

**MISSISSIPPI STATE BOARD OF COSMETOLOGY  
EMERGENCY TELEPHONIC BOARD MEETING**

**DECEMBER 12, 2019 8:30 AM**

**Robert E. Lee Building**

**239 North Lamar Street, Suite 303**

**Jackson, MS 39201**

**Posted December 11, 2019 at 3:50 PM**

**MINUTES**

**Board Members Present:**

Darlene Smith, President

Deborah Coker, Vice-President

Hilda Bills, Secretary

Dorothy Ennis, Member

Jewel Stewart, Member

**Others Present:**

Sharon Clark, Executive Director

**Absent:**

Ken Walley, Special Assistant Attorney General

Board President Smith called the meeting to order at 8:30 AM.

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

Executive Director Clark present. Attorney Walley was absent.

There were no members of the public present.

Board President Smith stated the purpose of the meeting was to discuss personnel matters.

Board President Smith stated she would now turn the meeting over to Executive Director Clark.

Executive Director Clark stated she had completed interviews on December 10 and December 11, 2019 and had interviewed three applicants for the Territory III Beauty/Barber Inspector position (PIN 1). Executive Director Clark is recommendation to hiring of Cynthia Jordan. Ms. Jordan would have a hire date of December 16, 2019 at a pay rate of \$18,783. Board Member Stewart made a motion to approve the recommendation. Board Vice-President Coker seconded the motion. The Board voted unanimously 5-0 to approve the motion.

Executive Director Clark stated that Edna Owens was approved into the Admin Asst II position (PIN 10) for a hire date of January 1, 2020 at a start rate of \$21,905.98. Executive Director

Clark is requesting a 5% pay increase for education. Board Member Stewart made a motion to approve the recommendation. Board Member Ennis seconded the motion. The Board voted unanimously 5-0 to approve the motion.

Board Member Stewart made a motion to adjourn. Board Member Ennis seconded the motion. The Board voted unanimously 5-0 to approve the motion.

The meeting adjourned at 8:38 AM.

Darlene Smith

Darlene Smith  
Board President

1-27-20  
Date

Deborah Coker

Deborah Coker  
Board Vice-President

1-27-20  
Date

Hilda Bills

Hilda Bills  
Board Secretary

1-27-20  
Date

Dorothy Ennis

Dorothy Ennis  
Board Member

1-27-20  
Date

Jewel Stewart

Jewel Stewart  
Board Member

1-27-20  
Date