

(AMENDED)
AGENDA
South Carolina Board of Cosmetology
Board Meeting
9:00 a.m., November 7, 2016
Synergy Business Park
Kingstree Building
110 Centerview Drive, Conference Room 105
Columbia, South Carolina 29210

1. Meeting Called to Order

- a. Public notice of this meeting was properly posted at the S. C. Board of Cosmetology office, Synergy Business Park, Kingstree Building and provided to all requesting persons, organizations, and news media in compliance with Section 30-4-80 of the South Carolina Freedom of Information Act.
- b. Rules of the Meeting Read by the Chairperson
- c. Pledge of Allegiance

2. Introduction of Board Members and All Other Persons Attending

Vice Chairperson Laquita Clark-Horton called the meeting of the S.C. Board of Cosmetology to order. Other Board members participating in the meeting included:

- ❖ Eddie Jones
- ❖ Patricia Walters
- ❖ Selena Brown
- ❖ Marcia Delaney
- ❖ Stephanie Nye

- 3. Staff members present included:** Mary League, Advice Counsel; Shalon Genwright, Staff; Theresa Richardson, Administrator; Kyle Tennis, Office of Disciplinary Counsel (ODC); Jennifer Stillwell, Office of Investigations and Enforcement (OIE); Robbie Boland, Office of Investigations and Enforcement (OIE); Sharon Wolfe, Office of Investigations and Enforcement (OIE); Bridget Richardson, Staff

All Other Persons Attending:

Gary Haygood, Court Reporter; Colleen Large, Tony Maioriello, April Godwin, Kiersten Honaker, Chesley Phillips, Matteah Taylor, Anne Doyle, Mary Rock, Bernice Settles, Traci King, Sharon Black, Sandra Mullins, Donna Muszynski, Gloria Smith, Selena Tomlin, Kayla Shands, Jacque Graham, Joy McLaughlin, Cindy Collins, Lillian Smalls, Bernadette Starks, Felicia Wallace, April Cobb

4. Approval of Excused Absences

Mr. Eddie Jones made a motion to excuse the absence of the Chairperson, Ms. Melanie Thompson. The motion was seconded by Ms. Stephanie Nye and the motion carried.

5. Approval of Agenda

Ms. Selena Brown made a motion to approve the agenda with any corrections deemed necessary and it was seconded by Ms. Marcia Delaney. The motion carried.

6. Approval of Meeting Minutes

September 12, 2016

Ms. Delaney made a motion to approve the meeting minutes with any changes deemed necessary. The motion was seconded by Mr. Jones and it carried.

7. Chair Remarks

There were no remarks.

8. Administrator's Remarks – Theresa Richardson

- a. **Budget** – For Information – There were no questions or concerns.
- b. **OIE Report** – For Information - Sharon Wolfe – There have been 247 incoming complaints on this year, thus far. 258 complaint cases have been closed. Presently, there are 10 active investigations.
- c. **IRC Report** – For Approval - Sharon Wolfe – A motion was made by Mr. Jones to approve the IRC report to move it forward. It was seconded by Ms. Brown. The motion carried.
- d. **ODC Report** – For Information - Kyle Tennis –
 - i. Currently, there are 32 open cases:
 - 9 (pending Mr. Tennis' review)
 - 1 (pending Consent Agreement draft)
 - 6 (pending Board action)
 - 1 (pending drafting of formal complaint)
 - 4 (pending Respondent's agreement)
 - 1 (pending Court of Appeals)
 - 7 (pending scheduling)
 - 3 (pending Board hearings (tomorrow))
- e. **Inspection Report** – For Approval - Robbie Boland – In September, 403 inspections were conducted. 14 of those inspections were schools. Between July and September, 1,480 inspections were conducted with 22 of them being schools. Currently, there are 5,576 salons that are active as of October 20, 2016. This was for information only.

There were 13 citations written, whereas 11 of them dealt with unlicensed practice and 5 of them dealt with sanitation. A few citations were a combination of unlicensed practice and sanitation.

Ms. Brown made a motion to accept the citation report and it was seconded by Ms. Delaney. The motion carried.

- f. **Administrator Approvals** – There were no approvals for this meeting.

9. Old Business

There was no old business.

10. New Business

a. Consideration of Resolution Guidelines

A final draft of the Resolution Guidelines was given for review and approval of the Board members. Ms. Mary League stated that the guidelines were initially considered at a Board meeting and a committee was put together to look at some of the questions that were raised and to fill in some of the blanks.

Mr. Jones made a motion to adopt the Resolution Guidelines as documented and it was seconded by Ms. Patricia Walters. The motion carried.

b. Consideration of Inactive Procedures

An inactive status request form was given. There is a provision in the statute for individuals that would like to go inactive. In order for them to maintain an inactive status, the inactive status has to be renewed. The Board members will have to review and approve the application. Individuals may select to go inactive during the renewal period and pay the required renewal fee. The Board members will also have to come up with a reactivation fee as there is no provision or application that allows persons in an inactive status to reactivate their inactive license. The recommendation for the reactivation fee is \$100. Continuing education will have to be completed for the current renewal cycle and any prior renewal cycles prior to reactivating. There is no maximum length of time that a person may be in an inactive status, as long as they renew their status. Essentially, an inactive license allows a person to defer their continuing education, but they are not allowed to practice while in an inactive status.

Ms. Delaney made a motion to accept the application for inactive status with a reactivation fee of \$100. The motion was seconded by Ms. Walters and it carried.

c. Consideration of Updated Citation Forms

There are highlighted sections of the citations for schools and individuals. The Board will need to vote on the additions. Once it is approved, the inspection department may print new forms to use.

The highlighted section consisted of the sentences below:

“If the licensee fails to meet the conditions set out in this citation, the license will be immediately suspended by the Board pending full compliance or Board appearance. Failure to comply may also affect the renewal or reinstatement of this license.”

A motion was made by Ms. Brown to approve the updated citation forms and it was seconded by Ms. Nye. The motion carried.

d. Ratification of Final School Inspections

i. Williamsburg Technical College

Mr. Jones made a motion to ratify the final inspection and it was seconded by Ms. Delaney. The motion carried.

ii. Kenneth Shuler (Goose Creek)

Mr. Jones made a motion to ratify the final inspection and it was seconded by Ms. Walters. The motion carried.

e. Consideration of CE Packets

i. ASSOCIATION OF COSMETOLOGY TEACHERS IN VOCATIONAL EDUCATION (ACTIVE)

Ms. Selena Tomlin served as the representative for ACTIVE.

A motion was made by Ms. Walters to accept the ACTIVE packet with the changes given. The motion was seconded by Ms. Brown and it carried.

ACTIVE has been approved to provide CE courses for 2017.

Ms. League stated that the CE providers with minimal changes are the providers listed on the agenda for approval on today.

ii. CE VSKI

Ms. April Godwin served as the representative for CE VSKI. The online class with ‘gate’ in the background was not corrected as it had been there for several months and was approved on last year. A motion was made by Mr. Jones to go into executive session and it was seconded by Ms. Nye. The motion carried.

Mr. Jones made a motion to come back into the regular session and it was seconded by Ms. Walters. The motion carried.

Ms. Walters made a motion to approve CE VSKI with the corrections made. It was seconded by Mr. Jones. The motion carried.

CE VSKI has been approved to provide CE courses for 2017.

CE providers with extensive corrections will be reviewed and approved on November 28, 2016. An e-mail went out with that information.

iii. GATE ASSOCIATION

Mr. Tony Maioriello represented GATE. The corrections needed were ensuring that the facilities used were given in the lesson outline, which will be the Marriott Grand Resort in Myrtle Beach and the Hilton hotel in Greenville. No products will be listed or shown in the classroom.

Ms. Walters made a motion to accept the GATE packet with the corrections made for 2017. The motion was seconded by Ms. Delaney and it carried.

GATE has been approved to provide CE courses for 2017.

iv. S.C. ESTHETICS ASSOCIATION

Ms. Colleen Large represented the S.C. Esthetics Association. Ms. Large was asked to provide two phone numbers and an e-mail address. On their handout for students, they had to include crystal free options in their protocol. That protocol will not be provided as crystal free was not an option.

Ms. Delaney made a motion to approve the S.C. Esthetics Association packet with the changes given. The motion was seconded by Mr. Jones and the motion carried.

The S.C. Esthetics Association has been approved to provide CE courses for 2017.

v. SC PROGRESSIVE ASSOCIATION (SCPAC)

Ms. Bernice Settles served as the representative for SCPAC. On page 8 of their packet, wet sanitation was removed. An instructor's name was added to the class that the instructor would be teaching. Their color class information was rewritten with more details as it was too basic before. New techniques and trends were also added. The texture release smoothing system needs to be reworded in the actual lesson plan, as that system is from Avalon. A system will be a series of products.

A motion to go into executive session was made by Ms. Walters and it was seconded by Ms. Nye. The motion carried.

Mr. Jones made a motion to come out of the executive session and it was seconded by Ms. Nye. The motion carried.

Ms. Settles stated that Ms. Edwina Freeman will be teaching the texture release system course. MSDS needs to be changed to MDS. The safety and sanitation methods need to be updated to the new ways for the PowerPoint presentation given as well. Sterilization is also not done anymore, which is still seen in the lesson plans. In reference to the texture release system, it needs to be generalized from the title to the lesson plan, where it doesn't imply that specific products are being used. It should never reference a specific product.

Ms. Nye made a motion to defer the review for SCPAC until November 28, 2016, so that the changes may be made to the packet. The motion was seconded by Ms. Delaney and it carried.

vi. SC TECHNICAL COLLEGE SYSTEM

Both Ms. Mary Rock and Ms. Anne Doyle represented the S.C. Technical College System. 'Sassoon' was removed from the PowerPoint as it was product specific. The agenda was updated to be more detailed, as well.

Ms. Walters made a motion to approve the packet with the changes made and it was seconded by Ms. Nye. The motion carried.

The S.C. Technical College System has been approved to provide CE courses for 2017.

11. Public Comments

Ms. Tekiya Smith, representative from the BLB Extended Beauty Training and Certification Group, LLC, stated that she did not receive an e-mail about the meeting on November 28, 2016. She was slated to be out of the country with her son and takes her career very seriously and cosmetology is her passion. Ms. Smith felt as though she was speaking on behalf of all providers that they need to be properly informed.

Ms. League stated that she may give a written statement of the changes done if she will not be present on November 28th, so that it may be dealt with without ruining Ms. Smith's plans.

12. Adjournment

A motion was made by Ms. Nye to adjourn the meeting and it was seconded by Ms. Walters. The motion carried.

The meeting adjourned at 10:30 a.m.

The next meeting (special called) of the S.C. Board of Cosmetology is scheduled for November 28, 2016.