

OKLAHOMA STATE BOARD OF
COSMETOLOGY AND BARBERING

BOARD MEETING AGENDA

June 16, 2022

11:02 a.m.

2401 N.W. 23rd, Suite 84 Testing Center

Oklahoma City, OK 73107

Machele Calliccoat, Chair - Presiding

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1. Call to order, roll call, and determination of quorum
Chair Calliccoat called the meeting to order. A quorum was established with roll call. The following members were present.

MACHELE CALLICOAT, CHAIR
CHRISTY MATHER VICE CHAIR (left meeting at 1.13 pm)
PEGGY AVERY
LEAH LONGEST
GREG MITCHELL
THAO NGUYEN PHAM
ERIN PIERCE
HEATHER SINCLAIR

Note: Board members Austin Hodges, Christie Luther, Kathy Whitson were not present on this day.

Board legal counsel

Maria Maule
Mehry Taremi

Office Staff

Malena Curtsinger, Executive Director
John Funderburk, Principal Assistant
Janelle Hastings, Administrative Assistant
Lori Cutchin, Massage Therapy Program Coordinator

Visitors

Bonnie Campo
Brandy Bahm

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2. This special meeting of the Oklahoma Cosmetology and Barbering Board has been convened in accordance with the Oklahoma Open Meeting Act.
3. Introduction of Executive Director Malena Curtsinger and Assistant Attorney General Mehry Taremi – Machele Callicoat

Chair Callicoat introduced the Agency's new Executive Director Malena Curtsinger and new assistant Attorney General Mehry Taremi.

4. Discussion and possible action to approve or disapprove budget report (March 1, 2022 to April 30, 2022) – Brandy Bahm, OMES, Agency Business Services

The Board circled back to this item, after item #5, as Ms. Bahm was late.

Ms. Bahm reported that all departments are operating under budget.

A motion was made by Ms. Avery and seconded by Ms. Sinclair to approve budget report (March 1, 2022 to April 30, 2022)

Voting:

Mather, yes; Avery, yes; Longest, yes; Mitchell, yes; Nguyen Pham, yes; Pierce, yes; Sinclair, yes;

Motion passed.

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5. Budget Committee Report – Machele Callicoat
 - a. Discussion and possible action regarding Budget Committee recommendations

Changes to make to budget, dept 1 salaries, Ms. Dobie will receive a 5% increase after one year, Mr. Funderburk's salary will decrease to \$78,000 and the Executive Director's salary will decrease to \$90,000.

Professional services (temporary services from the Gault Foundation) will increase to \$30,000.

Travel budget for inspectors will increase from \$4500 to \$6000, out of state reg for training, increase from \$9600 to \$12,000

Dept 3 inspectors increase salary for Caroline and Latonca, a 5% skill based increase Danielle and Amanda an increase 5% for one year and 5% skill based increase.

Fuel budget was increased to \$15,000 last year and it was thought that should be sufficient.

In-state travel mileage was increased to \$25,000

Dept 8810 IT, data processing:

Need new firewall, around \$16,495.65 waiting on OMES to approve, include electronic inspection program, annual renewal is \$5,519.25 and \$177.17 subscriptions for antivirus, phishing, etc.

The annual IT audit is \$14,000.

Vote for budget is tabled until later in the meeting, after item #6.

A motion was made by Ms. Pierce and seconded by Ms. Nguyen Pham to approve Budget Committee recommendations

Voting:

Mather, yes; Avery, yes; Longest, yes; Mitchell, yes; Nguyen Pham, yes; Pierce, yes; Sinclair, yes;

Motion passed.

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6. Thentia presentation for new IT system to replace Board's IT system – Bonnie Campo and Jared McArthur (Demonstration by Jared McArthur done via Zoom, available at: <https://zoom.us/j/91330203477?pwd=d1djQUkKazdPWWRyU2wwVWluVzhodz09> Meeting ID: 913 3020 3477 Passcode: 637547)

Julian Cardarelli, founder of Thentia as well as Sean Bredia, Jared McArthur, Shauna Cole, Bonnie Campo gave a presentation

Members of Thentia gave an extensive presentation, explaining their background and experience working with regulatory bodies and took several questions from Board members.

Ms. Mather left at 1.13 pm.

Ms. Longest left meeting room from 12.17 pm to 12.21 pm.

Break 12.54 pm

Returned at 1.14 pm.

Roll call

Avery, here; Longest, here; Mitchell, here; Nguyen Pham, here; Pierce, here; Sinclair, here.

Discussion regarding Thentia continued.

- a. Discussion and possible action to approve or disapprove contract with Thentia.

A motion was made by Ms. Longest and seconded by Ms. Pierce to approve contract with Thentia.

Voting:

Avery, yes; Longest, yes; Mitchell, yes; Nguyen Pham, yes; Pierce, yes; Sinclair, yes;

Motion passed.

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7. Report on and possible discussion of inspections and Board projects – John Funderburk

This was not an action item.

Inspections includes actual inspections, attempted inspections, initial salon inspections and schools inspections.

March 689

April 487

May 553

The decrease in April and May due to testing and inspectors were in testing center.

Complaints, 98 resolved 53

Other projects include Thentia, Board member handbooks, check lists for office staff, training new director, Malena Curtsinger.

8. IT Committee Report and possible discussion – John Funderburk

This item was discussion only, no action taken.

Mr. Funderburk reached out to OMES to replace a firewall, and that started a snowball effect, they denied our request cause they wanted to manage it themselves.

OMES has set standards for all state agencies, even if not consolidated under OMES. Then because it's budget season sent a request to actually get approval to cover IT expenses, a blanket to cover legion and this other company. OMES reached out and want to meet with us to talk about taking over servers. OMES want to take over all IT, if they take over servers they take over everything. Some concerns are cost, would not cost us for desktop support. It may be beneficial to go with OMES, they have a reputation for not responding as fast but they follow state standards and are making great strides in performance and responses.

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9. Massage Therapy Report and possible discussion – Machele Callicoat

There was nothing to discuss on this item, they will be working on another bill.

10. Discussion and possible action to renew contract with Legion Technology

AAG Ms. Maria Maule just got this contract a few days ago, some language that cannot be agreed to and recommended that this item be table this item to a later date.

A motion was made by Ms. Longest and seconded by Ms. Sinclair to table this to a later meeting.

Voting:

Avery, yes; Longest, yes; Mitchell, yes; Nguyen Pham, yes; Pierce, yes; Sinclair, yes;

Motion passed.

11. Discussion and possible action to renew contract with NIC

NIC is the company we get our written exam from, it's a contract we do every year, \$18 per year per booklet and this is who we want to stay with.

A motion was made by Ms. Sinclair and seconded by Ms. Nguyen Pham to renew contract with NIC.

Voting:

Avery, yes; Longest, yes; Mitchell, yes; Nguyen Pham, yes; Pierce, yes; Sinclair, yes;

Motion passed.

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12. Discussion and possible action to renew contract with the Oklahoma Office of the Attorney General with amended terms.

Chair Callicoat explained that we have been with a 25% contract with the AG, meaning that the Assistant Attorney General who represented us spent 25% of their time dealing with us and because of citations, hearings and other issues we wanted to increase that to 50%.

A motion was made Ms. Pierce and seconded by Ms. Sinclair to renew contract with the Oklahoma Office of the Attorney General with amended terms.

Voting:

Avery, yes; Longest, yes; Mitchell, yes; Nguyen Pham, yes; Pierce, yes; Sinclair, yes;

Motion passed.

13. Discussion and possible action on agency Website update – Austin Hodges

This item was just an update and no action was taken.

John provided this report. On our new website platform will make it easier and more accessible and does not need a whole lot more. Need committee members to schedule some meetings to get this finalized.

14. Discussion and possible action to attend the NIC conference in San Antonio September 30th to October 3rd 2022

Mr. Funderburk and Ms. Callicoat said that we need cabinet secretary approval on all out of state travel and we've not done that. AAG Ms. Maule clarified an executive order put out by Governor Stitt in 2019 if the state is paying exclusively it has to be essential travel meaning 3 different things, either or
Necessary to maintain professional accreditation critical to the performance of core agency functions

Or required by the federal government necessary to retain federal funding. You don't necessarily need cabinet approval for that unless there is another entity paying for that and doesn't hurt to go that extra step just shows you are being very transparent.

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She recommended that a minority of the board to attend, because anytime you have a quorum then it could trigger the open meetings act.

A motion was made by Ms. Sinclair and seconded by Ms. Nguyen Pham to approve the five individuals and any agency staff to attend the NIC conference.

Voting:

Avery, yes; Longest, yes; Mitchell, yes; Nguyen Pham, yes; Pierce, yes; Sinclair, yes;

Motion passed.

15. Discussion and possible action to attend the NABBA conference in Atlanta September 18th to September 22nd 2022

A motion was made by Ms. Longest and seconded by Ms. Pierce to approve the five individuals and any agency staff to attend the NABBA conference .

Voting:

Avery, yes; Longest, yes; Mitchell, yes; Nguyen Pham, yes; Pierce, yes; Sinclair, yes;

Motion passed

16. Board adjournment

Chair Callicoat adjourned the meeting.