were 32 reciprocity applications approved.

The next scheduled Board Meeting will be February 26, 2018.

Melvin Calton advised the next Council Meeting will be February 25, 2018 at 1:00 at the State Capitol.

Board President Ennis stated the Board would now consider a motion for the need for Executive Session regarding Attorney/Client Communication, Litigation, Personnel Matters and Policies and Procedures.

A motion was made by Board Member Vaughn to consider the need for Executive Session. The motion was seconded by Board Member Bills. The Board voted unanimously 5-0 to pass the motion.

Board Member Coker made the motion to enter Executive Session. The motion was seconded by Board Member Bills. The Board voted unanimously 5-0 to pass the motion.

The Board entered Executive Session at 11:33 AM.

A recommendation was made from Executive Director Clark regarding PIN 2. A motion was made by Board Secretary Smith to accept the disciplinary recommendation of Executive Director Clark. The motion was seconded by Board Member Bills. The Board voted unanimously 5-0 to pass the motion. A hearing has been scheduled for February 12, 2018 at 10:00 for the employee.

A motion was made by Board Member Vaughn to exit Executive Session. The motion was seconded by Board Secretary Smith. The Board voted unanimously 5-0 to pass the motion.

Board Attorney Jernigan stated the reasons for the Executive Session as Attorney/Client Communication , Litigation, Personnel Matters and Policies and Procedures.

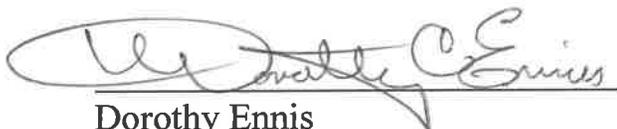
A motion was made by Board Member Vaughn to approve the Project Proposal between MSI and MS State Board of Cosmetology for implementation of online license renewals. The motion was seconded by Board Secretary Smith. The Board voted unanimously 5-0 to pass the motion.

Board Member Bills had to leave the meeting at 1:30 PM.

Board Secretary Smith stating her findings on the investigation of Complaint # FC2017-009. A motion was made by Board Member Coker that no action is necessary since there was no violation of the rules and regulations. 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 adjourn at 2:26 PM. The motion was seconded by Board Secretary Smith. The Board voted unanimously 4-0 to pass the motion.

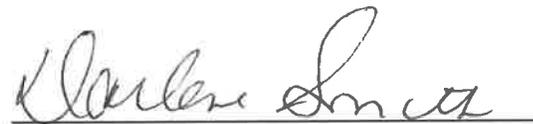
The Board adjourned at 2:26 PM.



Dorothy Ennis
Board President

3-26-18

Date



Darlene Smith
Board Secretary

3-26-18

Date

Donald Vaughn
Board Member

Date



Deborah Coker
Board Member

3-26-18

Date



Hilda Bills
Board Member

3-26-18

Date