

## STATE OF OKLAHOMA



### BOARD OF COSMETOLOGY AND BARBERING

#### MINUTES OF THE MEETING July 14, 2025

---

#### 1. Call to Order

Acting Chair Krissy Miller called the meeting of the State Board of Cosmetology and Barbering to order at 10:00 a.m. on Monday, July 14, 2025. The meeting was held at the State Cosmetology Board Office in Suite 74.

---

#### BOARD MEMBERS PRESENT

- Leah Longest
- Krissy Miller
- Machele Callicoa
- Kyle Jarnagin
- Ericka Jackson
- Annie Jo Gilbert
- *Joel Rogers (arrived at 10:08 a.m.)*
- Carla Dame

#### BOARD MEMBERS NOT PRESENT

- Christie Luther
- Carla Wilkins

#### AGENCY MEMBERS PRESENT

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

#### LEGAL COUNSEL PRESENT

- Kylie Cooper, Assistant Attorney General
- Joe Ashbaker, Assistant Attorney General

- Austin Bauer, Assistant Attorney General

## 2. Quorum

A quorum was confirmed, and the meeting proceeded according to the agenda. This regular meeting of the Oklahoma Cosmetology and Barbering Board has been convened in accordance with the Oklahoma Open Meeting Act.

---

## 3. Introduction and Swearing in of Newly Appointed Board Members

**Overview:** Leah Longest was introduced. The swearing in took place before the meeting.

- **Motion:** No motion was made.
  - **Outcome:** No action was taken after discussion.
- 

## 4. Election of Board Officers

**Election of Chair and Vice Chair:**

- **Motion:** To elect Board Chair.
  - **Moved by:** Dame
  - **Seconded by:** Callicoa
  - **Nomination(s):** Dame nominated Leah Longest
  - **Vote:**
    - Callicoa: Yes
    - Jarnagin: Yes
    - Jackson: Yes
    - Gilbert: Yes
    - Dame: Yes
- **Outcome:** Leah Longest is elected Board Chair, all votes in favor.
- **Motion:** To elect Board Vice Chair.
  - **Moved by:** Longest
  - **Seconded by:** Jackson
  - **Nomination(s):** Longest nominated Machele “Shelly” Callicoa

- **Vote:**  
 Longest: Yes  
 Jarnagin: Yes  
 Jackson: Yes  
 Gilbert: Yes  
 Dame: No  
 Rogers: Yes
  - **Outcome:** Machele “Shelly” Callicoa is elected Board Vice Chair, 5-1.
- 

## 5. Approval of Previous Board Minutes, June 23, 2025

**Overview:** The minutes were reviewed, and no changes or corrections were proposed.

- **Motion:** To approve June 23, 2025, meeting minutes.
    - **Moved by:** Luther
    - **Seconded by:** Jackson
    - **Vote:**  
 Miller: Yes  
 Callicoa: Yes  
 Jarnagin: Yes  
 Jackson: Yes  
 Gilbert: Yes  
 Rogers: Yes  
 Dame: Yes
  - **Outcome:** Motion passed.
- 

## 6. Approval of Previous Board Minutes, June 30, 2025

**Overview:** The minutes were reviewed, and no changes or corrections were proposed.

- **Motion:** To approve June 30, 2025, meeting minutes.
  - **Moved by:** Miller
  - **Seconded by:** Dame
  - **Vote:**  
 Miller: Yes

Callicot: Yes  
Jarnagin: Yes  
Jackson: Yes  
Gilbert: Yes  
Rogers: Yes  
Dame: Yes

- **Outcome:** Motion passed.
- 

## 7. Case No. 25-048 – Complaint Against Allan M. Guenther

**Overview:** The Board held individual proceedings regarding Case No. 25-048 (OSBCB Case No. 2025-001) against Allan M. Guenther, Massage Therapist License No. 173112. Assistant Attorney General Joe Ashbaker was authorized to open the record and provide legal guidance, while Assistant Attorney General Austin Bauer appeared as prosecutor. Mr. Guenther was not present and was not represented by counsel. The proposed consent order included a 30-day suspension of licensure, a two-year patient advocate requirement for all female client interactions at the Respondent’s expense, installation of a surveillance system at the Respondent’s expense to record all patient interactions indefinitely, a \$1,000 administrative fine, \$500 in costs, and 12 hours of continuing education in ethics, client boundaries, and consent. Following deliberation in executive session, the Board voted to accept the consent order as presented.

- **1<sup>st</sup> Motion:** To authorize AAG Ashbaker to open the record and lead the discussion on the terms of agreement to surrender and answer Board questions on legal matters.
  - **Moved by:** Callicot
  - **Seconded by:** Gilbert
  - **Vote:**
    - Miller: Yes
    - Callicot: Yes
    - Jarnagin: Yes
    - Jackson: Yes
    - Gilbert: Yes
    - Rogers: Yes
    - Dame: Yes
- **Outcome:** Motion passed a roll call was conducted to confirm that no Board member had a conflict of interest, with each member responding “no” indicating no conflict.

- **Determination Roll Call:**
    - Longest: No
    - Miller: No
    - Calliccoat: No
    - Jarnagin: No
    - Jackson: No
    - Gilbert: No
    - Rogers: No
    - Dame: No
- **Outcome of Determination Roll Call:** All Board members answered in the negative.
- **2<sup>nd</sup> Motion:** To enter executive session.
  - **Moved by:** Gilbert
  - **Seconded by:** Dame
  - **Vote:**
    - Miller: Yes
    - Calliccoat: Yes
    - Jarnagin: Yes
    - Jackson: Yes
    - Gilbert: Yes
    - Rogers: Yes
    - Dame: Yes
- **Outcome:** Motion passed, following legal counsel's advice to avoid any appearance of bias or partiality.
- **3<sup>rd</sup> Motion:** To exit executive session [and return to open session].
  - **Moved by:** Jarnagin
  - **Seconded by:** Calliccoat
  - **Vote:**
    - Miller: Yes
    - Calliccoat: Yes
    - Jarnagin: Yes
    - Jackson: Yes
    - Gilbert: Yes
    - Rogers: Yes
    - Dame: Yes
- **Outcome:** Motion passed; no votes or straw polls were taken during executive session, and the Board only discussed agenda item #7 during executive session.

- **4<sup>th</sup> Motion:** To accept the consent order.
    - **Moved by:** Rogers
    - **Seconded by:** Jarnagin
    - **Vote:**
      - Miller: Yes
      - Callicoa: No
      - Jarnagin: Yes
      - Jackson: Yes
      - Gilbert: Yes
      - Rogers: Yes
      - Dame: Yes
  - **Outcome:** Motion passed; the hearing was concluded.
- 

## 8. Agency Update – Presented by Interim Executive Director Casebolt

**Overview:** Interim Executive Director MiMi Casebolt provided the Agency Report. She announced that the testing center has been relocated from Suite 84 to Suite 74 and will begin testing operations tomorrow. The Board welcomed a new inspector, Mauri Pettis of Muskogee, who began employment on July 8th and is currently training in the testing center; Mr. Pettis is a licensed master cosmetology instructor. IED Casebolt reported that the agency continues to recruit for one inspector position and one examiner position. Additionally, internal staffing changes include the Student Registrar transitioning into the role of Licensing Coordinator to cover the loss of an employee in that role. Recruitment is underway for the now vacant Student Registrar position.

- **Motion:** No motion was made.
  - **Outcome:** No action was taken after discussion.
- 

## 9. Budget Committee Report – Presented by Budget Committee Chair Rogers

**Overview:** Budget Committee Chair Rogers presented the Budget Committee Report. The committee reviewed potential budget adjustments in response to unexpected expenses, with primary areas of focus including agency staff salaries, Thentia, and technology/testing costs. Discussion also included the possible purchase or lease of iPads to support online testing. Chair Rogers noted that the recent budget meeting with legislators was initiated at the request of the legislature, not by the agency.

- **Motion:** No motion was made.
  - **Outcome:** No action was taken after discussion.
- 

## **10. Update on Thentia Contract Renewal for SFY 2026 – Presented by Interim Executive Director Casebolt**

**Overview:** Interim Executive Director MiMi Casebolt provided an update on the Thentia contract renewal for SFY 2026. Two Thentia representatives, Shauna Cole, Vice President of Delivery (in person), and Matt Brown, Enterprise Customer Success Manager (via Zoom), attended to address the renewal. Mr. Brown outlined three main areas: the contract itself, 60% of the project currently live, and a statement of work (SOW) for the remaining modules. Ms. Cole emphasized the importance of the SOW to establish clear expectations and timelines for completion of the business, inspections, and complaints modules. During discussion, Board members raised questions regarding \$73,440 in invoices that had only recently been submitted, despite the partial system going live in November 2024. Concerns were expressed over the total anticipated cost of \$300,000 for Thentia this fiscal year and the need for accountability measures.

### **FY26 Budget and License Fees:**

- Beginning in FY26, the contract shifts to the 1182 statewide contract, increasing the cost to \$0.35 per license per month.
- The estimated \$210,000 fee is based on 50,000 licenses at \$0.35/month.
- Matt Brown confirmed that a “true-up” license count is conducted before each contract review, using only active license counts.

### **License Count and Portal Status:**

- Board members noted ongoing confusion regarding the actual number of active licenses.
- Currently, only 60% of portals are live.
- Matt Brown committed to conducting a new true-up based on available system data to ensure alignment with submitted invoices.

### **Contract Negotiations and Penalties:**

- The agency expressed a desire to negotiate penalties for non-delivery of promised modules and services.
- Standard agreements on penalties will be reviewed and revised; there will be no additional charges for professional services or future builds.

#### **Business Portal and Data Updates:**

- The business portal build is complete and pending testing.
- Additional data updates are required to differentiate between businesses and facilities for accurate licensing.
- The agency will provide Thentia with a list of businesses, their statuses, and associated facilities by the end of the week.
- A statement of work will be built out and sent for review this week.

#### **Remaining Portals:**

- Full requirements for inspections and complaints portals are still needed.
- A third-phase project will be required to complete these modules.

#### **Project Coordination and Resources:**

- The agency and Thentia must designate a project coordinator/sponsor to align resources for building requirements.
- The target is to have businesses online before the end of August, contingent on agreements and data readiness.
- Thentia committed to providing on-site support as needed.
- Chair Longest was designated to assist the agency with Thentia coordination.

#### **Contract and Invoices:**

- The Board agreed to wait for the redlined contract before taking further action.
- Matt Brown will provide clarification on county invoices and their reallocation to FY26.
- The agreement was considered generally acceptable but will be formally reviewed once the SOW is redlined.
- A redlined SOW will be sent this week for Board review.

#### **Data and Invoicing:**



- Data will be extracted and sent directly to Interim Executive Director Casebolt and Principal Assistant Burton.
- Matt Brown confirmed he will coordinate with the Board’s designated contact for invoicing.
- Invoices will be redirected to PA Burton.
- PA Burton will also receive access to the OMES share drive for cosmetology data to replace email data transfers.

**Conclusion:** The Board was provided with a comprehensive update on the Thentia contract renewal for SFY 2026, including current portal status, budget and licensing fees, remaining project requirements, and data coordination. Key next steps include finalizing a redlined Statement of Work, conducting a license true-up, and completing the remaining business, inspections, and complaints modules. The Board will review the updated contract and SOW once finalized, while the agency and Thentia continue coordination to ensure timely completion and accountability for project deliverables.

- **Motion:** To table discussion on the Thentia contract renewal until additional clarification can be provided by Thentia regarding when the invoices were submitted and to whom.
- **Outcome:** No action was taken after discussion.

---

## 11. NABBA Annual Conference

**Overview:** The Board discussed sending Interim Executive Director MiMi Casebolt and one or two delegates to the NABBA Annual Conference in Charleston, West Virginia, September 14–18, 2025. Member Miller noted that over \$100,000 was spent on travel last year, however Chair Longest clarified that approximately \$42,000 was for Board and Executive Director travel and \$60,000 for inspections. While the Board considered sending two delegates, no vote was taken for a second attendee, and Carla Dame was nominated to attend the conference as a delegate.

- **Motion:** To send Member Dame to attend the 2025 NABBA Annual Conference.
  - **Moved by:** Jackson
  - **Seconded by:** Jarnagin

- **Vote:**  
Miller: Yes  
Callicoa: Yes  
Jarnagin: Yes  
Jackson: Yes  
Gilbert: Yes  
Rogers: Yes  
Dame: Yes
- **Outcome:** Motion passed.

---

## 12. Contract Termination with National Interstate Council of State Boards of Cosmetology (NIC)

**Overview:** Chair Longest opted to discuss agenda item #13 as item #12. The Board reviewed NIC's contract termination, effective August 7, due to a personnel misunderstanding and procedural concerns, as NIC had expected PA Burton to serve as test administration coordinator while IED Casebolt remained the designee. NIC holds a proprietary license for the written exam, and PA Burton had been recently trained on NIC exam administration. The Board discussed options moving forward, including administering their own exam, continuing with NIC, or shifting to digital testing. Alternative vendors, Lady and Pivot Point, offered access to questions, and cost considerations included \$18 per NIC test versus higher costs for outsourcing or digital testing. Developing an in-house exam would allow quicker results, cost savings, and immediate pass/fail reporting, without affecting license reciprocity, while requiring remapped administration, printed tests, and notification to schools and students.

**Conclusion:** The Board accepted NIC's contract termination and tentatively moved forward with a state-written exam administered in-house. The testing committee will draft the new exam, and the Board will oversee final approvals to ensure a smooth transition while maintaining licensure reciprocity and compliance with testing standards.

- **1<sup>st</sup> Motion:** To recess for a 10-minute break.
  - **Moved by:** Gilbert
  - **Seconded by:** Callicoa
  - **Vote:**  
Miller: Yes  
Callicoa: Yes  
Jarnagin: Yes

Jackson: Yes  
Gilbert: Yes  
Rogers: Yes  
Dame: Yes

- **Outcome:** Motion passed; the Board went on recess from 11:48 a.m. until 11:55 a.m.
  - **2<sup>nd</sup> Motion:** To return to open session.
    - **Moved by:** Gilbert
    - **Seconded by:** Dame
    - **Vote:**
      - Miller: Yes
      - Calliccoat: Yes
      - Jarnagin: Yes
      - Jackson: Yes
      - Gilbert: Yes
      - Rogers: Yes
      - Dame: Yes
  - **Outcome:** Motion passed.
  - **3<sup>rd</sup> Motion:** To accept the termination of the NIC contract and start the process of administering a State test in agency.
    - **Moved by:** Miller
    - **Seconded by:** Calliccoat
    - **Vote:**
      - Miller: Yes
      - Calliccoat: Yes
      - Jarnagin: Yes
      - Jackson: Yes
      - Gilbert: Yes
      - Rogers: Yes
      - Dame: No
  - **Outcome:** Motion passed.
- 

### 13. NIC Annual Conference

**Overview:** Chair Longest opted to discuss agenda item #12 as item #13. The Board discussed not sending any delegates to the 2025 NIC Conference.

- **Motion:** To not send any delegates to attend the 2025 NIC Annual Conference.

- **Moved by:** Calliccoat
  - **Seconded by:** Jackson
  - **Vote:**
    - Miller: Yes
    - Calliccoat: Yes
    - Jarnagin: Yes
    - Jackson: Yes
    - Gilbert: Yes
    - Rogers: Yes
    - Dame: Yes
  - **Outcome:** Motion passed.
- 

## 14. Social Media Policy for Board Members

**Overview:** Board members were reminded to exercise caution when posting on social media regarding Board business. It was emphasized that inappropriate activity on social media could result in removal by the Governor. Members were given explicit instructions that all content on their public social media accounts may be reviewed and used against them if necessary.

- **Motion:** No motion was made.
  - **Outcome:** No action was taken after discussion.
- 

## 15. Staff Salaries and Pay Band Classification (Executive Director)

**Overview:** The Board entered executive session to discuss staff salaries and pay band classifications, including possible adjustments. Data reviewed included the current salary band and range for each employee, along with comparative ranges for employees, executive directors, and deputy directors. Following discussion, the Board exited executive session, and agenda items 15–22 were tabled with no action taken.

- **1<sup>st</sup> Motion:** To enter executive session.
  - **Moved by:** Calliccoat
  - **Seconded by:** Dame

- **Vote:**
  - Miller: Yes
  - Calliccoat: Yes
  - Jarnagin: Yes
  - Jackson: Yes
  - Gilbert: Yes
  - Rogers: Yes
  - Dame: Yes
- **Outcome:** Motion passed.
- **2<sup>nd</sup> Motion:** To exit executive session [and return to open session].
  - **Moved by:** Calliccoat
  - **Seconded by:** Jarnagin
  - **Vote:**
    - Miller: Yes
    - Calliccoat: Yes
    - Jarnagin: Yes
    - Jackson: Yes
    - Gilbert: Yes
    - Rogers: Yes
    - Dame: Yes
- **Outcome:** Motion passed; discussion was tabled.

---

## 16. Staff Salaries and Pay Band Classification (Interim Executive Director)

**Overview:** The Board tabled discussion on this item.

- **Motion:** No motion was made.
- **Outcome:** No discussion was held; this item was tabled.

---

## 17. Staff Salaries and Pay Band Classification (Principal Assistant)

**Overview:** The Board tabled discussion on this item.

- **Motion:** No motion was made.
  - **Outcome:** No discussion was held; this item was tabled.
- 

## **18. Staff Salaries and Pay Band Classification (Inspector/Examiner)**

**Overview:** The Board tabled discussion on this item.

- **Motion:** No motion was made.
  - **Outcome:** No discussion was held; this item was tabled.
- 

## **19. Staff Salaries and Pay Band Classification (Licensing Coordinator)**

**Overview:** The Board tabled discussion on this item.

- **Motion:** No motion was made.
  - **Outcome:** No discussion was held; this item was tabled.
- 

## **20. Staff Salaries and Pay Band Classification (Exam Coordinator)**

**Overview:** The Board tabled discussion on this item.

- **Motion:** No motion was made.
  - **Outcome:** No discussion was held; this item was tabled.
- 

## **21. Staff Salaries and Pay Band Classification (Student Registrar)**

**Overview:** The Board tabled discussion on this item.

- **Motion:** No motion was made.
  - **Outcome:** No discussion was held; this item was tabled.
- 

## 22. Staff Salaries and Pay Band Classification (Reciprocity Specialist)

**Overview:** The Board tabled discussion on this item.

- **Motion:** No motion was made.
  - **Outcome:** No discussion was held; this item was tabled.
- 

## 23. Unforeseen New Business

**Overview:** The Board did not have any new business which could not have been reasonably foreseen prior to posting of meeting agenda, per 25 O.S. § 311(A)(10).

- **Motion:** No motion was made.
  - **Outcome:** No discussion was held; no action was taken.
- 

## 24. Public Comment

**Overview:** The Board opened the floor for public comment, allowing up to three minutes per speaker and thirty minutes total. Comments were provided by Bill Helton, Brandi Milsap, and Buffy Langman, who raised the following concerns:

- NIC invoice and membership recovery.
  - Potential issues with a state-specific exam, including standardization and student impact.
  - Questions regarding the Pivot Point contract, available resources, and contract requirements.
  - Effects of discontinuing NIC, including possible impacts on Prov, risk of lawsuits, and legislative perception.
  - Budget allocation and opportunities for improving student benefits.
- 
- **Motion:** No motion was made.
  - **Outcome:** No action was taken after discussion.
- 

## 25. Adjournment

- **Time:** 1:30 p.m.
- 

*End of Board Meeting Minutes for July 14, 2025.*