

MINUTES OF MEETING
Kansas Board of Cosmetology

March 09, 2015

The Kansas Board of Cosmetology held a meeting on Monday, March 09, 2015, 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, Chairperson
Roger Holmes, Vice Chairperson-By phone conference
Tina Burgardt, Member
Glenda Chappell, Member
Kimberley Holm, Member
Kathryn Skepnek, Member

Staff Present:

Chiquita Coggs, Executive Director
Laurel Lowrie, Legal Assistant
Debbie Uhl, Administrative Officer
Ms. Gloeckner, Board Secretary
Mary Ann Robison, Senior Administrative Assistant

Board Legal Counsel Present:

Athena Andaya, General Counsel

Public Comment

Ms. Laura Franco addressed the Board regarding her concerns of unlicensed practice in her area.

Call to Order

Mr. Yocum, Chair, called the meeting to order at 9:37 a.m.

Agenda Addition

Motion to add Laura Franco to the agenda (Holm/Chappell). Motion passed unanimously.

Approval of the February 09, 2015 Board minutes

Motion to approve the February 09, 2015 Board minutes (Burgardt/Holm). Motion passed unanimously.

Director's Report

Ms. Coggs informed the Board of a new staff member, gave updates regarding legislative and budget matters and reported to the Board that the MOU (Memorandum of Understanding)

between the Barber and Cosmetology Boards has been completed and is ready to be reviewed and signed.

Motion to approve and sign the MOU with the amendment of definitions (Chappell/Burgardt). Motion passed unanimously.

FDA (Food and Drug Administration) and Tattoo Inks

Ms. Coggs reported to the Board that the office received a brief email from the FDA notifying the Board that the FDA will be sampling tattoo ink this year and providing a contact for questions. No other specific information was provided at this time.

Addition to the PMP (Performance Management Process)

Ms. Coggs reported that Dependability and the KBOC Core Values have been added to the PMP.

SA (System Automation) SOW (Statement of Work) –OITS (Office of Instructional Technology Services) SOW

Ms. Coggs reported that a SOW outlining the costs of the MLO (MyLicense Office) migration to the state's enterprise environment has been provided.

Cosmetology Magazines

Ms. Coggs reported receiving notice from a licensee that they have American Hairdresser and Modern Salon Magazines from the 1940's and they would like to know if the Board would like them. Mr. Yocum stated that he would be happy to take them and make them available electronically to the schools.

Recess

Motion to recess at 10:11 a.m. (Burgardt/Chappell). Motion passed unanimously.

Call to Order

Meeting called to order by Mr. Yocum, Chair at 10:23 a.m.

Department Reports (Licensing/Enforcement)

Ms. Lowrie reported to the Board regarding fines and inspections. She also reported that the Board office is currently interviewing and hiring for the vacant Inspector position.

Salon Licensure – Hospitals, Nursing Homes, Assisted Living and Adult Care

Ms. Lowrie asked the Board to review and update the current policy regarding salon licensure in hospitals, nursing homes, assisted living, and adult care facilities.

Board Policy for handling staff complaints

Ms. Andaya reviewed a policy and suggested that the Board create a subcommittee for handling staff complaints.

Creative Image School of Cosmetology

Motion to approve the Creative Image School of Cosmetology application for school (Chappell/Holm). Motion passed unanimously.

Motion to add the following items to the agenda:

- Kansas Cosmetology Schools and KBOR (Kansas Board of Regents)
- Laura Franco
- 2015 Board meeting schedule
- Executive Session

(Holm/Burgardt). Motion passed unanimously.

KBOR and KS Cosmetology Schools

Mr. Yocum updated the Board in the progress of being able to get the KS cosmetology schools out from under the KBOR.

Laura Franco

The Board discussed the unlicensed practice and the measures that have been taken in Ms. Franco's area.

Motion to have the office review the current fine schedule, fine schedules in other states, and research whether statute change is needed to help combat the unlicensed practice (Burgardt/Chappell). Motion passed unanimously.

2015 Board Meeting Schedule

Motion to have Board meeting every month with every other month being a conference call Board meeting, even numbered months will be conference call Board meetings and odd numbered months will be onsite (Burgardt/Chappell). Motion passed unanimously.

Recess

Motion to recess for 10 minutes at 11:45 a.m. (Burgardt/Chappell). Motion passed unanimously.

Call to Order

Meeting was called to order by Mr. Yocum, Chair at 11:58 a.m.

Executive Session: Attorney Client Privilege

Motion that the Board recess into executive session for consultation with legal counsel, Athena Andaya, Deputy Attorney General, on a legal matter protected by the attorney-client privilege, in order to protect the privilege and the Board's position regarding interpretation of policy, to include Laurel Lowrie, Legal Assistant, the Board Secretary, and Chiquita Coggs, Executive Director for 15 minutes, to reconvene at 12:15 p.m. in the same location. (Holm/Burgardt). Motion passed unanimously.

Call to Order

Meeting was called to order by Mr. Yocum, Chair at 12:18 p.m.

Executive Session: Attorney Client Privilege

Motion to extend the executive session for another 10 (ten) minutes (Holm/Burgardt). Motion passed unanimously.

Call to Order

Meeting was called to order by Mr. Yocum, Chair at 12:25 p.m.

Testing Fees

Motion to conference call Ergometrics regarding the current fee schedule and contract specifics with Ms. Coggs, Ms. Andaya, and Mr. Yocum (Holm/Chappell). Motion passed unanimously.

Executive Session: Attorney Client Privilege

Motion that the Board recess into executive session for consultation with legal counsel, Athena Andaya, Deputy Attorney General, on a legal matter protected by the attorney-client privilege, in order to protect the privilege and the Board's position regarding interpretation of policy, to include Laurel Lowrie, Legal Assistant, and Chiquita Coggs, Executive Director, for 30 minutes, to reconvene at 12:58 p.m. in the same location (Chappell/Burgardt). Motion passed unanimously.

Call to Order

Meeting was called to order by Mr. Yocum, Chair at 12:59 p.m.

Adjournment

Motion to adjourn the meeting 1:01 p.m. (Burgardt/Chappell). Motion passed unanimously.