

**Mississippi State Board of Cosmetology
Regularly Scheduled Board Meeting Minutes
April 17, 2023**

Location for Public Access:

Robert E. Lee Building, 239 N Lamar Street, Suite 301, Jackson, MS 39201

I. Welcome and Call to Order

Warren Rossi, Chairman of the Mississippi State Board of Cosmetology called the meeting to order at 9:00 a.m. on April 17, 2023. Debbie Coker performed the roll call. May the record reflect that there was a quorum present for voting purposes with the following members of the Mississippi State Board of Cosmetology present virtually:

Warren Rossi, Chairman
Jewel Stewart, Vice-Chairman
Debbie Coker, Secretary

Member present at the public access location:

Hilda Bills, Member

Member absent:

Dorothy Ennis, Member

Present virtually:

Pete Cajoleas, Special Assistant Attorney General / Counsel for the Board

Also present at the public access location:

Ruby Lowery, Deputy Director
Sharon Clark, Executive Director
Melvin Calton, Public Attendee

II. Hearing Update

Pete Cajoleas notified the Board that the findings from the Investigative Audit (Registration # 08-24123) performed will be presented to the Board at the May 2023 meeting to decide if the Board feels the findings justify proceeding with complaint.

III. Agenda Request

Request for approval of felony candidate for entrance in Cosmetology School (School Registration # 08-222).

The motion was made by Debbie Coker to approve based on Fresh Start Act. Jewel Stewart provided a second. The vote was, as follows:

Aye – Warren Rossi
Aye – Debbie Coker
Aye – Jewel Stewart
Aye – Hilda Bills

MS Fresh Start Act of 2019 states:

An act to create the "Mississippi Fresh Start Act"; To provide that no person shall be disqualified from pursuing, practicing or engaging in any occupation for which a license is required solely or in part because of a prior conviction of a crime, unless the crime for which an applicant was convicted directly relates to the duties and responsibilities for the licensed occupation; To require the revision of certain licensing restrictions that are based on criminal records; To provide for the review of licensing authorities; decisions; And for related purposes.

IV. Discussion of Prior Board Meeting Meetings

The motion was made by Jewel Stewart to approve the Board Meeting Minutes of March 8, 2023, as submitted. A second was provided by Debbie Coker. The vote was, as follows:

Aye – Warren Rossi
Aye – Debbie Coker
Aye – Jewel Stewart
Aye – Hilda Bills

The motion was made by Hilda Bills to approve the Board Meeting Minutes of March 20, 2023, as submitted. A second was provided by Jewel Stewart. The vote was, as follows:

Aye – Warren Rossi
Aye – Debbie Coker
Aye – Jewel Stewart
Aye – Hilda Bills

V. Report of Officers

A. Chairman

Warren Rossi advised there was nothing to report at this time.

B. Vice President

Jewel Stewart advised there was nothing to report at this time.

C. Secretary/Treasurer

Debbie Coker advised there was nothing to report at this time.

D. Financial Report

Sharon Clark – Financials from Cornerstone were presented. Starting in the May 2023 Board Meeting additional documents will be submitted to reflect Purchasing Card purchases, prior month expenses, bank statement and bank reconciliation.

VI. MS Cosmetology Council 73-77-7 (1)

Dorothy Ennis was absent. The Board asked Melvin Calton if there were any updates regarding the Council. Mr. Calton advised there was nothing to report at this time.

VII. Legislative Committee Update

Debbie Coker advised there was nothing to report at this time.

VIII. Report of Counsel

Pete Cajoleas advised there is nothing to report at this time.

IX. Executive Director Report

Sharon Clark requested approval by the Board to attend upcoming Continuing Education Events.

Mississippi Cosmetology Association – Raymond, MS

Motion to approve was made by Debbie Coker. Warren Rossi seconded the motion.

The vote was, as follows:

Aye – Warren Rossi
Aye – Debbie Coker
Aye – Jewel Stewart
Aye – Hilda Bills

Premiere – Orlando, FL

Motion to approve was made by Warren Rossie. Hilda Bills seconded the motion.

The vote was, as follows:

Aye – Warren Rossi
Aye – Debbie Coker
Aye – Jewel Stewart
Aye – Hilda Bills

Mississippi School Association – Biloxi, MS

Motion to approve was made by Debbie Coker. Hilda Bills seconded the motion.

The vote was, as follows:

Aye – Warren Rossi
Aye – Debbie Coker
Aye – Jewel Stewart
Aye – Hilda Bills

Sharon Clark notified the Board that we have scheduled an Industry Day for May 15, 2023. We are awaiting confirmation from the MS Fire Academy that the auditorium is available. As soon as we receive confirmation, we will post the Industry Day on the website and email the schools/instructors.

Sharon Clark requested approval for Drew Hudson and Alicia Tyner to complete the CLEAR Investigator Advanced Training. Both have already completed the BASIC. Motion to approve was made by Hilda Bills. Jewel Stewart seconded the motion. The vote was, as follows:

Aye – Warren Rossi
Aye – Debbie Coker
Aye – Jewel Stewart
Aye – Hilda Bills

Sharon Clark provided an updated organization chart to the Board. Ruby Lowery is employed as an Investigation Team Lead in PIN 9. Sharon Clark requested that the job classification of PIN 9 for Ruby Lowery be changed to Deputy Director. Motion to approve was made by Debbie Coker. Hilda Bills seconded the motion. The vote was, as follows:

Aye – Warren Rossi
Aye – Debbie Coker
Aye – Jewel Stewart
Aye – Hilda Bills

Sharon Clark provided an Executive Summary of the actions within the Board office.

- X. Deputy Director Report
Ruby Lowery provided a school report of enrollments, permits requests, approval letters and testing.

Ruby Lowery provided a salon report of inspections and violations.

Ruby Lowery provided an out of state applicant report of applications, permits and testing.

Ruby Lowery provided a license report of licenses issued and affidavits received.
- XI. Old Business
No old business at this time.
- XII. New Business
Jewel Stewart discussed a permit extension request for a student instructor due to limited testing dates. The Board requested additional testing date for instructors, if possible.
- XIII. Executive Session
CLOSED DETERMINATION / EXECUTIVE SESSION

Upon motion made by Debbie Coker the Board voted to go into a closed determination session to establish the need for an Executive Session. The motion carried with the following vote:

Aye – Warren Rossi
Aye – Debbie Coker
Aye – Jewel Stewart
Aye – Hilda Bills

In the determination session, Debbie Coker moved, seconded by Jewel Stewart, that the Board has reason to go into Executive Session, namely for the transaction of business and discussion regarding personnel matters. The Board determined that facts presented constituted the need for Executive Session under § 25-41-7 (k), Miss. Code Ann., as revised. The motion carried with the following vote:

Aye – Warren Rossi
Aye – Debbie Coker
Aye – Jewel Stewart
Aye – Hilda Bills

Upon motion made by Jewel Stewart, seconded by Debbie Coker, the Board voted for the need for Executive Session.

The Board announced to the public the aforesaid reasons as the Board's purpose of entering Executive Session.

Upon the conclusion of business of Executive Session, the Board voted, upon motion made by Jewel Stewart to come out of Executive Session at 10:15 a.m.. The motion carried with the following vote:

Aye – Warren Rossi
Aye – Debbie Coker
Aye – Jewel Stewart
Aye – Hilda Bills

Upon motion made by Debbie Coker the Board voted to go back to Regular Session. The motion carried with the following vote:

Aye – Warren Rossi
Aye – Debbie Coker
Aye – Jewel Stewart
Aye – Hilda Bills

RETURN TO REGULAR SESSION

Within the Executive Session, the Board took the following actions:

Request by Sharon Clark that employee in PIN 9 will remain at current salary based on end to Interim term. Motion made by Warren Rossi to approve, seconded by Jewel Stewart. The motion carried with the following vote:

Aye – Warren Rossi
Aye – Debbie Coker
Aye – Jewel Stewart
Aye – Hilda Bills

Request by Sharon Clark that employee in PIN 9 to receive a \$5,000 pay increase, effective immediately, contingent on FY2024 fund availability. Motion made by Warren Rossi to approve, seconded by Debbie Coker. The motion carried with the following vote:

Aye – Warren Rossi
Aye – Debbie Coker
Aye – Jewel Stewart
Aye – Hilda Bills

Request by Sharon Clark for Inspectors completing CLEAR – Advanced to be given a 5% pay increase, contingent on FY2024 fund availability. Motion made by Hilda Bills, seconded by Jewel Stewart. The motion carried with the following vote:

Aye – Warren Rossi
Aye – Debbie Coker
Aye – Jewel Stewart
Aye – Hilda Bills


XIV. Adjourment

There being no further business to come before the Board, the motion was made by Hilda Bills to adjourn the meeting at 10:18 a.m. A second was provided by Jewel Stewart. The motion carried with the following vote:

Aye – Warren Rossi
Aye – Debbie Coker
Aye – Jewel Stewart
Aye – Hilda Bills

APPROVED:


Warren Rossi, Chairman


Debbie Coker, Secretary