



## OKLAHOMA STATE BOARD OF COSMETOLOGY AND BARBERING

### BOARD MEETING AGENDA

November 9, 2020

10:07a.m.

2401 N W 23<sup>rd</sup>, Suite 84

Suite 84 and/or Conference Line

Oklahoma City, Ok. 73107

Jeff Sells, Chair - Presiding

**CONFERENCE LINE 1-866-494-2286**

- 
1. Call to order  
Chair Sells called the meeting to order. The agenda had been properly posted and agenda-ized.
  2. Roll call  
A quorum was established with roll call. The following Board members were present.

Jeff Sells Chair

Bruce Waight, Vice Chair

Peggy Avery

Anthony Baldini (via conference line)

Machele Callicoat

Christie Luther (via conference line)

Christy Mather (via conference line) Left meeting at noon.

Greg Mitchell (via conference line)

Thao Nguyen Pham (via conference line)

Erin Pierce

Note: Bill Helton was not present in person or via conference line

#### **BOARD LEGAL ADVISOR**

Jenny Dickson (left meeting at 12:50 pm)

#### **BOARD STAFF**

Sherry G Lewelling, Executive Director

John Funderburk, Principal Assistant

Janelle Hastings, Administrative Assistant

Asrar Johnson, Inspector/Examiner

Donna Glasper, Inspector/Examiner

Elaine Klemme, Inspector/Examiner

Latonca Dollarson, Examiner

Camisha Green, Student Registrar

LauriAnn LA Gillette, Inspector Coordinator

#### **VISITORS**

Brandy Bahm

Linda Wiist

Brittney Perkins

Rachel Adams

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## OKLAHOMA STATE BOARD OF COSMETOLOGY AND BARBERING

3. Discussion and Possible Action to Approve or Disapprove Board Meeting Minutes from September 14, 2020

A motion was made by Ms. Avery and seconded by Ms. Callicoat to approve Board Meeting Minutes from September 14, 2020

### **Voting:**

Bruce Waight, yes: Peggy Avery, yes: Anthony Baldini, , yes: Machele Callicoat, yes: Christie Luther, yes: Christy Mather, yes: Greg Mitchell, yes: Thao Nguyen Pham, yes: Erin Pierce, yes:

### **Motion Passed.**

4. Discussion and possible action to approve or disapprove budget report (September 1, 2020 to October 31, 2020) – Brandy Bahm, OMES, Agency Business Services.

Ms. Bahm reported that all departments are operating well under budget and the agency has about \$1.5 million in cash.

A motion was made by Ms. Callicoat and seconded by Ms. Pierce to approve budget report (September 1, 2020 to October 31, 2020)

### **Voting:**

Bruce Waight, yes: Peggy Avery, yes: Anthony Baldini, , yes: Machele Callicoat, yes: Christie Luther, yes: Christy Mather, yes: Greg Mitchell, yes: Thao Nguyen Pham, yes: Erin Pierce, yes:

### **Motion passed.**



## OKLAHOMA STATE BOARD OF COSMETOLOGY AND BARBERING

5. (formerly item 7) Presentation on proper board procedures in accordance to the Oklahoma Open Meetings Act – Marie Schuble

Ms. Schuble, Assistant Attorney General for the State of Oklahoma, provided a brief but very informative summary on the Oklahoma Open Records Act.

6. (formerly item 5) Public comment- Opportunity for the board to receive public comments. Each speaker is limited to three minutes. Comments must be related to items listed on the agenda.

No request for public comment was heard.

7. (formerly item 6.) Director's report and possible discussion– Sherry G. Lewelling

Ms. Lewelling introduced the agency's new employee, Sherri Blondiau who replaced Tricia Laine in the license department and according to her supervisor, is doing an amazing job. Ms. Lewelling also announced that AbbyKate Waugh, massage program coordinator is leaving as of Friday November 13. Ms. Lewelling said the agency is still managing as best we can with Covid-19, all employees are wearing masks and examiners are still wearing full PPE's and we have limited access in our waiting area. She announced the office holiday party will be Monday December 7 and extended an invitation to all board members. She went on to say the agency was without power and closed for several days due to the ice storm, and then once power returned we had IT issues, which are now resolved. Also, she, Jeff Sells, Bruce Waight and Christy Mather met with the Occupational Licensing Task Force met November 5, the review was for manicurist and facial license. There were no comments or questions asked by the task force. The recommendation was no changes. Ms. Lewelling thanked the board for their support. Inspection numbers for August, September and October include 944 actual inspections, 270 attempts, and 34 schools. Because there had been some questions about the scope of the Instructor license she had put together some numbers. There are 159 Master Cosmetology instructor positions available in the state, that does not include the 8 Master Cosmetology Instructor positions in the office. There are 16 Master Barber positions. There are 48 individuals that are dually licensed in those positions. There are currently 1157 Master Cosmetology Instructors in the state as well as 205 Master Barber Instructors, 21 Facial Instructors and 18 Manicurist Instructors, 5 individuals have both Facial and Manicurist Instructor license. There are 55 individuals that hold both Master Cosmetology Instructor and Master Barber Instructor license. We also have 35 active apprenticeship programs in the state.



## OKLAHOMA STATE BOARD OF COSMETOLOGY AND BARBERING

### 8. Rules Committee Report – Christie Luther

Much discussion centered around, among other topics, such as training supplies vs. kits and whether the word kit should be struck to be consistent with current wording, four large covered receptacles for soiled towels changed to four (4) vented covered containers for soiled linens to clarify language, schools are to be inspected every 10-12 weeks and establishments at least twice a year

### 9. (formerly item 11.) Discussion and possible action to approve or disapprove rules committee recommendations.

#### Ch. 10 Licensure of Cosmetologists, Barbers, Schools and Related Establishments

##### Subchapter 3. Licensure of Schools

##### Part 3. Student Registration and Entrance Requirements

10-3-16

##### Part 5. Equipment and Curriculum Requirements

10-3-31, 10-3-37, 10-3-40, 10-3-45,

##### Subchapter 7. Sanitation, Disinfection and Safety Standards for Establishments and Schools

10-7-12

##### Subchapter 9. Licensure of Cosmetologists, Barbs and Related Occupations

##### Part 5. Demonstrators; Cosmetic Studios; Trade Shows; Guest Artists; Wig Dressing; other Practices of Cosmetology and Barbering

10-9-53

##### Subchapter 15. Inspections, Violations and Enforcement

10-15-2

#### Chapter 20. Massage Therapy

##### Subchapter 1. General Provisions

##### Subchapter 9. Standards of Professional Conduct

20-9-3

A motion was made by Mr. Waight and seconded by Ms. Callicoat to approve rules committee recommendations.

#### **Voting:**

Bruce Waight, yes: Peggy Avery, yes: Anthony Baldini, , yes: Machele Callicoat, yes:  
Christie Luther, yes: Christy Mather, yes: Greg Mitchell, yes: Thao Nguyen Pham,  
yes: Erin Pierce, yes:



## OKLAHOMA STATE BOARD OF COSMETOLOGY AND BARBERING

### **Motion passed.**

#### 10. (formerly item 9) Website Committee Report – Jeff Sells

Mr. Sells reported that there really has not been much done on this due to things happening in Oklahoma City (ice storm) and then we need to get the menu system into the new template, once we do that then we can go forward with committee meetings. So we will follow up with the Oklahoma IT group that is doing those changes for us.

#### 10. Discussion and possible action to approve or disapprove website committee recommendations.

No action was taken.

Chair Sells called for a five minute recess.

After break a quorum was again established with roll call.

Jeff Sells Chair  
Bruce Waight, Vice Chair  
Peggy Avery  
Anthony Baldini (via conference line)  
Machele Callicoat  
Christie Luther (via conference line)  
Christy Mather (via conference line) Left meeting at noon.  
Greg Mitchell (via conference line)  
Thao Nguyen Pham (via conference line)  
Erin Pierce



## OKLAHOMA STATE BOARD OF COSMETOLOGY AND BARBERING

### 11. Legislative Committee Report – Bruce Waight Sr.

Mr. Waight and Mr. Sells provide updates on proposed legislation. Mr. Waight said we do have some support coming from Rep. Forrest Bennett. Mr. Sells said the Board would submit the same basic information as in 2019 with a few minor changes.

### 12. Discussion and possible action to approve or disapprove legislative committee recommendations.

199.1 Definitions, 199.3 Powers of Board – Rules and Regulations – Members of Armed Forces – Serious Illness, 199.4 Executive Director, 199.6 Unlawful Acts, 199.7 Schools – Eligibility to Take Examination Application, 199.8 Apprentices, 199.9 Facilities – License Required, 199.10 Expiration and Renewal of Licenses, 199.11 Grounds for Denial of License, Certificate or Registration, 199.14 Fees

A motion was made by Mr. Waight and seconded by Ms. Pierce to approve legislative committee recommendations.

#### **Voting:**

Bruce Waight, yes: Peggy Avery, yes: Anthony Baldini, , yes: Machele Calliccoat, yes: Christie Luther, yes: Greg Mitchell, yes: Thao Nguyen Pham, yes: Erin Pierce, yes:

#### **Motion passed.**



## OKLAHOMA STATE BOARD OF COSMETOLOGY AND BARBERING

### 13. Performance Committee Report – Peggy Avery

This item was tabled for the January meeting as Ms. Avery had not had an opportunity to meet with all employees. She did state that OMES had increased the pay band for executive directors to \$103,852. Ms. Lewelling is currently at \$91,835.

### 14. Discussion and possible action to approve or disapprove the performance committee recommendations

There was no vote on this item.

### 15. Discussion and possible action on creating training video's for the Basic Cosmetology and Basic Barber practical exam.

This item was assigned to the testing committee for further review and then will make recommendation to the Board

There was no action on this item.

### 16. Discussion and possible action on approving or disapproving a special board meeting primarily for any rules and regulations not completed prior to this meeting.

Because the Massage Therapy Advisory Board was not able to meet in October and therefore present their recommendations to the Board it is necessary to schedule a special board meeting to approve their proposal for rules recommendations.

A motion was made by Ms. Callicoat and seconded by Ms. Avery to hold a special board meeting on Monday November 30 at 10:00 am.

#### **Voting:**

Bruce Waight, yes: Peggy Avery, yes: Anthony Baldini, , yes: Machele Callicoat, yes: Christie Luther, yes: Greg Mitchell, yes: Thao Nguyen Pham, yes: Erin Pierce, yes:

#### **Motion passed.**



## OKLAHOMA STATE BOARD OF COSMETOLOGY AND BARBERING

17. Discussion and possible action to approve or disapprove the establishment of regularly scheduled OSBCB meetings in 2021, every other month on the second Monday of the month at 10:00 am

2021 Dates Would be as follows:

January 11<sup>th</sup>  
March 8<sup>th</sup>  
May 10<sup>th</sup>  
July 12<sup>th</sup>  
September 13<sup>th</sup>  
November 8<sup>th</sup>

A motion was made by Mr. Baldini and seconded by Ms. Nguyen-Pham to approve establishment of regularly scheduled OSBCB meetings in 2021, every other month on the second Monday of the month at 10:00 am

**Voting:**

Bruce Waight, yes: Peggy Avery, yes: Anthony Baldini, , yes: Machele Calliccoat, yes:  
Christie Luther, yes: Greg Mitchell, yes: Thao Nguyen Pham, yes: Erin Pierce, yes:

18. New business which could not have been reasonably foreseen prior to posting of meeting agenda 25 O.S. sec.311 (A)(9)

No new business was heard.





**OKLAHOMA STATE BOARD OF  
COSMETOLOGY AND BARBERING**

**19. Board adjournment**

Chair Sells adjourned the meeting.

Jeff Sells, Chair \_\_\_\_\_  
Bruce Waight, Sr., Vice Chair \_\_\_\_\_  
Peggy Avery \_\_\_\_\_  
Anthony Baldini \_\_\_\_\_  
Machele Calliccoat \_\_\_\_\_  
Christie Luther \_\_\_\_\_  
Christy Mather \_\_\_\_\_  
Greg Mitchell \_\_\_\_\_  
Thao Nguyen Pham \_\_\_\_\_  
Erin Pierce \_\_\_\_\_