



J. Kevin Stitt  
Governor

## OKLAHOMA STATE BOARD OF COSMETOLOGY AND BARBERING

### SPECIAL BOARD MEETING AGENDA

April 11, 2022

10:08 a.m.

2401 N W 23<sup>rd</sup>, Suite 61

Oklahoma City, Ok. 73107

Machele Calliccoat, Chair - Presiding

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1. Call to order

Chair Calliccoat called the meeting to order.

2. Roll call

A quorum was established with roll call.

The following members were present

Machele Calliccoat, Chair

Peggy Avery

Austin Hodges arrived late at 10.32 am

Leah Longest

Christie Luther

Greg Mitchell

Thao Nguyen Pham

Erin Pierce

Heather Sinclair

Kathy Whitson

#### BOARD'S LEGAL COUNSEL

Maria Maule

#### OFFICE STAFF

John Funderburk, Interim Executive Director

Janelle Hastings, Administrative Assistant

#### VISITORS

Katie Holderread OMES HR Director

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## OKLAHOMA STATE BOARD OF COSMETOLOGY AND BARBERING

3. This special meeting of the Oklahoma Cosmetology and Barbering Board has been convened in accordance with the Oklahoma Open Meeting Act.
4. Discussion of best practices for interviewing and evaluating candidates – Katie Holderread, Office of Management and Enterprise Services Interim HR Director

Ms. Katie Holderread provided the Board with suggestions such as shaping questions with job related information, be consistent with all candidates, ask follow up questions, provide an overview of the job, do not ask any questions that could reveal marital status, children, race, religion or anything that could be construed as discriminatory in nature. She cautioned members not to fall victim to interview bias.

A motion was made by Ms. Pierce and seconded by Ms. Whitson to allow John Funderburk to stay for Executive Session.

Voting.

Avery, yes; Hodges, yes; Longest, yes; Luther, yes; Mitchell, yes; Nguyen Pham, yes; Pierce, yes; Sinclair, yes; Whitson, yes.

Motion passed.

5. Possible discussion and vote to enter into Executive Session, pursuant to 25 O.S. § 307(B)(1) to discuss the employment, including interviewing and evaluating candidates, and possible hiring of an Executive Director for the Oklahoma State Board of Cosmetology and Barbering.
  - i. Possible discussion and vote to enter into Executive Session
  - ii. Possible motion and vote to return to open session.

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

Avery, yes; Hodges, yes; Longest, yes; Luther, yes; Mitchell, yes; Nguyen Pham, yes; Pierce, yes; Sinclair, yes; Whitson, yes.

Motion passed.



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\*\*\*\*EXECUTIVE SESSION\*\*\*\*

Ms. Luther and Ms. Longest left the meeting while still in Executive Session.

A motion was made by Ms. Pierce and seconded by Ms. Hodges, to exit Executive Session.

Avery, yes; Hodges, yes; Mitchell, yes; Nguyen Pham, yes; Pierce, yes; Sinclair, yes; Whitson, yes.

Motion passed.

6. Discussion and possible action on hiring an Executive Director for the Oklahoma State Board of Cosmetology and Barbering

A motion was made by Ms. Hodges and seconded by Ms. Nguyen Pham to invite Malena Curtsinger and Michelle McFarland for a 2<sup>nd</sup> interview in front of the full board to address some other questions and then the full board would vote on the applicant at a special meeting (date to be determined.)

Avery, yes; Hodges, yes; Mitchell, yes; Nguyen Pham, yes; Pierce, yes; Sinclair, yes; Whitson, yes.

Motion passed.

NOTE: Longest and Luther had left the meeting by this time.

7. Board adjournment

A motion was made by Ms. Whitson and seconded by Ms. Hodges to adjourn the meeting.

Avery, yes; Hodges, yes; Mitchell, yes; Nguyen Pham, yes; Pierce, yes; Sinclair, yes; Whitson, yes.

Motion passed.

The meeting was adjourned.