

WYOMING BOARD OF COSMETOLOGY
BOARD MEETING
May 23, 2016

Location: Parkway Plaza
Senate Room
Casper, Wyoming

Time: 9:00 a.m.

Call to order

President Dennis Schildhauer called to order the regular meeting at 9:01 on May 23, 2016 at Parkway Plaza, Senate Room, Casper, Wyoming.

1. Roll call:

- Betty Abernethy conducted roll call determining there was a quorum. The following persons were present: President Dennis Schildhauer, Vice President, Brenda Schwartzkopf, Board members, Jalainna Ellis and Wendy Gray. Also in attendance were Betty Abernethy Executive Director, Sharon Bennett, Administrative Assistant, Matt Cisneros, staff inspector, Jonathan Coppam, Secretary, Pinky Chesser was excused.

2. Deviation from the Agenda: Motion was made by Brenda Schwartzkopf, to deviate from the agenda if necessary, seconded by Wendy Gray, motion carried. 4-0

3. Agenda Consent List:

- Meeting minutes from February 1, 2016 Board meeting
- Personal license renewal and new applications from February – April, 2016

The motion was made by Jalainna , Seconded by Brenda to approve the consent list, motion carried. 4-0

4. Executive Director Report:

- Financial Statements – January – April,
- Betty reported that the Barber Board had been signed into law and were in place. The first examination for the crossover license was given on May 21, 2016.
- Electronic Remote inspection development is moving forward with a tentative date in mid-June for testing.
- 2017 dates are being researched at this time, should be similar to the 2016 dates.

- Betty reviewed the Examiner Reliability Report and assured the members that we are in compliance. No issues of concern were noted.
- Betty and Brenda Mathre reported on a recent Infection control class performed at IBMC, it reinforced the need to continue this kind of program in the schools, helping them stay on track with the proper instruction of basic infection control. The also suggested that once Brenda is not part of the staff, a presentation could be developed that the Board members could help with.

5. Inspection Report: A printed inspection report was no available. Brenda and Matt both gave a brief summary of their inspections and the hope of meeting or exceeding the 80% completion to meet the strategic plan. Brenda also affirmed that her last day with the State of Wyoming will be July 7, 2016, as she is retiring.

6. Unfinished Business:

- Examiner Training – mandatory will be held in conjunction with September exams. We will arrive in Casper on Thursday evening, September 8m, 2016, training will be all day on Friday and Saturday the 9th and 10th. Examinations are on the 11th. The will not be a Board meeting in September.
- After a final review of the proposed rule changes, Chapters 1 through 10, the motion was made by Wendy, seconded by Brenda. Motion carried 4-0.
- Betty will work with Jonathan – Assistant Attorney General, start the process of moving them through the procedures. We need to have the first step to the Governor within 10 days of approval.
- The rule reduction request from the Governor was discussed and we were able to reduce the rules from 13 chapters to 10.

7. New Business:

- The Board Member has been rescheduled for June 14, 2016 and there will be a more advanced training that is recommended for the Board to attend on August 18th, 2016. The board members seems interested and were going to try and work their schedules to attend.
- The next School overview for the examinations will be held on August 7, 2016 in Cheyenne. Betty has secured the use of the Public Service Commission hearing room. The overview will begin at 10:00 am and run approximately 4 hours. All schools and their instructors will be invited, lunch will be provided. It is optional for all board members to attend, and all seemed interested in attending. This

should put the schools on enough notice to prepare their students for the September examinations. The Cosmetology and Hair Design examination will be the focus as they have been updated and now available for use.

- NIC Annual Conference will be held in Tampa Florida, September 30 through October 3. The Executive Director meetings will be held September 29th and 30th. We will be looking to take 2 board members and the Executive Director to the meeting.
- Inspector position. Betty reported that the posting to replace Brenda after retirement would happen sometime early June. The job will be based out of Cheyenne. With the new remote inspection process this position will be filled at a $\frac{3}{4}$ time position. This is 130 hours per month and does qualify for benefits. Interviews will be done in the office and Betty will request assistance from the board if needed.
- The new schedule for the Barber Examination will coincide with the Cosmetology exams, holding the exams on the Saturday prior to the Sunday cosmetology examination.
- With no further business before the board, the motion was made by Brenda to adjourn, seconded by Wendy, motion carried.
- Meeting adjourned at 10:45 a.m.

Respectfully submitted
Betty Abernethy – Executive Director