

BOARD MEETING MINUTES
January 10, 2022
10:11 a.m.
2401 N W 23rd, Suite 84
Oklahoma City, Ok. 73107
Machele Calliccoat, Chair - Presiding

1. Call to order

Chair Calliccoat called the meeting to order.

2. Roll call

A quorum was established with a roll call. The following members were present.

Machele Calliccoat, Chair
Peggy Avery
Austin Hodges
Christie Luther
Greg Mitchell
Erin Pierce
Heather Sinclair
Kathy Whitson

Note: Members Christy Mather, Leah Longest and Thao Nguyen Pham were not present on this date.

Boards Legal advisor

Ashton Poarch

Board staff

Sherry Lewelling, Executive Director
Janelle Hastings, Administrative Assistant
Melinda Dobie, Student Registrar
Danielle Andrews, Inspector/Examiner
Asrar Johnson, Inspector/Examiner
Caroline Hagberg, Inspector/Examiner
Elaine Klemme, Inspector/Examiner
Latonca Dollarson, Examiner

Visitors

Buffy Layman, Shaleta Colbert, Brandy Bahm, Shawnda Cox, Gustavo Tafoya, Linda Wiist, Chelsea Pritchard, Tiffonie Graves

3. This regularly scheduled meeting of the Oklahoma Cosmetology and Barbering Board has been convened in accordance with the Oklahoma Open Meeting Act.

The agenda had been properly posted and agenda-ized.

4. Discussion and Possible Action to Approve or Disapprove Board Meeting Minutes from November 8, 2021 and December 13, 2021

A motion was made by Ms. Hodges and seconded by Ms. Luther to approve Board Meeting Minutes from November 8, 2021 and December 13, 2021

Voting: Avery, yes; Hodges, Luther, yes; Mitchell, yes; Pierce, yes; Sinclair, yes; Whitson, yes.

Motion passed

5. Discussion and possible action to approve or disapprove budget report (November 1, 2021 to December 31, 2021) – Brandy Bahm, OMES, Agency Business Services

A motion was made by Ms. Whitson and seconded by Ms. Sinclair to approve budget report (November 1, 2021 to December 31, 2021) – Brandy Bahm, OMES, Agency Business Services.

Voting: Avery, yes; Hodges, Luther, yes; Mitchell, yes; Pierce, yes; Sinclair, yes; Whitson, yes.

Motion passed

6. Possible consideration of a motion and vote to enter into Executive Session, pursuant to 25 O.S. § 307(B)(8) for the Board to engage in deliberations or render a final or intermediate decision in an individual proceeding pursuant to Article II of the Administrative Procedures Act.

- i. Possible motion and vote to enter Executive Session regarding individual proceedings for the following citations:

Citation Number 00040 The Cutting Zone Owner – Magdalena Marquez
Witness Donna Glasper was not present on this date

A motion was made by Ms. Austin and seconded by Ms. Whitson to dismiss this citation.

Voting: Avery, yes; Hodges, Luther, yes; Mitchell, yes; Pierce, yes; Sinclair, yes; Whitson, yes.

Motion passed

Citation Number 00051 Hiep Nguyen;
Ms. Caroline Hagberg, Witness

A motion was made by Ms. Sinclair and seconded by Ms. Pierce to uphold citation.

Voting: Avery, yes; Hodges, Luther, yes; Mitchell, yes; Pierce, yes; Sinclair, yes; Whitson, yes.

Motion passed

Citation Number 00052 Thanh Nguyen

A motion was made by Ms. Hodges and seconded by Ms. Luther to uphold citation.

Voting: Avery, yes; Hodges, Luther, yes; Mitchell, yes; Pierce, yes; Sinclair, yes; Whitson, yes.

Motion passed

Citation Number 00184 Distinct Hair Design Owner – Tiffonie Graves

A motion was made by Ms. Pierce and seconded by Ms. Hodges to enter into Executive Session.

Voting: Avery, yes; Hodges, Luther, yes; Mitchell, yes; Pierce, yes; Sinclair, yes; Whitson, yes.

Motion passed

****Executive Session****

A motion was made by Ms. Pierce and Ms. Avery to return to Open Session.

Voting: Avery, yes; Hodges, Luther, yes; Mitchell, yes; Pierce, yes; Sinclair, yes; Whitson, yes.

Motion passed

****RETURN TO OPEN SESSION****

A motion was made by Ms. Luther and seconded by Ms. Hodges to uphold the citation against Tiffonie Graves, and allow her to pay \$42 per month until citation is paid in full.

Voting: Avery, yes; Hodges, Luther, yes; Mitchell, yes; Pierce, yes; Sinclair, yes; Whitson, yes.

Motion passed.

Citation Number 00185 Salma Gabbar;

A motion was made by Ms. Hodges and Ms. Sinclair to uphold citation.

Voting: Avery, yes; Hodges, Luther, yes; Mitchell, yes; Pierce, yes; Sinclair, yes; Whitson, yes.

Motion passed.

Citation Number 00201 Thi Nhu Quynh Nguyen;

A motion was made by Ms. Hodges and seconded by Ms. Whitson to uphold citation 00201

Voting: Avery, yes; Hodges, Luther, yes; Mitchell, yes; Pierce, yes; Sinclair, yes; Whitson, yes.

Motion passed.

Citation Number 00202 Thanh Nam Nguyen;

(Note: Ms. Whitson exited the meeting for a brief moment to take an important phone call and did not vote on Citation number 00202)

A motion was made by Ms. Luther and seconded by Ms. Sinclair to uphold citation 00202

Voting: Avery, yes; Hodges, Luther, yes; Mitchell, yes; Pierce, yes; Sinclair, yes.

Motion passed.

Citation Number 00203 Savvy Nail Salon & Spa Owner – Dam Dinh Pham;

A motion was made by Ms. Sinclair and seconded by Ms. Avery to uphold citation 00203

Voting: Avery, yes; Hodges, Luther, yes; Mitchell, yes; Pierce, yes; Sinclair, yes; Whitson, yes.

Motion passed.

Citation Number 00204 Hung Mai;

A motion was made by Ms. Avery and seconded by Ms. Sinclair to uphold citation 00204 but to reduce to \$250 first offense.

Voting: Avery, yes; Hodges, Luther, yes; Mitchell, yes; Pierce, yes; Sinclair, yes; Whitson, yes.

Motion passed.

Citation Number 00205 Quyen Tran

A motion was made by Ms. Hodges and seconded by Ms. Luther to uphold citation 00205.

Voting: Avery, yes; Hodges, Luther, yes; Mitchell, yes; Pierce, yes; Sinclair, yes; Whitson, yes.

Motion passed.

7. Discussion and possible action regarding individual proceedings for citations as listed in 6(i), above, which may include matters discussed in Executive Session.

8. Director's report and possible discussion– Sherry G. Lewelling

Inspections

Ms. Lewelling reported that she visited with Senator Daniels about massage therapy bill and cosmetology bill and she agreed to sponsor both bills, she did have questions about the massage bill and she was very sure that we could get something done this year. Sen. Daniels did not have any questions about the cosmetology bill. Ms. Lewelling announced that we have a new employee beginning January 18 who will be the new inspection program coordinator one of her responsibilities will be provide numbers of inspections for the Director's report.

9. Massage Therapy Report – Laura Grisso-Eyster

Ms. Grisso Eyster was not present on this day to provide report.

10. Discussion and possible action to provide AAG Ashton Poarch authority to prepare a consent order with Central Oklahoma College to ensure compliance with esthetician course.

Ms. Poarch stated that they have been discussion with Central Oklahoma College about their esthetician program asked for the authority to enter into consent agreement which would basically lay out a plan and timeline to get into agreement and provide 'safe harbour' from trouble with the board and allow them a clear way forward to get into compliance.

A motion was made by Ms. Hodges and seconded by Ms. Sinclair to approve consent order with Central Oklahoma College to ensure compliance with esthetician course.

Voting: Avery, yes; Hodges, Luther, yes; Mitchell, yes; Pierce, yes; Sinclair, yes; Whitson, yes.

Motion passed.

11. Performance Committee Report

- a. Discussion on Executive Director pay

Chair Callicoat announced that they did not have a performance committee report as of yet, but would be meeting at some point.

12. Discussion and possible action to enter into executive session pursuant to 25 O.S. §307(B)(2) to discuss performance review of Executive Director, Sherry G. Lewelling

- a. Vote to enter Executive Session

Do not have a performance review therefore item was tabled.

A motion was made by Ms. Pierce and seconded by Ms. Hodges to table this item.

Voting: Avery, yes; Hodges, Luther, yes; Mitchell, yes; Pierce, yes; Sinclair, yes; Whitson, yes.

Motion passed.

13. Discussion and possible action on performance committee report.

A motion was made by Ms. Hodges and seconded by Ms. Luther to table this item.

Voting: Avery, yes; Hodges, Luther, yes; Mitchell, yes; Pierce, yes; Sinclair, yes; Whitson, yes.

Motion passed.

14. Discussion and possible action on creating additional board committees.

- a. Special Request Review
- b. Policy and Procedure Review
- c. Hiring Committee
 - i. Develop a transition plan

Special request committee- if a licensee or school has something they would like to be added into or law or removed, they would make a special request to this committee and then proceed from there.

Policy and procedure Review- this pertains to criminal history this is something Ms. Lewelling has been responsible for, and she recommends the Chair create a committee to review background checks, criminal background, etc. to take some of that responsibility off the new director.

Hiring Committee

- i. Develop a transition plan

Ms. Lewelling will be retiring soon and we need to form a hiring committee that will be charged with creating and developing a transition plan.

A motion was made by Ms. Sinclair and seconded by Ms. Pierce to create these committees.

Voting: Avery, yes; Hodges, Luther, yes; Mitchell, yes; Pierce, yes; Sinclair, yes; Whitson, yes.

Motion passed.

15. New business which could not have been reasonably foreseen prior to posting of meeting agenda 25 O.S.§.311 (A)(10).

No new business was heard.

16. Board adjournment

Chair Callicoat adjourned the meeting.

Machele Callicoat, Chair _____

Peggy Avery _____

Austin Hodges _____

Christie Luther _____

Greg Mitchell _____

Erin Pierce _____

Heather Sinclair _____

Kathy Whitson _____