

The Oklahoma State Board of Cosmetology met on Monday, November 19, 2012 at 10:00 a.m. at 2401 NW 23rd Street, Suite 84, Testing Center, Oklahoma City, OK 73107. The following persons were present:

BOARD MEMBERS

Bill Helton, Vice Chair
LaFaye Austin
Pam Martin
Freda Poe
Max Thomas
Dale Webb

BOARD'S LEGAL ADVISOR

Kim Heaton, Assistant Attorney General

BOARD STAFF

Sherry G. Lewelling, Executive Director
Jennifer McRee, Principal Assistant
Vicki Middleton, Cosmetology Inspector
Sandy Merriman, Cosmetology Inspector
Donnie Allen, Cosmetology Inspector
Elaine Klemme, Cosmetology Inspector
Michelle Palmer, Cosmetology Inspector

VISITORS

Linda Wiist

CALL TO ORDER

Vice Chair Helton called the meeting to order. He confirmed with Ms. McRee that the meeting agenda had been properly posted and agenda-ized.

ROLL CALL

Quorum was established with roll call. The following persons answered roll call: Helton, Austin, Martin, Poe, Thomas, Webb. (Young, Fisher and Payne were not present for the meeting).

COMMENTS FROM INSPECTORS

No comments were received.

DISCUSSION AND BOARD ACTION TO APPROVE OR DISAPPROVE BOARD MINUTES OF SEPTEMBER 10, 2012

A motion was made by Ms. Webb and seconded by Ms. Austin to approve the Board meeting minutes of September 10, 2012.

VOTING: Austin, yes; Martin, yes; Poe, yes; Thomas, yes; Webb, yes.
Motion carried.

DISCUSSION AND BOARD ACTION TO APPROVE OR DISAPPROVE FINANCIAL REPORT (JULY 1, 2012 to OCTOBER 31, 2012 – RILEY SHAULL

Mr. Shaull presented the financial report to the Board.

A motion was made by Mr. Thomas and seconded by Ms. Martin to approve the financial report as presented.

VOTING: Austin, yes; Martin, yes; Poe, yes; Thomas, yes; Webb, yes.

DIRECTOR'S REPORT – SHERRY G. LEWELLING

Ms. Lewelling provided a written report to the Board. She introduced the Board's new legal advisor, Assistant Attorney General Kim Heaton. She also introduced Elaine Klemme, Cosmetology Inspector who was recently hired. She told of the mock manicurist exam scheduled for December 4, 2012. She asked members to start thinking about the NIC Regional Meeting scheduled for April 20, 2012 in Charlotte, NC and to let her know as soon as possible if they would like to attend. She told of a recent meeting she had with Nursing Board Director, Kim Glazier and their discussion regarding nurses and their scope of practice. She said they will be meeting with the Medical Board Director soon to discuss our licensees working under a doctor's supervision and the scope of practice and asked the Board if they'd like her to develop a position statement regarding this. Ms. Austin suggested she contact the Utah Board as they might be a helpful resource.

TESTING COMMITTEE REPORT – REPORT FROM MEETING OF NOVEMBER 19, 2012 – BILL HELTON, CHAIR

Mr. Helton reported that the Committee met at 8:00 a.m. and reviewed the Manicurist practical examination. Mr. Helton reported that the Committee will now begin working on the Basic Practical exam as well as the Hairbraiding practical exam.

DISCUSSION AND BOARD ACTION TO APPROVE OR DISAPPROVE MANICURIST PRACTICAL EXAMINATION TO BEGIN IMPLEMENTATION MARCH 1, 2013.

A motion was made by Ms. Martin and seconded by Ms. Webb to approve the Manicurist practical examination as presented and to begin implementation by March 1, 2013.

VOTING: Austin, yes; Martin, yes; Poe, yes; Thomas, yes; Webb, yes.

REPORT FROM RULES COMMITTEE – LAFAYE AUSTIN, COMMITTEE CHAIR

Ms. Austin stated that she plans to start this project after the first of the year.

REPORT FROM RECIPROCITY COMMITTEE – PAM MARTIN, COMMITTEE CHAIR

Ms. Martin stated that she is still investigating what other states are doing and will report more information at a future meeting.

PERFORMANCE APPRAISAL OF THE EXECUTIVE DIRECTOR COMMITTEE REPORT – REPORT FROM MEETING NOVEMBER 19, 2012 – DALE WEBB, CHAIR

Ms. Webb reported that the committee conducted Ms. Lewelling's annual performance review and all her standards were rated meet standards and exceeds standards.

PERFORMANCE EVALUATION AND POSSIBLE ACTION TO INCREASE SALARY OF EXECUTIVE DIRECTOR, SHERRY G. LEWELLING

PROPOSED EXECUTIVE SESSION FOR DISCUSSION OF THE ABOVE PURSUANT TO 25 O.S. SECTION 307 (B)(1). ANY ACTION TAKEN SHALL BE DONE IN OPEN SESSION

A motion was made by Ms. Webb and seconded by Ms. Poe to adjourn regular session and enter into Executive Session to discuss the possible action to increase the salary of Executive Director, Sherry G. Lewelling.

VOTING: Austin, yes; Martin, yes; Poe, yes; Thomas, yes; Webb, yes.

A motion was made by Ms. Poe and seconded by Ms. Webb to adjourn Executive Session and return to regular session.

VOTING: Austin, yes; Martin, yes; Poe, yes; Thomas, yes; Webb, yes.

A motion was made by Ms. Webb and seconded by Ms. Poe to give Ms. Lewelling a salary increase to \$63,301 annually, effective January 1, 2013 which is the maximum allowed by statute, Title 74 O.S. Section 3601 (2).

VOTING: Austin, yes; Martin, yes; Poe, yes; Thomas, yes; Webb, yes.

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NEW BUSINESS NOT KNOWN OR WHICH COULD NOT HAVE BEEN REASONABLY FORSEEN PRIOR TO POSTING MEETING AGENDA – 25 O.S. § (A)(9)

No new business was heard.

BOARD ADJOURNMENT

Vice Chair Helton declared the meeting to be adjourned.

Bill Helton, Vice Chair

LaFaye Austin

Pam Martin

Freda Poe

Max Thomas

Dale Webb

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