



Board of Cosmetology

Sam Brownback, Governor

## **Board Meeting Minutes January 9, 2017**

The Kansas Board of Cosmetology held a Board meeting on Monday, January 9, 2017 at 9:30 a.m. at the Board office at 714 S.W. Jackson Street, Suite 100, Topeka, Kansas. The Board Secretary recorded minutes.

### **Board Members Present:**

David Yocum, Chair  
Kimberley Holm, Member (phone-in)  
Kathryn Skepnek, Member  
Glenda Chappell, Member  
Janey McCarthy, Member (phone-in)  
Christine Burgardt, Member

### **Staff Present:**

Chiquita Coggs, Executive Director  
Aubrie Pryer, Compliance Supervisor  
Ms. Bowes, Board Secretary

### **Board Legal Counsel Present:**

Athena Andaya, Legal Counsel

### **Public Comment**

No public comment.

### **Call to Order**

David Yocum, Board Chair, called the meeting to Order at 10:16 a.m.

### **Approval of Agenda (Additions/Deletions/Changes)**

Motion and second to approve agenda items made by Burgardt and Skepnek, respectively. Motion carried.

### **Approval of 2016 Meeting Minutes for September, October, November and December**

Christine Burgardt, Board Member, requested a change to the September 12, 2016 minutes. Ms. Burgardt did not second the motion.

Motion and second to approve the September 12, October 10, November 14, December 1 and December 14, 2016 Board meeting minutes (Attachment 1) made by Burgardt and Chappell, respectively. Motion carried.

### **2017 Board Meeting Schedule**

Mr. Yocum presented the 2017 Board Meeting Dates (Attachment 2).

Motion and second to approve the 2017 Board Meeting dates made by Burgardt and Skepnek, respectively. Motion carried.

### **Election of Officers and Re-affirm Delegated Authority to Executive Director**

Mr. Yocum reported Roger Holmes, Vice Chair, is not running for Vice Chair at the end of his term. The Board nominated Matt Goss, Board Member, for the open position.

Motion and second to approve Matt Goss for Vice Chair made by Burgardt and Skepnek, respectively. Motion carried.

Mr. Yocum requested approval of the Kansas Board of Cosmetology Executive Director Duties and Responsibilities.

Motion and second to approve made by Chappell and Burgardt, respectively. Motion carried.

Mr. Yocum requested time to meet with Chiquita Coggs, Executive Director, to discuss the Delegated Authority and will present a final draft at the March 2017 Board Meeting.

Athena Andaya, Legal Counsel, presented the Annual Delegation Motions (Attachment 3) to the Board for approval.

### **Break/Recess**

Motion and second to approve recess break until 11:14 a.m. made by Burgardt and Chappell, respectively. Motion carried.

### **Call to Order**

Mr. Yocum, Board Chair, calls the meeting back to order at 11:14 a.m.

### **Election of Officers and Re-affirm Delegated Authority to Executive Director (Continued)**

Motion and second to approve Annual Delegation Motions Motion number One as written made by Skepnek and Chappell, respectively. Motion carried.

Motion and second to approve Annual Delegation Motion number Two as written made by Holm and Burgardt, respectively. Motion carried.

Motion and second to approve Annual Delegation Motion number Three as written made by Burgardt and Chappell, respectively. Motion carried.

Motion and second to approve Annual Delegation Motion number Four as written made by Chappell and Skepnek, respectively. Motion carried.

Motion and second to approve motion number Five as written made by Burgardt and Chappell, respectively. Motion carried.

### **Bellus Make-Up Artistry Program**

Mr. Yocum requested approval of the following three new programs:

- Makeup Artistry (150 hour specialty course)
- Cosmetology 102 (1650 hour program including the 1500 hour state approved cosmetology program plus the 150 hour makeup artistry course)
- Esthetics 102 (1150 hour program including the 1000 hour state approved esthetics program plus the 150 hour makeup artistry course)

Motion and second to approve the three new programs made by Skepnek and Burgardt, respectively. Motion carried.

**Fine Schedule and Period of Forgiveness Amended Guidance Document**

Ms. Andaya informed the Board that the period of fine forgiveness would require a change in statute; however, the Disciplinary Committee can use discretion to determine if a second and/or later offense will have a fine.

Ms. Andaya presented the following amended fine schedules (Attachment 6) for the Board's review:

- Tanning Establishments with the revision of -"Providing Access to a Minor", imposing a \$250.00 fine
- Body Art Professions Individual and Establishment
- Schools/Instructors-Cosmetology Professions
- Cosmetology Individuals/Establishment Professions

Motion and second to approve the amended Tanning Establishment fine schedule with the revision to "Providing Access to a Minor" fine of \$250.00 made by Chappell and Holm, respectively. Motion carried.

Motion and second to approve the amended fine schedule for Body Art Professions Individual and Establishment made by Burgardt and Chappell, respectively. Motion carried.

Motion and second to approve the amended fine schedule for Cosmetology Schools/Instructors-Cosmetology Professions made by Holm and Skepnek, respectively. Motion carried.

Motion and second to approve the amended fine schedule for Cosmetology Individuals/Establishment Professions with the revisions made by Holm and Chappell, respectively. Motion carried.

**Cosmetology Separations letter for Flint Hills**

Ms. Andaya presented a drafted letter for the Board to mail to Flint Hills. Mr. Yocum signed the letter and requested Board staff to mail the letter after the meeting.

**Adjournment**

Motion and second to adjourn the meeting at 11:52am made by Burgardt and Skepnek, respectively. Motion carried.