

**OKLAHOMA STATE BOARD OF
COSMETOLOGY AND BARBERING**

BOARD MEETING AGENDA

July 10, 2023

10:06 a.m.

2401 N.W. 23rd, Suite 84 Testing Center

Oklahoma City, OK 73107

Machele Calliccoat, Chair – Presiding

-
1. Call to order, roll call, and determination of quorum

 2. This regular meeting of the Oklahoma Cosmetology and Barbering Board has been convened in accordance with the Oklahoma Open Meeting Act.
Chair Calliccoat called the meeting to order at 10:06 am.
The following board members were present.
 1. MACHELE CALLICOAT, CHAIR
 2. LEAH LONGEST, VICE CHAIR
 3. EMILY GARGONE
 4. AUSTIN HODGES left at 1:12 pm
 5. ERICKA JACKSON arrived at 10:40 am left at 3:30 pm
 6. CHRISTIE LUTHER
 7. THAO NGUYEN PHAM arrived at 10:10 am left at 1:17 pm
 8. JOEL ROGERS
 9. HEATHER SINCLAIR
 10. CARLA WILKINS
 11. KRISSY MILLER

Austin Hodges left meeting at 1.12 pm and Thao Nguyen Pham left meeting at 1.17 pm Ericka Jackson left the meeting at 3.30 pm

BOARD LEGAL COUNSEL

Maria Maule and Kylie Cooper

STAFF

Malena Curtsinger, Executive Director

John Funderburk, Principal Assistant

Janelle Hastings, Administrative Assistant

Donna Gasper, Inspector/Examiner

Caroline Hagberg, Inspector/Examiner

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VISITORS

Megan Patton, Steffane Gradolph, Jamell Taylor, Tiffany Morrison, Jessica Millwee, Candise Kinkade, Linda Martin, Mary Elizabeth Leblanc, Christina Macha, Chyanne Snow, Linda Wiist, Angel Wheeler, Megan Patto, Donna Glasper, Twila Warem Tiara Bernard Asrar Johnson, Laura Eyster, Tondalo Hall, Lamar Rouse.

3. Welcome and swearing in of new Board member.
Krissy Miller was sworn in as new board member by Chair Callicoat.

Ms. Nguyen Pham arrived at 10:12 am

4. Possible discussion, revision, and vote to approve Board meeting minutes from May 8, 2023
A motion was made by Ms. Longest and seconded by Ms. Hodges to approve meeting minutes from May 8, 2023

Voting:

Longest, yes; Gargone, yes; Hodges, yes; Luther, yes; Nguyen Pham, yes; Rogers, yes; Sinclair, yes; Wilkins, yes; Miller, yes.

Motion passed

5. Discussion and possible action to approve or disapprove budget report (May 1, 2023 to June 30, 2023) – Megan Patton, OMES, Agency Business Services

A motion was made by Ms. Longest and seconded by Ms. Sinclair to approve the budget report May 1, 2023 to June 30, 2023

Voting:

Longest, yes; Gargone, yes; Hodges, yes; Luther, yes; Nguyen Pham, yes; Rogers, yes; Sinclair, yes; Wilkins, yes; Miller, yes.

Motion passed

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6. Discussion and possible action to elect officers, in accordance with OAC 175:1-3-1

A motion was made by Ms. Hodges and seconded by Ms. Miller to nominate Ms. Callicoat as chair.

Voting:

Longest, abstain; Gargone, No; Hodges, yes; Luther abstain; Nguyen Pham, yes; Rogers, yes; Sinclair, No; Wilkins, yes; Miller, yes.

Motion passed - 5 yes, 2 no, 2 abstain

A motion was made by Ms. Luther and seconded by Ms. Gargone to nominate Ms. Sinclair as Chair

NOTE: Voting for this motion did not take place as the first motion passed

A motion was made by Ms. Miller and seconded by Ms. Hodges to nominate Ms. Longest as Vice Chair

Voting:

Longest, abstain; Gargone, yes; Hodges, yes; Luther, yes; Nguyen Pham, yes; Rogers, yes; Sinclair, yes; Wilkins, yes; Miller, yes.

Motion passed 8 yes, 1 abstain

7. Report from Advisory Board on Massage Therapy – Laura Grisso-Eyster

Ms. Grisso reported that the Massage Therapy Advisory Board met last month and discussed the list of potential disqualifying crimes removing some to match that of the Cosmetology and Barbering list but chose to keep the peeping tom and stalking. We set up a legislative committee and discussed strategy to submit separate legislative bills one for administrative clean up and board member expiration dates and another for Establishment Authority and will submit to the Board in September

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8. Executive Director Report – Malena Curtsinger

Ms. Jackson arrived at 10.41 am

- Salary Admin Plan/employee evaluations/staffing/inspections/travel policy/agency overview

Ms. Curtsinger reported that updated salary administration plan has been acknowledged by OMES Director of Talent Management. She also noted that Amanda Otero Inspector Coordinator had resigned, as had Sasha Miller in the Licensing dept. Holli Eller also in the licensing dept had turned in her resignation effective July 31. Inspector/examiner Stacy Dixon had resigned as well.

A new inspector has been hired and is schedule to start July 13.

Current inspections are focused in the southwest part of the state and border region and we are making good progress but noted that with only two field inspectors and soon training a new inspector, there will be limited number of inspections.

- Thentia/IT audit/GTARB/LOFT – Central Purchasing Act

Thentia - Our scheduled 'go live' with Thentia on June 15 did not happen. None of our data, which had been provided to them last October had been loaded. The last two weeks of July has been confirmed as training for Thentia. The testing center will be closed during that time.

- **GTARB** (Government Technology Application Review Board. We had to request that the merchant fee be paid by the licensee rather than the agency, that cost has increased over the years and with nearly everyone soon using Thentia that would become unsustainable.
- Process on disqualifying events Ms. Curtsinger gave an overview on this process. The numbers of licensees with felony backgrounds are increasing thus the time and effort expended on this process is unsustainable and wasting valuable resources.

(Ms. Hodges left the room from 11.13 am to 11.18 am.)

- NABBA/CLEAR/NIC – Security Training

NABBA National Association of Barber Boards of America-annual conference in September in Pennsylvania

NIC National Interstate Council of State Boards of Cosmetology -annual conference in October in New Mexico

CLEAR – Council on Licensure Enforcement and Regulation – annual training for Inspectors is September 25-27

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- Foreign Reciprocity and Credentialing Company—Ms. Curtsinger said there were many complaints about AEQUO International, currently the only company approved by the Board regarding the lengthy and expensive process, some taking as long as two years and expressed the need for another choice.
- SJR 22 – Joint resolution regarding proposed permanent administrative rules--
- SB 515 – Changes to rulemaking deadlines

9. Discussion and possible action on Salary Administration Plan: July 1, 2023 – June 30, 2024

A motion was made by Mr. Rogers and seconded by Ms. Hodges to approve salary administration plan July 1, 2023 to June 30, 2024

Voting:

Longest, yes; Gargone, yes; Hodges, yes; Jackson, yes; Luther, yes; Nguyen Pham, yes; Rogers, yes; Sinclair, yes; Wilkins, yes; Miller, yes.

Motion passed

11.43 am

A motion was made by Ms. Longest and seconded by Mr. Rogers to take a 5-minute break.

Voting:

Longest, yes; Gargone, yes; Hodges, yes; Jackson, yes; Luther, yes; Nguyen Pham, yes; Rogers, yes; Sinclair, yes; Wilkins, yes; Miller, yes.

Motion passed

Roll call at 11.59 am

Callicoa
Longest
Gargone
Hodges
Jackson
Luther
Nguyen Pham
Rogers
Sinclair
Wilkins
Miller

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10. Discussion and possible action on annual contracts

- NIC – Testing Contract
- Attorney General's Contract – Legal Services
- Tyler Technology – Online Payment Contract

A motion was made by Ms. Sinclair and seconded by Ms. Longest to approve all contracts, NIC, Attorney Generals contract and Tyler Technology.

Voting:

Longest, yes; Gargone, yes; Hodges, yes; Jackson, yes; Luther, yes; Nguyen Pham, yes; Rogers, yes; Sinclair, yes; Wilkins, yes; Miller, yes.

Motion passed.

11. Discussion and possible action on approving travel for Board members and/or staff:

- Overview of Executive Orders 2023-12 and 2020-02 (as referenced in E.O. 2023-07)
- National Interstate Council of State Boards of Cosmetology, NIC Director's Security Meeting – May 2023

A motion was made by Ms. Hodges and seconded by Ms. Longest to ratify the Executive Director's attendance at the NIC Directors Security Meeting in May 2023 in Dallas TX

Voting:

Longest, yes; Gargone, yes; Hodges, yes; Jackson, yes; Luther, yes; Nguyen Pham, yes; Rogers, yes; Sinclair, yes; Wilkins, yes; Miller, yes.

Motion passed

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- Council on Licensure, Enforcement and Regulation, CLEAR Training – September 25th – 27th
Salt Lake City, Utah

A motion was made by Ms. Hodges and seconded by Ms. Miller to approve 3 Inspector/Examiners (Caroline, Donna and Latonca) and the Director to attend CLEAR training September 25-27

Voting:

Longest, yes; Gargone, yes; Hodges, yes; Jackson, yes; Luther, yes; Nguyen Pham, yes;
Rogers, yes; Sinclair, yes; Wilkins, yes; Miller, yes.

Motion passed

- National Association of Barber Boards of America, NABBA – September 17th – 21st Harrisburg,
Pennsylvania

A motion was made by Ms. Sinclair and seconded by Ms. Hodges to approve the director and Board members, Heather Sinclair, Christy Luther and one to be named later. It is noted that Leah Longest will be attending but paying her own way

Voting:

Longest, yes; Gargone, yes; Hodges, yes; Jackson, yes; Luther, yes; Nguyen Pham, yes;
Rogers, yes; Sinclair, yes; Wilkins, yes; Miller, yes.

Motion passed

- National Interstate Council of State Boards of Cosmetology, NIC – October 27th – 30th
Albuquerque, New Mexico
- a motion was made by Ms. Hodges and seconded by Ms. Sinclair to approve the Director and 3 board members with the understanding that some members' expenses will be paid by a 3rd party and John will send e mail to the group.

NIC will pay travel and lodging two days before and after for Ms. Sinclair as she is Region 3 director, the Board will pay for the other two days.

Voting:

Longest, yes; Gargone, yes; Hodges, yes; Jackson, yes; Luther, yes; Nguyen Pham, yes; Rogers, yes;
Sinclair, yes; Wilkins, yes; Miller, yes.

Motion passed

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12. Rules Committee Report – Leah Longest

Met to discuss list of crimes and which ones to review, there was lots of discussion and varying opinions, some want to look back only three years, other want to look back five years, sex offender registry look back for five years.

13. Possible discussion, revision, and vote to approve lists of potentially disqualifying crimes

Cosmetology and Barbering

A motion was made by Ms. Longest and seconded by to table this for one year. This motion was not seconded and was withdrawn by Ms. Longest.

- A motion was made by Ms. Sinclair and seconded by Ms. Hodges to strike list A, and Keep list B and List C, with a look back at 3 years.

Voting:

Longest, yes; Gargone, yes; Hodges, yes; Jackson, yes; Luther, yes; Nguyen Pham, yes; Rogers, yes; Sinclair, yes; Wilkins, yes; Miller, yes.

Motion passed

Massage Therapy

A motion was made by Ms. Longest and seconded by Ms. Sinclair to approve lists of potentially disqualifying crimes recommended by the Massage Therapy Advisory Board

Voting:

Longest, yes; Gargone, yes; Hodges, yes; Jackson, yes; Luther, yes; Nguyen Pham, yes; Rogers, yes; Sinclair, yes; Wilkins, yes; Miller, yes.

Motion passed

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14. Discussion and possible action regarding individual proceedings held pursuant to Article II of the APA for appeals of initial determinations of criminal disqualification (59 O.S., § 4000.1)

A motion was made by Ms. Longest and seconded by Ms. Gargone to dismiss all appeals based on vote on item #12 and instruct staff to notify. (Jamell Taylor, Megan Hobbs, Stephanie Gradolph, Candice Kincade, Tiara Bernard, Chyanne Snow

Voting:

Longest, yes; Gargone, yes; Hodges, yes; Jackson, yes; Luther, yes; Nguyen Pham, yes; Rogers, yes; Sinclair, yes; Wilkins, yes; Miller, yes.

Motion passed

A motion was made by Ms. Miller and seconded by Ms. Longest to take a break.

Voting:

Longest, yes; Gargone, yes; Hodges, yes; Jackson, yes; Luther, yes; Nguyen Pham, yes; Rogers, yes; Sinclair, yes; Wilkins, yes; Miller, yes.

Motion passed

1:29 pm roll call was taken after break. All members were present except Hodges who left at 1.12 pm and Nguyen Pham who left at 1.17 pm.

Callicoa
Longest
Gargone
Jackson
Luther
Rogers
Sinclair
Wilkins
Miller

**OKLAHOMA STATE BOARD OF
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15. Discussion and possible action regarding staff salary for Administrative Assistant position, including possible raises.

Further, the Board may vote to enter Executive Session to discuss the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee, pursuant to 25 O.S., § 307(B)(1). Should the Board enter Executive Session to discuss staff salary for Administrative Assistant position, the following actions may be taken:

A motion was made by Ms. Longest and seconded by Ms. Miller to enter into Executive Session.

Longest yes; Gargone, yes; Jackson, yes, Luther, yes; Rogers, yes; Sinclair, yes; Wilkins, yes, Miller, yes.

Motion passed.

*****EXECUTIVE SESSION *****

A motion was made by Ms. Luther and seconded by Ms. Miller to return to open session.

Longest yes; Gargone, yes; Jackson, yes, Luther, yes; Rogers, yes; Sinclair, yes; Wilkins, yes, Miller, yes.

Motion passed.

A motion was made by Mr. Rogers and seconded by Ms. Sinclair to increase the Administrative Assistant pay by 5%.

Longest yes; Gargone, yes; Jackson, yes, Luther, yes; Rogers, yes; Sinclair, yes; Wilkins, yes, Miller, yes.

Motion passed.

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16 Discussion and possible action regarding staff salary for Principal Assistant position, including possible raises

A motion was made by Ms. Longest and seconded by Ms. Wilkins to enter Executive Session.

Longest yes; Gargone, yes; Jackson, yes, Luther, yes; Rogers, yes; Sinclair, yes; Wilkins, yes, Miller, yes.

Motion passed.

*** Executive session ***

A motion was made by Ms. Miller and seconded by Ms. Luther to return to open session.

Longest yes; Gargone, yes; Jackson, yes, Luther, yes; Rogers, yes; Sinclair, yes; Wilkins, yes, Miller, yes.

Motion passed.

A motion was made by Mr. Rogers and seconded by Ms. Wilkins to table this item to the next regularly scheduled board meeting with an updated job description.

Longest yes; Gargone, yes; Jackson, yes, Luther, yes; Rogers, yes; Sinclair, yes; Wilkins, yes, Miller, yes.

Motion passed.

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17 Discussion and possible action regarding staff salaries for Cosmetology Inspector positions, including possible raises

A motion was made by Ms. Longest and seconded by Ms. Miller to enter into Executive Session.

Voting:

Longest yes; Gargone, yes; Jackson, yes, Luther, yes; Rogers, yes; Sinclair, yes; Wilkins, yes, Miller, yes.

Motion passed.

*****EXECUTIVE SESSION *****

A motion was made by Ms. Longest and seconded by Ms. Luther to re enter open session.

Voting:

Longest yes; Gargone, yes; Jackson, yes, Luther, yes; Rogers, yes; Sinclair, yes; Wilkins, yes, Miller, yes.

Motion passed.

A motion was made by Mr. Rogers and seconded by Ms. Longest to approve a salary increase of \$4,000 for each current inspector.

Voting:

Longest yes; Gargone, yes; Jackson, yes, Luther, yes; Rogers, yes; Sinclair, yes; Wilkins, yes, Miller, yes.

Motion passed.

A motion was made by Ms. Longest and seconded by Ms. Sinclair to approve a salary increase of \$4,000 in addition to the \$5,000 increase for any dually licensed inspector.

Voting:

Longest yes; Gargone, yes; Jackson, yes, Luther, yes; Rogers, yes; Sinclair, yes; Wilkins, yes, Miller, yes.

Motion passed.

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A motion was made by Ms. Longest and seconded by Ms. Luther to break.

Voting:

Longest yes; Gargone, yes; Jackson, yes, Luther, yes; Rogers, yes; Sinclair, yes; Wilkins, yes, Miller, yes.

Motion passed.

A roll call vote was taken after break, the following members were present

Callicoa

Longest

Gargone

Luther

Rogers

Sinclair

Wilkins

Miller

(Member Jackson left at 3:00 pm.)

18 Discussion and possible action regarding staff salaries for Administrative Technician positions, including possible raises

A motion was made by Mr. Rogers and seconded by Ms Longest to enter into Executive Session.

Voting:

Longest yes; Gargone, yes; Luther, yes; Rogers, yes; Sinclair, yes; Wilkins, yes, Miller, yes.

Motion passed

*****EXECUTIVE SESSION *****

A motion was made by Ms. Miller and seconded by Ms. Longest to return to open session

Voting:

Longest yes; Gargone, yes; Luther, yes; Rogers, yes; Sinclair, yes; Wilkins, yes, Miller, yes.

Motion passed

A motion was made by Ms. Miller and seconded by Ms. Gargone to table this item until next regularly scheduled board meeting.

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Voting:

Longest yes; Gargone, yes; Luther, yes; Rogers, yes; Sinclair, yes; Wilkins, yes.

Motion passed.

- 19 Discussion and possible action regarding staff salary for Customer Service Representative position, including possible raises

A motion was made by Ms. Longest and seconded by Ms. Gargone to enter into Executive Session.

Voting:

Longest yes; Gargone, yes; Luther, yes; Rogers, yes; Sinclair, yes; Wilkins, yes, Miller, yes.

Motion passed.

****EXECUTIVE SESSION****

A motion was made by Ms. Miller and seconded by Ms. Gargone to keep Customer Service Representative at current salary.

Voting;

Longest, yes; Gargone, yes; Luther, yes; Rogers, yes; Sinclair yes; Wilkins, yes; Miller, yes

Motion passed

A motion was made by Ms. Miller and seconded by Ms. Wilkins to correct the 5.13.2023 minutes in which Ms. Wilkins was not present.

Voting;

Longest, yes; Gargone, yes; Luther, yes; Rogers, yes; Sinclair yes; Wilkins, yes; Miller, yes

Motion passed

Chair Callicoat clarified that those raises that were approved were to begin FY2023 which was 7.1.2023

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20 Discussion and possible action to call for a special Board meeting in August to hear and rule on possible disciplinary proceedings.

A motion was made by Ms. Miller and seconded by Ms. Longest to approve a special board meeting on Monday August 21, 2023 at 10:00 am.

Voting;

Longest, yes; Gargone, yes; Luther, yes; Rogers, yes; Sinclair yes; Wilkins, yes; Miller, yes

Motion passed

21 New business which could not have been reasonably foreseen prior to posting of the meeting agenda, per 25 O.S., § 311(A)(10)

Ms. Callicoat clarified beginning date for raises to begin this fiscal year, as of July 1, 2023

22 Board adjournment

Chair Callicoat adjourned the meeting at 4.43 pm.