

**MISSISSIPPI STATE BOARD OF COSMETOLOGY**  
**MONTHLY BOARD MEETING**  
**JANUARY 25, 2021, 9:00 AM**  
239 N. Lamar Street, Floor 12  
Jackson, MS. 39201

Deborah Coker - President  
Jewell Stewart - Vice President  
Dorothy Ennis - Secretary



Warren Rossi - Member  
Hilda Bills - Member  
Stacy Lea, Executive Director

**MINUTES**

Board Members Present:  
Deborah Coker, President  
Jewel Stewart, Vice-President  
Dorothy Ennis, Secretary  
Hilda Bills, Member  
Warren Rossi, Member

Others Present:  
Pete Cajoleas, Special Assistant Attorney General  
Stacy Lea, Executive Director  
Ruby Lowery, Schools & Testing Administrator  
Jody Wilmoth, Reciprocity Licensing Agent

Board President Coker called the meeting to order at 9:11 AM.

Board Secretary Ennis called for a roll call of Board Members, staff, and members of the public. All five (5) Board Members, one (1) attorney, three (3) staff members, and five (5) members of the public were present.

President Coker stated the Board would now hear a presentation from Trustmark Corporate Accounts Representative, Jeremy Bond, regarding upgrading to online electronic banking management, direct deposit scanning services, and lock box service options available for the MSBC agency checking account proposed by Executive Director Lea.

Information was presented and discussions were held regarding enrolling MSBC checking in online banking, the addition of bank scanner services for direct deposits, and the possibility of adding lock box services.

Secretary Ennis motioned that the Board approve enrolling the MSBC agency checking for online account management services, to approve the purchase of a bank scanner and monthly direct deposit scanner services, and to participate in a trial of lock box features and options. Board Member Bills seconded the motion and the motioned carried unanimously (5-0).

President Coker stated the Board would now hear the agenda request from Courtney Harris regarding approval to co-host an online Milady CE Master Educator Course.

Board Member Rossi motioned that the Board approve Ms. Harris's request to serve as co-host for the online Milady CE Master Educator Course and February 21, 2021 with the condition that verification of participant attendance is provided in writing from Milady and that a Board Member monitors the course. Vice-President Stewart seconded the motion and the motioned carried unanimously (5-0).

Board President Coker stated the Board would now hear the agenda request from Michael C. Johnson regarding clarification of salon violation fees. Mr. Johnson was not present. President Coker asked MSBC Staff Member La'Curtis Powell to brief the Board on the purpose of Mr. Johnson's agenda request.

Staff Member Powell stated: Mr. Johnson is a salon owner who was issued repeat salon violations and fines by MSBC Inspectors for an expired salon license. Mr. Johnson recently paid his violation fees due in full. Mr. Johnson considers the violations and fees issued to him were unjust and wished to speak with the Board Members regarding this.

All Board Members thoroughly reviewed MSBC inspection reports of Mr. Johnson's salon and the violations and fees in question.

Secretary Ennis motioned that the Board uphold the findings of the MSBC inspection reports of Mr. Johnson's salon and that all violations and fines were appropriately assessed, according to MSBC Statutes 73-7-9 & 73-7-17, and are to remain unchanged. Board Member Bills seconded the motion and the motioned carried unanimously (5-0).

***Miss. Code Ann. § 73-7-9 Certificate of registration required***

*No person required by this chapter to have a license shall conduct a beauty salon or school of cosmetology, or practice cosmetology, esthetics, manicuring and pedicuring, or practice as an instructor, unless such person has received a license or temporary permit therefor from the board. Students determined to have violated any of these rules or regulations prior to being licensed by the board shall be subject to the same discipline by the board as licensees. They may be disciplined and fined accordingly.*

***Miss. Code Ann. § 73-7-17. Licensing of salons***

*(1) All salon owners shall have a salon license and shall pay to the board the required license fee therefor and pay the required renewal fee for renewal thereof. A grace period of sixty (60) days will be given in which to renew the license, and upon the expiration of the grace period of sixty (60) days any applicant for the renewal of a salon license will be required to pay a delinquent fee in addition to the renewal fee. A salon license that has been expired for over one (1) year is nonrenewable and requires a new application. Prior to the initial issuance of such license, the board shall inspect the premises to determine if same qualifies with the law, upon payment by the applicant of the required inspection fee.*

*(2) Each application or filing made under this section shall include the social security number(s) of the applicant in accordance with Section 93-11-64, Mississippi Code of 1972.*

President Coker stated the Board would now hear the agenda request from Rhonda Jarrett regarding her request to for a testing extension due to COVID-19.

Secretary Ennis stated that Ms. Jarret was granted one year to take her exams and that MSBC testing was disrupted only two weeks during April 2020 due to COVID-19 and all students effected have been accommodated. Secretary Ennis motioned that the Board deny Ms. Jarrett's request for a testing extension based on the determination that she was given fair and ample time to test and that the Board uphold Rule 2.7-D which requires candidates to complete brush-up hours if exams are not completed within 365 days of school completion (reference attached). Board Member Bills seconded the motion and the motioned carried unanimously (5-0).

**Rule 2.7 General provisions regarding licensure by examination**

*D. Any applicant failing to pass the required examination after three attempts within 365 days of school completion is not eligible for re-examination until he or she has returned to a school for additional training of no more than 10 percent of the prescribed course hours for the course of training for which application for licensure is being made.*

President Coker stated the Board would now hear the agenda request presented by MSBC Reciprocity Agent Jody Wilmoth regarding Florida reciprocity candidate Thi Ha's request for a language interpreter to assist her while taking the MSBC theory exam.

Secretary Ennis motioned for the Board to uphold MSBC Rule 2.9-A-1 that requires reciprocity candidates to speak English & that interpreters are not provided for MSBC exams. Board Member Bills seconded the motion and the motioned carried unanimously (5-0).

**Rule 2.9 Examination Eligibility for Out-of-State Applicants**

**A. Eligibility Requirements for Examination – Practitioner**

*1. Any person who is licensed by a state in which Mississippi does not have provision for reciprocity licensure, or any student who is at least 17 years of age, can read, write, and speak English, and has successfully completed a course of training in another state which meets Mississippi's minimum requirements, but is not licensed in that state, may be eligible for licensure by examination.*

**Rule 2.8 Examination for In-State Applicants**

**A. Eligibility Requirements for Practitioner**

*1. Cosmetologists, manicurists, and estheticians must:*  
*a. Be at least 17 years of age*  
*b. Be able to read, write and speak English.*

Board President Coker stated the Board would now consider revisions to the September 2017 MSBC Employee Office Dress Code Policy proposed by MSBC Board Members, Staff, and Executive Director Lea.

Board Member Bills motioned that the Board approve the proposed revisions to the MSBC Employee Dress Code Policy, that all MSBC employees are required to sign and abide by the 1/25/2021 policy, and that the Board approve agency purchase of one uniform set for each office staff member. Board Member Rossi seconded the motion and the motioned carried unanimously (5-0).

Board President Coker stated the Board would now hear the agenda request proposed by School & Testing Administrator, Ruby Lowery, regarding clarification of the "Completion of Program Date" as it pertains to testing candidates. A discussion was held.

Board President Coker stated the Board would now consider Blue Cliff College's accelerated esthetics course proposal for esthetics students who enrolled in the Fall of 2020.

A discussion was held, and the Board determined that Blue Cliff's esthetics course is registered as a part-time program and that the only option to increase course hours is the addition of Saturday class times.

President Coker stated the Board would now discuss clarification of Board requirements for nail certification classes.

Secretary Ennis motioned that the Board require the following for nail certification courses:

- 1) The course must be a minimum of three hours in length.
- 2) Must have a minimum of three participants enrolled in the course.
- 3) Course must be monitored by a Board Member.
- 4) Course instructors must provide official completion of course certificates to each participant at the conclusion of the course.

5) Course instructors must email a copy of all participant certificates of completion to the MSBC office within two weeks of course completion.

6) Course instructors intending to offer a nail certification course must complete and submit a Nail Certification Course Request Form to the MSBC office for approval.

Board Member Bills seconded the motion and the motioned carried unanimously (5-0).

President Coker asked for a motion to recess for lunch.

Board Member Rossi motioned that the Board recessed for lunch. Board Member Bills seconded the motion, and the motion carried unanimously (5-0).

President Coker stated the Board would now recess for lunch at 12:44 PM.

President Coker stated the Board would now resume the meeting at 1:36 PM.

Board President Coker stated the Board would now consider setting a date to host a second Practical Testing Workshop to make needed revisions to the MSBC state practical exam.

Board Member Bills motioned that the Board host a Practical Testing Workshop on March 14, 2021 at 1 PM. Board Member Rossi seconded the motion, and the motion carried unanimously (5-0).

Board President Coker stated the Board would now consider setting a date to host a second Rules & Regulations Workshop to make needed alignments and revisions to the MSBC Rules, Regulations, & Statutes.

Board Member Rossi motioned that the Board host a Rules & Regulations Workshop on April 18, 2021, at 1 PM, and April 19, 2021 at 9 AM. Board Member Bills seconded the motion, and the motion carried unanimously (5-0).

President Coker stated the Board would now consider setting monthly Board meeting dates for 2021 proposed by Executive Director Lea.

Board Member Rossi motioned that the Board schedule 2021 monthly Board Meetings on the following dates: February 22, March 29, April 19, May 24, June 28, July 26, August 30, September 27, October 25, November 22, and December 13. Board Member Bills seconded the motion, and the motion carried unanimously (5-0).

President Coker stated the Board would now consider approval of the NextStep Innovation quote for \$2,065.00 to perform an agency-wide cybersecurity audit of MSBC proposed by Executive Director Lea in order to meet ITS security requirements for all state agencies.

Vice President Stewart motioned that the Board approve the NextStep Innovation quote for \$2,065.00 to perform a cybersecurity audit of MSBC to comply with ITS requirements. Board Member Rossi seconded the motion, and the motion carried unanimously (5-0).

President Coker stated the Board would now consider approval of the Core Technology quote for \$850 to write an agency cybersecurity plan and policy for MSBC as proposed by Executive Director Lea in order to meet ITS security requirements for all state agencies.

Secretary Ennis motioned that the Board approve the Core Technology quote for \$850 to write an agency cybersecurity plan and policy for MSBC to comply with ITS requirements. Board Member Rossi seconded the motion, and the motion carried unanimously (5-0).

President Coker stated the Board would now consider approval of the DataLynks quote for \$1,444.00 for 3 annual DocuPhase software user subscriptions proposed by Executive Director Lea to enable MSBC staff the ability to attach digital files to specific profiles in MSBC's LicenseLynk system.

Board Member Rossi motioned that the Board approve DataLynks quote for \$1,444.00 for 3 annual DocuPhase software user subscriptions. Board Member Bills seconded the motion, and the motion carried unanimously (5-0).

President Coker stated the Board would now consider approval of the revised Inspections & Hearings Coordinator job duties proposed by Executive Director Lea to further define and clarify the specific job duties of the position.

Board Member Rossi motioned that the Board approve the proposed Inspections & Hearings Coordinator job duties. Secretary Ennis seconded the motion, and the motion carried unanimously (5-0).

#### **Inspections & Hearings Coordinator Proposed Job Duties 1/25/2021**

- Maintain a database of all salon inspections, any violations cited, fees due, and fees paid.
- Collaborate with IT to develop and coordinate implementation of an online automated fee violation notification system.
- Notify salons and practitioners of any violation fees past due.
- Present monthly reports to the Board at its regular monthly meeting showing for the preceding month the number of salon (owners/manages) and/or practitioners cited for violations, the total fees owed and paid and the total fees outstanding and due to the Board.
- Such monthly reports to the Board shall also include a separate report showing the updated numbers for each category for each past month during the State fiscal year from July 1 of each fiscal year going forward and brought current
- Collaborate with the Board Attorney and inspectors to coordinate hearings as set by the Board for salon and/or practitioners who have been cited for violations.
- Assist in preparing all official notices, complaints, and other documents required of the hearing process (before (including consent orders) during, and after hearings) as determined by the Board Attorney.
- Coordinate with inspectors to prepare testimony and other evidence needed for hearings as determined by the Board Attorney.
- Be present at all hearings and participate and assist as determined by the Board Attorney.

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President Coker stated the Board would now hear Schools & Testing Administrator Ruby Lowery regarding Instructor Program issues at MS Gulf Community College. A discussion was held.

#### **LEGAL COUNCIL UPDATE**

#### **EXECUTIVE DIRECTOR REPORT**

Financial Report  
Reciprocity Report  
Licensing Report  
Schools & Testing Report  
Inspections Report

**APPROVAL OF MINUTES**

**PUBLIC COMMENTS**

None

Board President Coker asked for a motion to adjourn.

Board Member Rossi motioned to adjourn the meeting, Board Vice-President Stewart seconded the motion, and the motion carried unanimously (5-0).


The meeting adjourned at 6:45 PM.

**PUBLIC PRESENT:**

Jeremy Bond  
Carlene E. Daniels  
Vanessa Myers  
Rhonda Jarrett  
Courtney Harris

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APPROVAL OF MINUTES



Deborah Coker – President



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