

STATE OF KANSAS

KANSAS BOARD OF COSMETOLOGY
714 SW JACKSON STREET, SUITE 100
TOPEKA, KS 66603



PHONE: (785) 296-3155
FAX: (785) 296-3002
kboc@ks.gov
www.kansas.gov/kboc

GOVERNOR JEFF COLYER, M.D.
SARAH SHIPMAN, SECRETARY

Board Meeting Minutes March 12, 2018

The Kansas Board of Cosmetology held a Board meeting on Monday, March 12, 2018 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:

Ashley Rangel, Member
Christine Burgardt, Member
Katy Skepnek, Member
Kimberley Mancuso, Member
Kelly Robbins, Member

Staff Present:

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

Board Legal Counsel Present:

Athena Andaya, General Counsel

Public Comment

No public Comment.

Call to Order

Christine Burgardt, Member, was selected by agreement of all members present to act as chair *pro tem* because of the unexpected absence of the chair and the vacancy of the vice chair position, called the meeting to Order at 10:02 a.m.

Approval of Agenda (Additions/Deletions/Changes)

Ms. Burgardt requested additions to the agenda for Approval of Hours for Megan Drach, Update for Temporary Employee for KBOC to work on revising the statutes and regulations of professions under the jurisdiction of the Board, and KBOC Licensing Report.

Motion and second to approve the additional items to the agenda made by Mancuso and Burgardt, respectively. Motion carried.

Motion and second to approve the agenda as amended made by Skepnek and Robbins, respectively. Motion carried.

Minutes of February 12, 2018

Motion and second to approve the minutes for February 12, 2018 made by Mancuso and Robbins, respectively. Motion carried.

Executive Session

Katy Skepnek, Member, made the following motion, "In order to protect the privacy of the party involved, I

STATE OF KANSAS

KANSAS BOARD OF COSMETOLOGY
714 SW JACKSON STREET, SUITE 100
TOPEKA, KS 66603



PHONE: (785) 296-3155
FAX: (785) 296-3002
kboc@ks.gov
www.kansas.gov/kboc

GOVERNOR JEFF COLYER, M.D.
SARAH SHIPMAN, SECRETARY

move that the Board recess into executive session to discuss an individual employee's performance pursuant to the non-elected personnel exception in the Kansas Open Meetings Act. The Board requires Chiquita Coggs, Executive Director; Laura Gloeckner, Assistant Director; Athena Andaya, Legal Counsel to be present in the executive session to aid in their discussion. The Board will reconvene the open meeting in this same location in 5 minutes at 10:11 a.m." The motion was seconded by Kelly Robbins, Member, and was carried unanimously.

Called to Order

Ms. Burgardt called the meeting back to order at 10:12 a.m. No motions were made after the executive session, as the Board found the item did not require an executive session and the item is available for open discussion.

Chiquita Coggs, Executive Director, requested the Board's determination if a non-benefits eligible employee is eligible for nomination and awarding of the employee of the quarter award.

Athena Andaya, Legal Counsel, requested the item be tabled for further review. Motion and second to table the discussion for further review was made by Robbins and Skepnek, respectively. Motion carried.

Legislative Update

Ms. Coggs informed the Board of the current status of Senate Bill 398, Senior License changes. She further informed the Board that our proposed bill regarding reciprocity, charitable events, and demonstration permits has not been introduced and that it is likely we will have to wait until next year to introduce the bill.

Esthetics Consultation Contact Update

Ms. Coggs informed the Board she has contacted Gary Begley, IMAJ Institute of Arizona, to see if he would be available to come and visit with the Board. Mr. Begley requested travel and accommodations reimbursement but will not charge for the consultation.

Ms. Andaya recommended the Board schedule a Skype session to offset the proposed expenses.

Ms. Coggs indicated she will contact Mr. Begley for his Skype availability and will report at the next scheduled Board meeting.

Temporary Employee for KBOC Update

Ms. Coggs informed the Board she has contacted Washburn School of Law and the University of Kansas School of Law, to inquire if they offer student internships to assist the Board with the revisions of the statutes and regulations. Ms. Coggs indicated she received a response from the University of Kansas School of Law indicating the request would go against their current policy in place and the student would need to be under the direct supervision of an attorney. Ms. Coggs has yet to receive a response from Washburn School of Law and indicated this was a possible avenue the Board was looking into to fill the position.

The Board discussed the possible requirements and responsibilities of the position.

Removal of Board Members

Ms. Burgardt requested the addition of a discussion on the Removal of Board Members be added to the agenda.

Motion and second to approve Removal of Board Members made by Skepnek and Robbins, respectively. Motion carried.

STATE OF KANSAS

KANSAS BOARD OF COSMETOLOGY
714 SW JACKSON STREET, SUITE 100
TOPEKA, KS 66603



PHONE: (785) 296-3155
FAX: (785) 296-3002
kboc@ks.gov
www.kansas.gov/kboc

GOVERNOR JEFF COLYER, M.D.
SARAH SHIPMAN, SECRETARY

Ms. Cogg informed the Board Kira McConico, Member, although she has had contact with Ms. McConico about scheduled Board meetings, Ms. McConico has been absent for the last three Board meetings. The Board has not received notice from Ms. McConico of her intentions to continue her role on the Board.

The Board discussed the absence of Ms. McConico and the removal requirements of a Board member. Ms. Andaya indicated the removal of a Board member would need to come directly from the Governor's office, unless a change is made to the statute or the individual personally resigns.

The Board recommended David Yocum, Chair, contact Ms. McConico and ask her what are her intentions regarding her service as a Board member. If Ms. McConico is no longer wanting to serve on the Board, then the Board would ask her to submit a Letter of Resignation to the Governor.

Motion and second to approve a Letter of Resignation be drafted by office staff and sent to Mr. Yocum, Chair, to provide to Ms. McConico, if needed, made by Robbins and Skepnek, respectively. Motion carried.

Subcommittee Member Selection

Ms. Burgardt requested volunteers from the Board for the three subcommittees: Curriculum, Disciplinary, and Awards Committee. Ms. Burgardt indicated Mr. Yocum previously submitted his volunteer requests prior to the Board meeting.

Christine Burgardt, Ashley Rangel and David Yocum volunteered for the Curriculum committee and plan to hold their first meeting in April 2018.

Katy Skepnek, Kimberley Mancuso and David Yocum volunteered for Disciplinary Panel.

Kelly Robbins and Kimberley Mancuso volunteered for the Awards committee.

Christine Burgardt will act as substitute for all committees should a member not be able to participate.

Board Members Ride-Along (Inspectors/School Inspections Included)

Motion and second to approve Board members ride-along with Inspectors of facilities and schools made by Burgardt and Robbins, respectively. Motion carried.

Anonymous Complaints

Ms. Burgardt requested the item be tabled until the next scheduled Board meeting.

Motion and second to approve Anonymous Complaints be tabled until the next scheduled Board meeting made by Skepnek and Robbins, respectively. Motion carried.

STATE OF KANSAS

KANSAS BOARD OF COSMETOLOGY
714 SW JACKSON STREET, SUITE 100
TOPEKA, KS 66603



PHONE: (785) 296-3155
FAX: (785) 296-3002
kboc@ks.gov
www.kansas.gov/kboc

GOVERNOR JEFF COLYER, M.D.
SARAH SHIPMAN, SECRETARY

KBOC License Reports

Ms. Gloeckner informed the Board of the current statistics the Board has recorded for licenses issued for March 2018 and paper and on-line renewal totals.

Ms. Gloeckner also informed the Board of the current Customer Service score for March 2018.

Request for Approval of Apprentice License Hours Ms. Burgardt explained that Megan E. Drach appeared before the Disciplinary Panel of the Kansas Board of Cosmetology prior to the meeting. Ms. Drach demonstrated, through her words, actions, and letters of recommendation, that she has been sufficiently rehabilitated to warrant the public trust and decided to issue her an apprentice license. Ms. Burgardt asked the Board to consider approval of apprentice license hours. Motion and second to accept apprentice license hours made by Robbins and Mancuso, respectively. Motion carried.

School Seminars

Ms. Burgardt requested item School Seminar be added to the agenda.

Motion and second to approve the addition of School Seminar to the agenda made by Robbins and Skepnek, respectively. Motion carried.

Ms. Coggs informed the Board the agency is looking to use this year's School Seminar to provide continuing education credits for the school instructor's. The continuing education would entail bringing in presenters that would cover teaching skills and methodology.

KBOC Strategic Plan Review

The item is for informational purposes only.

Ergometrics Monthly Report for January 2018

The item is for informational purposes only.

KBOC Cash Balance Reports for February 2018

The item is for informational purposes only.

Adjournment

Motion and second to adjourn the meeting at 11:29 a.m. made by Robbins and Skepnek, respectively. Motion carried.