

## **Board Meeting Minutes July 11, 2016**

The Kansas Board of Cosmetology held a Board meeting on Monday, July 11, 2016 at 9:30 a.m. at the Board office at 714 S.W. Jackson Street, Suite 100, Topeka, Kansas. Minutes were recorded by the Board Secretary.

### **Board Members Present:**

David Yocum, Chair  
Matthew Goss, Member  
Kimberley Holm, Member  
Tina Burgardt, Member  
Glenda Chappell, Member  
Janey McCarthy, Member

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

Athena Andaya, General Counsel

### **Staff Present:**

Chiquita Coggs, Executive Director  
Ms. Gloeckner, Assistant Director  
LeAnna Hickman, Director of Licensing  
Aubrie Pryer, Compliance Supervisor

### **Members of the Public:**

Schrene Davis, Paul Mitchell Wichita  
Tanner Smith, Paul Mitchell Wichita  
Rosanne Kinley, NIC  
Dana Pancoe, NIC  
Andrea Bledsoe, PCS  
Cathy Jorgensen, Clean & Easy Wax

### **Call to Order**

Mr. Yocum, Board Chair, called the meeting to order at 9:41 a.m.

### **Minutes of June 13, June 14 and June 15, 2016 meetings**

Motion and second to approve the June 13, June 14 and June 15, 2016 Board meeting minutes was made by Burgardt/Chappell, respectively. Motion carried unanimously.

### **NIC – State Board Testing**

Rosanne Kinley and Dana Pancoe, National-Interstate Council of State Boards of Cosmetology or “NIC” representatives, presented to the Board on the development of state licensing examinations for both theory and practical as well as the need for more standardized testing.

### **PCS Presentation**

Andrea Bledsoe, Professional Credential Services or “PCS” representative, provided to the Board a background of the company in regards to eligibility determination, processing and scheduling for exams and how they incorporate the use of tablets to administer the exams. Ms. Bledsoe advised the Board that PCS has been working with NIC since 2003.

### **Lunch Break**

Motion and second to recess for lunch was made by Holm/Goss, respectively. Motion carried unanimously.

### **Addition to Agenda**

Motion and second to add Clean & Easy Wax System to the agenda was made by Burgardt/McCarthy, respectively. Motion carried unanimously.

### **Clean & Easy Wax System**

Cathy Jorgensen presented to the Board about a heated roll-on wax system.

### **Mitsu Sato – Esthetics, Nail Technology and Makeup Designory Program Approval**

Motion and second to approve all programs submitted by Mitsu Sato was made by Holm/Chappell, respectively. Motion carried unanimously.

### **Sami Halaseh – Instructor Training Program Approval**

Motion and second to approve the instructor training program was made by Holm/McCarthy, respectively. Motion carried unanimously.

### **Washburn Tech – School Application Approval**

Motion and second to approve the school application for Washburn Tech was made by Burgardt/Chappell, respectively. Motion carried unanimously.

### **KDHE Regulations – Cosmetology Schools**

Chiquita Coggs, Executive Director, discussed with the Board a proposed regulation by the Barber Board to require separation between non-barbering businesses and how it affects cosmetology schools implementing barbering programs.

### **Barber Cross-Over Hours**

Mr. Yocum, Board Chair, discussed what the Barber Board passed in legislature this year in regards to cross-over hours from cosmetology to barbering. Mr. Yocum proposed working with Schrene Davis to put together structure and break down of curriculum requirements for cross-over hours and present at the next Board meeting.

Mr. Yocum, Board Chair, directed staff to table this agenda item to the September meeting.

### **Written Practical Exam**

Mr. Yocum, Board Chair, presented on the issues with a practical exam and discussed with the Board the possibilities of a written practical exam.

Mr. Yocum, Board Chair, directed staff to table this agenda item once the RFP is complete.

### **Executive Session to Discuss an Attorney-Client Privileged Matter**

Ms. Holm made the following motion: "I move that the Board recess into executive session for consultation with our legal counsel, Athena Andaya, Deputy Attorney General, to seek legal advice on a matter protected by the attorney-client privilege, in order to protect the privilege and the public interest. In addition, I move that Chiquita Coggs, Executive Director, who is part of the client circle, be present in the executive session to aid the Board in their discussions. The Board will reconvene the open meeting in this same location in ten minutes at 2:18 p.m." The motion was seconded by Ms. Burgardt and the motion carried unanimously.

Mr. Yocum, Board Chair, recessed the KOMA meeting at 2:08 p.m.

### **Call to Order**

Mr. Yocum, Board Chair, called the meeting back to order at 2:18 p.m.

### **Make-Up Artistry**

Motion and second that makeup artistry is within the jurisdiction of the Board of Cosmetology was made by Holm/Chappell, respectively. Motion carried unanimously.

### **Inspection Grading System**

Ms. Pryer presented to the Board on the proposed grading system and how to incorporate this into the inspection program along with the upcoming mobile inspections.

Chiquita Coggs, Executive Director, commented on the importance of consumer awareness with the grading system.

Athena Andaya, General Counsel, mentioned that the implementation of a grading system would require a new regulation.

David Yocum, Board Chair, recommended Board members to come up with ideas for the grading system and send directly to Chiquita Coggs for a future Board meeting.

### **Role of Executive Director**

Motion to approve guidelines on Executive Director's duties and responsibilities to the Board was made by Goss/Burgardt, respectively.

Athena Andaya, Legal Counsel, suggested to adopt the guidelines annually.

### **Fine Schedule**

Athena Andaya, Legal Counsel, provided that the Board's fine schedule must be defined by regulation.

Chiquita Coggs, Executive Director, asked for an Executive Session to discuss how the Board has previously imposed fines.

### **Dermal Piercing**

David Yocum, Board Chair, Athena Andaya, Legal Counsel and Matt Goss will hold a teleconference subcommittee meeting to discuss whether dermals would fit in the Board's definition of body piercing.

### **Out of State Nail Technology**

The Board discussed the issue with out-of-state nail technology applications submitting fraudulent documentation and to determine approval or denial on a case-by-case basis.

### **Executive Session to Discuss an Attorney-Client Privileged Matter**

Ms. Chappell made the following motion: "I move that the Board recess into executive session for consultation with our legal counsel, Athena Andaya, Deputy Attorney General, to seek legal advice on a matter protected by the attorney-client privilege, in order to protect the privilege and the public interest. In addition, I move that Chiquita Coggs, Executive Director, who is part of the client circle, be present in the executive session to aid the Board in their discussions. The Board will reconvene the open meeting in this same location in six minutes at 3:57 p.m." The motion was seconded by Ms. McCarthy and the motion carried unanimously.

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Board of Cosmetology

Sam Brownback, Governor

**Call to Order**

Mr. Yocum, Board Chair, called the meeting back to order at 3:57 p.m.

**Adjournment**

Motion and second to adjourn the meeting at 3:58 p.m. was made by Burgardt/Goss, respectively. Motion carried unanimously.