

## Board Meeting Minutes May 13, 2024

The Kansas Board of Cosmetology held a Board meeting on Monday, May 13, 2024, at 9:30 a.m. The Board Secretary recorded the minutes.

### **Board Members Present:**

David Yocum, Chair  
Christine Burgardt, Member  
Kimberley Mancuso, Member  
Kelly Robbins, Member  
Cathy Dinh, Member  
Bryan Parsons, Member

### **Staff Present:**

Benjamin Foster, Executive Director  
Jesse Adams, Assistant Director  
Alexis Henderson, Compliance Director  
Rich Christie, Licensing Director  
Angela Stockdale, Board Secretary  
Juan Rios, KBOC Website Developer

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

Allison Conklin, KS Dept of Administration

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

Jay Rodriguez, General Counsel

### **Public Comment**

No public comment.

### **Call to Order / Approval of Agenda** (Additions/Deletions/Changes)

David Yocum, Board Chair, called the meeting to Order at 9:33am

Kimberley Mancuso, Board Member, requested the following addition to the agenda: Executive Session. Motion and second to approve the agenda with addition made by Mancuso and Robbins, respectively. Motion carried.

### **Approval of Minutes**

Motion to approve minutes for April 8, 2023, April 9, 2024 with edits, and April 29, 2024, made by Mancuso and Burgardt, respectively. Motion carried.

### **Executive Session**

Kimberley Mancuso, Board Member, made the following motion, "Pursuant to K.S.A. 75-4319(b)(2) and K.S.A. 75-4319(b)(1), I move that the Board recess into executive session in order to discuss personnel matters of nonelected personnel and for consultation with our legal counsel, Jay Rodriguez, Assistant Attorney General, which is privileged due to an attorney-client relationship. The Board will reconvene the open meeting at 10:00 a.m." The motion was seconded by Christine Burgardt, Board Member. Motion carried.

### **Call to Order**

Mr. Yocum called the meeting back to order at 10:00 a.m.

### **Executive Session**

Christine Burgardt, Board Member, made the following motion, “Pursuant to K.S.A. 75-4319(b)(2) and K.S.A. 75-4319(b)(1), I move that the Board recess into executive session in order to discuss personnel matters of nonelected personnel and for consultation with our legal counsel, Jay Rodriguez, Assistant Attorney General, which is privileged due to an attorney-client relationship. The Board will reconvene the open meeting at 10:20 a.m.” The motion was seconded by Kimberley Mancuso, Board Member. Motion carried.

### **Call to Order**

Mr. Yocum called the meeting back to order at 10:20 a.m.

### **Electrology Reference Materials for Exams**

The Board discussed contacting AEA, KAPE, and licensed Kansas Electrologists to request reference materials to use for Electrology Exams.

### **Subcommittee Updates**

#### **Employee of the Quarter**

Kimberley Mancuso  
Kelly Robbins

#### **Licensing Standards**

Christine Burgardt  
Cathy Dinh

#### **Felony Advisory Opinion**

Kimberley Mancuso

#### **Disciplinary Panel**

Bryan Parsons  
Kimberley Mancuso  
David Yocum

#### **Legislative Response**

David Yocum  
Kelly Robbins

#### **Exam Review**

Christine Burgardt  
Bryan Parsons  
Alternate – Kimberley Mancuso  
Alternate – Kelly Robbins

#### **Cosmetology Curriculum**

Cathy Dinh  
Christine Burgardt  
David Yocum

#### **Body Art Statutes & Regulations**

Christine Burgardt  
Bryan Parsons  
Alternate – Kelly Robbins

Motion and second to approve updated Subcommittee assignments made by Mancuso and Burgardt respectively. Motion carried.

### **Exam Review Subcommittee**

The Board discussed contacting licensed Kansas Body Artists to survey for interest in participating as subject matter expert for the Exam Review Subcommittee working on the Body Art Written Practical.

### **Use of Razors FAQ**

Motion and second to approve Use of Razors FAQ addition to the KBOC website made by Mancuso and Robbins, respectively. Motion carried.

### **Joint Esthetics/Manicuring Program**

Motion and second to approve Esthetics and Manicuring 1350 hour Program for school approval letters made by Mancuso and Burgardt, respectively. Motion carried.

### **High School Guidelines**

The Board discussed it's High School Guideline Policy.

Motion to allow individuals to provide transcripts for applications that require high school equivalencies made by Mancuso and Burgardt, respectively. Motion carried.

### **Online Initial Applications in Big Picture**

Rich Christie, Licensing Director, led discussion with the Board regarding online licensing applications.

### **KBOC Website Update**

Juan Rios, KBOC Website Developer, presented the updated KBOC website to the Board.

### **Recess**

Motion and second to recess until 12:15 p.m. made by Robbins and Burgardt, respectively. Motion carried.

### **Call to Order**

Mr. Yocum called the meeting back to order at 12:15 p.m.

### **Big Picture Maintenance Contract**

Mr. Yocum requested the item be tabled for further discussion at the June 2024 meeting.

### **Legislative Updates**

Ben Foster, Executive Director, provided the Board with updates regarding current legislation.

### **Director's Report**

Mr. Foster provided the Board with an overview of agenda items and assignments currently in progress at the Board office.

### **Executive Session**

Christine Burgardt, Board Member, made the following motion, "Pursuant to K.S.A. 75-4319(b)(2) and K.S.A. 75-4319(b)(1), I move that the Board recess into executive session in order to discuss personnel matters of nonelected personnel and for consultation with our legal counsel, Jay Rodriguez, Assistant Attorney General, which is privileged due to an attorney-client relationship. In addition, I move that Allison Conklin, HR Manager, Kansas Department of Administration, be present in the executive session to aid the Board's discussion. The Board will reconvene the open meeting at 1:41 p.m." The motion was seconded by Kimberley Mancuso, Board Member. Motion carried.

### **Call to Order**

Mr. Yocum called the meeting back to order at 1:41 p.m.

### **Ergometrics Reports: March and Q1 2024**

For Informational Purposes Only.

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Laura Kelly, Governor

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**KBOC Cash Balance Reports: March 2024**

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**Adjournment**

Motion and second to adjourn the meeting at 1:48 p.m. made by Robbins and Parsons, respectively.  
Motion carried.