

The Oklahoma State Board of Cosmetology met at 10:00 a.m. on Monday, September 9, 2013 at 2401 NW 23<sup>rd</sup> Street, Suite 84, Oklahoma City, OK in the Testing Center, 73107. The following persons were present:

**BOARD MEMBERS**

Ken Young, Board Chair  
Max Thomas, Vice Chair  
LaFaye Austin  
Bill Helton  
Pamela Martin  
Gretchen Payne  
Matt Smith  
Janet Dale Webb

**BOARD'S LEGAL ADVISOR**

Kimberly Heaton, Assistant Attorney General

**BOARD STAFF**

Jennifer McRee, Principal Assistant  
Elaine Klemme, Inspector  
Michelle Palmer, Inspector  
Vicki Middleton, Inspector  
Sandy Merriman, Inspector

**VISITORS**

Paula Matthews  
Darren Gibson  
Tammy McAlvain  
Laura Swingle

**CALL TO ORDER**

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

**ROLL CALL**

Quorum was established with roll call. The following person answered roll call: Young, Thomas, Austin, Helton, Martin, Payne, Smith and Webb. Fisher was not present.

**OPPORTUNITY FOR THE BORD TO RECEIVE PUBLIC COMMENT. EACH SPEAKER IS LIMITED TO THREE MINUTES**

No public speaking was heard.

**COMMENTS FROM INSPECTORS**

No comments from Inspectors were heard.

**DISCUSSION AND BORD ACTION TO APPROVE OR DISAPPROVE FINANCIAL REPORT (JULY 1, 2013 – AUGUST 30, 2013) – REPRESENTTIVE FROM AGENCY BUSINESS SERVICES**

Ms. Laura Swingle presented the report to the Board and answered questions form members.

A motion was made by Ms. Payne and seconded by Ms. Austin to accept the report as presented.

VOTING: Thomas, yes; Austin, yes; Helton, yes; Martin, yes; Payne, yes; Smith, yes; Webb, yes.  
Motion carried.

**DISCUSSION AND BOARD ACTION TO APPROVE OR DISAPPROVE BOARD MEETING MINUTES OF JULY 8, 2013**

A motion was made by Mr. Thomas and seconded by Ms. Smith to approve the Board meeting minutes of July 8, 2013.

VOTING: Thomas, yes; Austin, yes; Helton, yes; Martin, yes; Payne, yes; Smith, yes; Webb, yes.  
Motion carried.

**DIRECTOR'S REPORT – SHERRY G. LEWELLING, EXECUTIVE DIRECTOR**

Ms. Lewelling was not present for the meeting. Ms. McRee shared that Ms. Lewelling wanted to report to the Board that she was still waiting on an NIC audit report from Beck Boeckman. She was also waiting on a request list of current barber shops but working from an old list, there are approximately 1,070 and of these, we already license approximately half, 496. She also wishes to report that Mr. Donnie Allen resigned as of Friday, September 6, 2013.

**BUDGET COMMITTEE REPORT – MAX THOMAS, CHAIR**

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Mr. Thomas stated that this is still a work in progress and more information is gathered with the combining of the Boards, the budget will necessarily be revised.

**TESTING COMMITTEE REPORT – BILL HELTON, CHAIR**

Mr. Helton reported that the committee met prior to the Board meeting and has made great progress on the development of the Hairbraiding Practical Examination revisions. He stated that the Committee agrees it is necessary that the NIC practical be used. Mr. Helton stated that the Committee had plans to present the practical exam to the Board for approval in November.

Board discussion began regarding the use of state questions on the Hairbraiders or any of the NIC written exams and the pros and cons as well as how the grading is done. Chair Young asked that NIC be contacted for information on this to see how the scoring is done if ten state questions are used on the written exam.

**RULES COMMITTEE REPORT – PAM MARTIN, CHAIR**

Ms. Martin reported that the rules committee had plans to meet today with Barber members to work on a proposed draft in hopes of making a presentation to the full Board in November.

**LEGISLATIVE COMMITTEE – MAX THOMAS, CHAIR**

Mr. Thomas reported that the legislative committee had plans to meet today with Barber members to work on a proposed draft in hopes of making a presentation to the full Board in November.

**BOARD DISCUSSION RE: ELECTRONIC INSPECTIONS – PAMELA MARTIN**

Ms. Martin shared information with the Board regarding electronic inspections she learned about at the NIC that the West Virginia Board is using. She asked that more research be done for the Board to consider doing this and possible budget revision if necessary. She also asked that this be placed on the November agenda for Board consideration when more information is researched regarding the possibilities.

**DISCUSSION AND BOARD ACTION TO APPROVE OR DISAPPROVE FY 2013 ANNUAL REPORT**

A motion was made by Mr. Smith and seconded by Ms. Webb to approve the FY 2103 Annual Report as presented.

VOTING: Thomas, yes; Austin, yes; Helton, yes; Martin, yes; Payne, yes; Smith, yes; Webb, yes.  
Motion carried.

**REPORTS FROM DELEGATES THAT ATTENDED THE NIC CONFERENCE IN DENVER COLORADO  
AUGUST 24-26, 2013**

LaFaye Austin, Bill Helton, Pam Martin and Ken Young reported on their positive experiences at the NIC Conference. Mr. Young announced that Mr. Helton was elected as the NIC Executive Vice President.

**REPORTS NOT KNOWN OR WHICH COULD NOT HAVE BEEN REASONABLY FORESEEN PRIOR TO  
POSTING OF MEETING AGENDA – 25 O.S. § (A)(9)**

No new business was heard.

**BOARD ADJOURNMENT**

Chair Young announced the meeting to be adjourned.

_____ Ken Young, Chair	_____ Max Thomas, Vice Chair
_____ LaFaye Austin	_____ Bill Helton
_____ Pamela Martin	_____ Gretchen Payne
_____ Matthew Smith	_____ Janet Dale Webb