

## BOARD MEETING MINUTES

November 25, 2019

10:05 a.m.

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

Oklahoma City, Ok. 73107

Jeff Sells, Chair – Presiding

---

### 1. Call to order

Chair Jeff 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

LaFaye Austin

Peggy Avery

Anthony Baldini

Christie Luther

Christy Mather

Greg Mitchell

Thao Nguyen Pham

Bruce Waight

Note: Ms. Calliccoat and Mr. Helton were not present on this day.

### **Board Legal Advisor**

Grant Moak

### **Board Staff**

Sherry Lewelling, Agency Director

John Funderburk, Principal Assistant to the Director

Janelle Hastings, Administrative Assistant

Holli James, Inspector/Examiner

Asrar Johnson, Inspector/Examiner

Camisha Green, Student Registrar

LauriAnn Gillette, Inspector Program Coordinator

### **Guests**

None

### 3. Director's report - Sherry G. Lewelling

#### Agency Staffing

Ms. Lewelling said she was waiting until after the first of the year to post the job opening for the inspector position, adding that this time of year is not a good time to bring on a new hire due to the training requirements and scheduling around the holidays. We also have an office position open which we will try to fill at that same time.

#### NIC Executive Director's Meeting

Ms. Lewelling said they completed or updated which states issue what types of license, the training requirements, and continued education requirements, as well as cost for licensure. We also reviewed/revised the committee mission and vision and revised some of the best practices for sanitation and safety and investigations. Our mission is to get as many states as possible to have equivalent standards and be more uniform in our processes.

#### Occupational Task Force Review

Ms. Lewelling said this was her fourth meeting with the committee that is reviewing all occupational and professional license issued by various state agencies in Oklahoma. She was very thankful to have support from the Board's Legislative committee, Jeff Sells, Bruce Waight, Shelly Calliccoat and Christy Luther. The committee has not made any recommended changes to any of our licenses but has decided to do a further review next year. Ms Lewelling said that Labor Commissioner Leslie Osborn has a real perspective on the safety risks involved with what we do.

#### Inspector statistics

For the months of September and October 2010 we had 856 actual salon inspections, 202 attempted salon inspections, 19 school inspections for a total of 1,077 inspections. Ms. Lewelling added that numbers were a little lower for September as all inspectors were out for one week due to CLEAR training. (Council on Licensure, Enforcement and Regulation.)

#### 4. NABBA Conference Report – Bruce Waight

Mr. Waight attended the NABBA conference with Ms. Lewelling in Reno, NV. He said there were fifteen of twenty-three member states in attendance. He was excited to report that he was elected 3<sup>rd</sup> Vice President and also sits on the social media committee and financial committee. He said the focus of the conference was on de-regulation, reduction of hours and increase new member states. The mid-year conference will be February 22-25 in Dallas TX.

Ms. Austin made a motion to allow Mr. Waight, Mr. Baldini, Ms. Nguyen-Pham, Mr. Sells and Ms Lewelling to attend the NABBA mid-year conference in February 2020 in Dallas TX.

#### VOTING:

Austin, yes; Avery, yes; Baldini, yes; Luther, yes; Mather, yes; Mitchell, yes; Nguyen Pham, yes; Waight, yes.

Motion passed.

#### 5. Legislative Committee Report including possible changes to the Board's enabling act, Bruce Waight

The main changes to legislation included the definition of 'barber pole', allowing the renewal of licenses expired more than five years by submitting cumulative renewal fees and penalty fees and successfully passing the board safety and sanitation exam.

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

A motion was made by Mr. Baldini and seconded by Ms. Austin to approve legislative committee recommendations.

#### VOTING:

Austin, yes; Avery, yes; Baldini, yes; Luther, yes; Mather, yes; Mitchell, yes; Nguyen Pham, yes; Waight, yes.

Motion passed.

7. Discussion and possible action to enter into executive session pursuant to 25 O.S. §307(B)(1) to conduct performance review and discuss the employment of the Executive Director.

A motion was made by Mr. Baldini and seconded by Ms. Mather to enter into executive session.

VOTING:

Austin, yes; Avery, yes; Baldini, yes; Luther, yes; Mather, yes; Mitchell, yes; Nguyen Pham, yes; Waight, yes.

Motion passed.

\*\*\*Executive Session\*\*\*

A motion was made by Ms. Avery and seconded by Mr. Baldini to re-enter open session.

VOTING:

Austin, yes; Avery, yes; Baldini, yes; Luther, yes; Mather, yes; Mitchell, yes; Nguyen Pham, yes; Waight, yes.

Motion passed.

Discussion and possible action on matters discussed in executive session.

Mr. Sells said we had a good discussion and turned it over to Ms. Austin.

8. Director's evaluation report – LaFaye Austin

A motion was made by Ms. Austin and seconded by Mr. Baldini to raise Ms. Lewelling's salary to the maximum allowed.

VOTING:

Austin, yes; Avery, yes; Baldini, yes; Luther, yes; Mather, yes; Mitchell, yes; Nguyen Pham, yes; Waight, yes.

Motion passed.

Mr. Sells and other members expressed appreciation for Ms. Lewelling and the job she does, the more tasks she has taken on and being available to everyone at any time. Mr. Sells clarified this raise would be effective immediately.

9. Board adjournment

Chair Sells announced the board meeting adjourned.

Jeff Sells, Chair	_____	LaFaye Austin	_____
Peggy Avery	_____	Anthony Baldini	_____
Christie Luther	_____	Christy Mather	_____
Greg Mitchell	_____	Thao Nguyen Pham	_____
Bruce Waight	_____		