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STATE OF OKLAHOMA



BOARD OF COSMETOLOGY AND BARBERING

MEMEBERS

Leah Longest, Chair
Heather Sinclair, Vice-chair
Machele Callicoa
Kyle Jarnagin
Ericka Jackson
Christie Luther
Annie Jo Gilbert
Krissy Miller
Joel Rogers
Carla Dame
Carla Wilkins

MINUTES OF THE MEETING November 18, 2024

CALL TO ORDER

Chair Leah Longest called the special meeting of the State Board of Cosmetology and Barbering to order at 9:30 a.m. on Thursday, November 18, 2024. The meeting was held at the State Cosmetology Board Office.

BOARD MEMBERS PRESENT

- Leah Longest
- Heather Sinclair
- Machele Callicoa
- Kyle Jarnagin
- Annie Jo Gilbert
- Joel Rogers
- Carla Dame

BOARD MEMBERS ABSENT

- Ericka Jackson

- Christie Luther
- Krissy Miller
- Carla Wilkins

AGENCY MEMBERS PRESENT

- MiMi Casebolt, Interim Executive Director
- Matt Burton, Principal Assistant

LEGAL COUNSEL PRESENT

- Kylie Cooper, Assistant Attorney General
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A quorum was confirmed, and the meeting proceeded according to the agenda.

AGENDA ITEMS

1. Approval of Previous Meeting Minutes (November 4, 2024)

Chair Longest opened the floor for discussion regarding the approval of the minutes from the previous meeting.

Motion to Approve the November 4, 2024, Meeting Minutes:

- Machele Calliccoat

Seconded by:

- Kyle Jarnagin

Vote on Approval of Minutes:

- Heather Sinclair: Yes
- Machele Calliccoat: Yes
- Kyle Jarnagin: Yes
- Annie Jo Gilbert: Yes
- Joel Rogers: Yes
- Carla Dame: Yes

Outcome:

The minutes were unanimously approved, with minor revisions for spelling errors to be corrected.

2. Discussion and Action on Permanent Rule Language Revisions

Chair Longest introduced discussion on adopting rule language to comply with HB 2141, revising the following OAC sections:

- **OAC 175:10-3-7:** Defines general provisions related to cosmetology and barbering practice standards.
- **Motion to Approve:** Heather Sinclair
Seconded by: Machele Calliccoat
Vote: Heather Sinclair: Yes, Machele Calliccoat: Yes, Kyle Jarnagin: Yes, Annie Jo Gilbert: Yes, Joel Rogers: Yes, Carla Dame: Yes
Outcome: Approved unanimously.
- **OAC 10-3-4:** Outlines requirements for sanitation and safety practices in licensed facilities.
Motion to Approve: Heather Sinclair
Seconded by: Carla Dame
Vote: Heather Sinclair: Yes, Machele Calliccoat: Yes, Kyle Jarnagin: Yes, Annie Jo Gilbert: Yes, Joel Rogers: Yes, Carla Dame: Yes
Outcome: Approved unanimously.
- **OAC 10-3-45:** Covers standards for maintaining professional licensing records.
Motion to Approve: Machele Calliccoat
Seconded by: Kyle Jarnagin
Vote: Heather Sinclair: Yes, Machele Calliccoat: Yes, Kyle Jarnagin: Yes, Annie Jo Gilbert: Yes, Joel Rogers: Yes, Carla Dame: Yes
Outcome: Approved unanimously.
- **OAC 10-3-47:** Specifies guidelines for professional conduct during inspections.
Motion to Approve: Machele Calliccoat
Seconded by: Heather Sinclair
Vote: Heather Sinclair: Yes, Machele Calliccoat: Yes, Kyle Jarnagin: Yes, Annie Jo Gilbert: Yes, Joel Rogers: Yes, Carla Dame: Yes
Outcome: Approved unanimously.
- **OAC 10-3-48:** Establishes rules for reporting changes in licensee information.
Motion to Approve: Machele Calliccoat
Seconded by: Heather Sinclair
Vote: Heather Sinclair: Yes, Machele Calliccoat: Yes, Kyle Jarnagin: Yes, Annie Jo Gilbert: Yes, Joel Rogers: Yes, Carla Dame: Yes
Outcome: Approved unanimously.
- **OAC 10-3-54:** Specifies the process for filing complaints against licensees.
Motion to Approve: Heather Sinclair
Seconded by: Machele Calliccoat
Vote: Heather Sinclair: Yes, Machele Calliccoat: Yes, Kyle Jarnagin: Yes, Annie Jo Gilbert: Yes, Joel Rogers: Yes, Carla Dame: Yes
Outcome: Approved unanimously.
- **OAC 10-3-55:** Sets standards for the approval and operation of cosmetology schools.
Motion to Approve: Heather Sinclair
Seconded by: Machele Calliccoat
Vote: Heather Sinclair: Yes, Machele Calliccoat: Yes, Kyle Jarnagin: Yes, Annie Jo

Gilbert: Yes, Joel Rogers: Yes, Carla Dame: Yes

Outcome: Approved unanimously.

- **OAC 10-3-60:** Details licensing processes and requirements for professionals.

Motion to Approve: Machele Calliccoat

Seconded by: Kyle Jarnagin

Vote: Heather Sinclair: No, Machele Calliccoat: Yes, Kyle Jarnagin: Yes, Annie Jo

Gilbert: Yes, Joel Rogers: Yes, Carla Dame: Yes

Outcome: Approved with one dissenting vote.

- **OAC 10-3-79:** Establishes guidelines for disciplinary proceedings against licensees.

Motion to Approve: Machele Calliccoat

Seconded by: Annie Jo Gilbert

Vote: Heather Sinclair: Yes, Machele Calliccoat: Yes, Kyle Jarnagin: Yes, Annie Jo

Gilbert: Yes, Joel Rogers: Yes, Carla Dame: Yes

Outcome: Approved unanimously.

- **OAC 10-7-4:** Defines inspection protocols for licensed establishments.

Motion to Approve: Machele Calliccoat

Seconded by: Heather Sinclair

Vote: Heather Sinclair: Yes, Machele Calliccoat: Yes, Kyle Jarnagin: Yes, Annie Jo

Gilbert: Yes, Joel Rogers: Yes, Carla Dame: Yes

Outcome: Approved unanimously.

- **OAC 10-7-12:** Covers procedures for renewing lapsed licenses.

Motion to Approve: Heather Sinclair

Seconded by: Machele Calliccoat

Vote: Heather Sinclair: Yes, Machele Calliccoat: Yes, Kyle Jarnagin: Yes, Annie Jo

Gilbert: Yes, Joel Rogers: Yes, Carla Dame: Yes

Outcome: Approved unanimously.

3. Executive Session – Customer Service Representatives

Chair Longest called for a motion to enter Executive Session under 25 O.S. §307(B)(1) to discuss employment matters related to Customer Service Representatives, including compensation.

Motion to Enter Executive Session:

- Machele Calliccoat

Seconded by:

- Heather Sinclair

Vote to Enter Executive Session:

- Heather Sinclair: Yes
- Machele Calliccoat: Yes
- Kyle Jarnagin: Yes
- Annie Jo Gilbert: Yes
- Joel Rogers: Yes
- Carla Dame: Yes

Outcome:

The motion to enter Executive Session was unanimously approved, and the session commenced at 10:05 a.m.

The Board exited Executive Session at 10:30 a.m.

Motion to Return to Open Session:

- Joel Rogers

Seconded by:

- Carla Dame

Vote to Return to Open Session:

- Unanimously approved

No further action was taken on this matter.

4. Executive Session – Licensing Coordinators

The Board moved to discuss the employment matters of Licensing Coordinators, including hiring and compensation.

Motion to Enter Executive Session:

- Machele Calliccoat

Seconded by:

- Heather Sinclair

Vote to Enter Executive Session:

- Heather Sinclair: Yes
- Machele Calliccoat: Yes
- Kyle Jarnagin: Yes

- Annie Jo Gilbert: Yes
- Joel Rogers: Yes
- Carla Dame: Yes

Outcome:

The motion was unanimously approved, and the Executive Session began at 10:45 a.m.

The Board exited Executive Session at 11:05 a.m.

Motion to Return to Open Session:

- Heather Sinclair

Seconded by:

- Annie Jo Gilbert

Vote to Return to Open Session:

- Unanimously approved

No further action was taken on this matter.

5. Executive Session – Inspectors

The Board addressed employment matters concerning Inspectors, including salary adjustments and performance.

Motion to Enter Executive Session:

- Machele Callicot

Seconded by:

- Heather Sinclair

Vote to Enter Executive Session:

- Heather Sinclair: Yes
- Machele Callicot: Yes
- Kyle Jarnagin: Yes
- Annie Jo Gilbert: Yes
- Joel Rogers: Yes
- Carla Dame: Yes

Outcome:

The motion was unanimously approved, and the session began at 11:15 a.m.

The Board exited Executive Session at 11:35 a.m.

Motion to Return to Open Session:

- Joel Rogers

Seconded by:

- Carla Dame

Vote to Return to Open Session:

- Unanimously approved

No specific action was taken during this session.

6. Laserfiche Subscription Renewal

The Board discussed the renewal of the 2024 Laserfiche subscription to maintain document archiving and management systems.

Motion to Approve the 2024 Laserfiche Subscription Renewal:

- Heather Sinclair

Seconded by:

- Machele Callicoa

Vote on Subscription Renewal:

- Heather Sinclair: Yes
- Machele Callicoa: Yes
- Kyle Jarnagin: Yes
- Annie Jo Gilbert: Yes
- Joel Rogers: Yes
- Carla Dame: Yes

Outcome:

The subscription renewal was unanimously approved.

ADJOURNMENT

Chair Longest called for adjournment at 11:50 a.m.

Motion to Adjourn:

- Heather Sinclair

Seconded by:

- Joel Rogers

Vote on Adjournment:

- Heather Sinclair: Yes
- Machele Callicot: Yes
- Kyle Jarnagin: Yes
- Annie Jo Gilbert: Yes
- Joel Rogers: Yes
- Carla Dame: Yes

Outcome:

The motion to adjourn was unanimously approved, and the meeting adjourned.

End of Board Meeting Minutes for November 18, 2024.