

# MISSISSIPPI STATE BOARD OF COSMETOLOGY

## BOARD MEETING

June 24, 2019

9:00 AM

Robert E. Lee Building  
239 North Lamar Street, Conference Room 2C  
Jackson, MS 39201

## MINUTES

### Board Members Present:

Dorothy Ennis, President  
Darlene Smith, Vice-President  
Hilda Bills, Secretary  
Jewel Stewart, Member

### Board Member Absent:

Deborah Coker

### Others Present:

Sharon Clark, Executive Director

The Board called the meeting to order at 9:01 AM.

Board Secretary Bills called for a roll call. Board members Ennis, Smith, Stewart and Bills were present.

Board Member Coker was absent.

Executive Director Clark was also present.

There were members of the public present.

Board President Ennis stated the Board would now consider Agenda Requests.

The Board recognized Vi Thuy Nguyen requesting special reciprocity consideration based on licensure from Florida. Board Secretary Bills made a motion to deny based on the fact that MS does not reciprocate with Florida. The motion was seconded by Board Vice-President Smith. The Board voted unanimously 4-0 to deny the request for reciprocity.

The Board recognized Cadiejah Nash requesting special reciprocity consideration based on licensure from Florida. Ms. Nash was not in attendance. Board Secretary Bills made a motion to

deny based on the fact that MS does not reciprocate with Florida. The motion was seconded by Board Vice-President Smith. The Board voted unanimously 4-0 to deny the request for reciprocity.

The Board recognized Linh Van requesting special reciprocity consideration based on licensure from Texas. Ms. Van was not present. Executive Director Clark explained that when Ms. Van came thru the reciprocity interview she presented an additional transcript from Florida. After discussion with Ms. Van she admitted that the Florida transcript was invalid. Reciprocity was denied based on that fact. Board Vice-President made a motion to deny the reciprocity request. Board Member Stewart seconded the motion. The Board voted unanimously 4-0 to deny the request for reciprocity.

The Board recognized Cindy C. Clements requesting special reciprocity consideration based on apprenticeship hours from Alabama. Ms. Clements was not in attendance. Board Member Jewel made a motion to deny on the basis that MS does not honor apprenticeship programs. Board Secretary Bills seconded the motion. The Board voted unanimously 4-0 to deny the request for reciprocity.

The Board recognized Carl Musgrove requesting special reciprocity based on his previous licensure in Mississippi. Board Vice-President Smith made a motion to deny. The motion was seconded by Board Member Stewart. The Board voted unanimously 4-0 to deny the request.

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

Board President Ennis stated the Board would consider a Continuing Education request from Premiere Show Group for Premiere Birmingham 2019 in Birmingham, Alabama on October 20-21, 2019 requesting a total of 8 CEU Hours. Board Vice-President Smith made a motion to approve. Board Member Stewart seconded the motion. The Board voted unanimously 4-0 to approve the motion. Board President Ennis and Board Member Stewart will represent the Board for Premiere. All Board Members are approved to attend.

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

Board Vice-President Smith made a motion to approve minutes from the May 20, 2019 Board Meeting. The motion was seconded by Board Secretary Bills. The Board voted unanimously 4-0 to approve.

Board Vice-President Smith made a motion to approve minutes from May 28, 2019 Emergency Telephonic Board Meeting. The motion was seconded by Board Secretary Bills. The Board voted unanimously 4-0 to approve.

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

Board Member Stewart advised that she, Executive Director Clark and School Coordinator Lowery completed the final school inspection for MS Gulf Coast Community College – George

County. The initial inspection was waived at the request of MSGCC – George County. Final inspection found that all requirements were met. Board Vice-President Smith made a motion to approve. Board Member Stewart seconded the motion. The Board voted unanimously 4-0 to approve.

MS Gulf Coast Community College – George County has submitted a new school application to move to a new location while renovations are made on their facility. Board President Ennis and Board Member Stewart will complete the final inspection. MGCCC – George has waived the initial inspection. Board Secretary Bills made a motion to approve. The motion was seconded by Board Member Stewart. The Board voted unanimously 4-0 to pass the motion.

Executive Clark stated the Board received a relocation request from Delta Tech – Horn Lake. They have requested to waive initial and go straight to final inspection. They are requesting the inspection on July 12, 2019. Board Member Stewart made a motion for Board Vice-President and Executive Director Clark to complete the final inspection. The motion was seconded by Board Secretary Bills. The Board voted unanimously 4-0 to pass the motion.

Executive Director Clark presented the School Audit and Compliance Review Management Report for Blue Cliff College in Gulfport, Freedom Nail School in Laurel and Hatfield's Inc – MS College of Beauty Culture in Laurel.

Executive Director Clark requested clarification if an employee is permitted to work during the day and clock hour as student at night. Board Vice-President Smith made a motion to approve the request. Board Member Stewart seconded the motion. The Board voted unanimously 4-0 to pass the motion.

Executive Director Clark presented the NIC Annual Conference and Executive Director Meeting for Milwaukee, Wisconsin in September, 2019. Board Vice-President Smith made a motion to approve all Board Members and Executive Director to attend. The motion was seconded by Board Member Stewart. The Board voted unanimously 4-0 to pass the motion.

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

Board President Ennis stated the Board would now receive the School Report Update.

Executive Director Clark presented the Board with the Pearson Vue Pass/Fail Ratio for May, 2019.

Executive Director Clark presented a Pre-Enrollment Application for approval from MS Institute of Aesthetics. Board Vice-President Smith made a motion to approve. Board Secretary Bills seconded the motion. The Board voted unanimously 4-0 to approve.

Board President Ennis stated the Board would now receive the Reciprocity Update.

Board President Ennis advised the Board would now hear the Reciprocity Update. The update included approval for 11 Cosmetologists, 8 Manicurists and 1 Estheticians for the month of May, 2019.

Executive Director Clark requested reciprocity approve for out of country applicants.

Yen Thi Tran – Texas Licensed – Coming from Vietnam

Board President Ennis requested we review with NIC to make sure there is no issue with Vietnam licensure. Board Vice-President made a motion to table. The motion was seconded by Board Secretary Bills. The Board voted unanimously 4-0 to approve the table of the motion.

Board President Ennis stated the Board would consider the Legal Council Report.

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 May, 2019. The Board received \$744,617 in Appropriations for FY2019. Expenses for May, 2019 are \$47,457.

The total number of completed inspections for FY19 thru May, 2019 is 4,136.

The monthly May breakdown for each inspector is listed below:

Ruby Lowery – 79 Inspections / 7 Violations totaling \$950  
Latoya Morgan – 105 Inspections / 16 Violations totaling \$7,055  
Micah Williams – 123 Inspections / 32 Violations totaling \$2,725  
Ziquetti Hemphill – 123 Inspections / 50 Violations totaling \$5,650

The Board was provided with a copy of the May Expenses, Reconciled May 2019 Bank Statement and April UMB Card Statement. The MS State Personnel Board Compliance Report was not available due to Lapse Period Conversion.

Executive Director Clark provided a copy of the 2020 Legal Services Agreement and the 2020 Lease Agreement.

Executive Director Clark provided the Board with a copy of all Management Responses to the MS State Auditor's Office regarding the Compliance Audit.

Executive Director Clark requested approval of the Cornerstone Consulting Invoice. Board Vice-President Smith made a motion to approve. The motion was seconded by Board Secretary Bills. The Board voted unanimously 4-0 to approve.

Executive Director Clark requested approval to use Cornerstone Consulting for completion of the FY2021 Budget and GAAP. Board Vice-President Smith made a motion to approve. Board

Member Stewart seconded the motion. The Board voted 3-1 to approve (Board President Ennis against).

Executive Director Clark requested a reconsideration of the Reciprocity Request of Carl Musgrove. Based on the documentation from Oregon, Mr. Musgrove did have a Cosmetology Instructor license based on the certification provided to Oregon. After further review, Board Vice-President Smith made a motion to approve Mr. Musgrove to test for Theory and Practical since his license has been expired over three (3) years. The motion was seconded by Board Secretary Bills. The Board voted 3-1 to approve (Board President Ennis against).

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

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

Executive Director Clark explained the compliance breakdown and requested approval to complete a downward reallocation from Projects Officer I, Special to Admin Asst I (PIN 15). Board Vice-President Smith made a motion to approve the request. Board Member Stewart seconded the motion. The Board voted unanimously 4-0 to approve the motion.


Executive Director Clark presented Formal Complaint FC2019-009. The Board assigned the complaint to Board Vice-President Smith.

Board President Ennis stated the Board would now consider a motion to exit Executive Session. Board Vice-President made a motion to exit Executive Session. Board Member Bills seconded the motion. The Board voted unanimously 4-0 to pass the motion.


Board President Ennis stated the actions taken during executive session.

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


The meeting adjourned at 1:10 PM.

  
Dorothy Ennis  
Board President


8-26-19  
Date

  
Darlene Smith  
Board Vice-President

8-26-19  
Date

  
Hilda Bills  
Board Secretary

8-26-19  
Date

  
Jewel Stewart  
Board Member

8-26-19  
Date