

## STATE OF OKLAHOMA



### BOARD OF COSMETOLOGY AND BARBERING

#### MINUTES OF THE MEETING

June 23, 2025

---

#### 1. Call to Order

Chair Heather Sinclair called the meeting of the State Board of Cosmetology and Barbering to order at 10:06 a.m. on Monday, June 23, 2025. The meeting was held at the State Cosmetology Board Office in Suite 74.

---

#### BOARD MEMBERS PRESENT

- Heather Sinclair
- Krissy Miller
- Kyle Jarnagin
- Annie Jo Gilbert
- Joel Rogers
- Carla Wilkins
- Machele Calliccoat
- Ericka Jackson
- Christie Luther
- Carla Dame

#### AGENCY MEMBERS PRESENT

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

#### LEGAL COUNSEL PRESENT

- Kylie Cooper, Assistant Attorney General

#### 2. Quorum

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

---

### 3. Approval of Previous Board Minutes, June 9, 2025

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

- **Motion:** To approve June 9, 2025, meeting minutes.
    - **Moved by:** Jarnagin
    - **Seconded by:** Wilkins
    - **Vote:**
      - Miller: Yes
      - Callicoa: Yes
      - Jarnagin: Yes
      - Jackson: Yes
      - Luther: Yes
      - Gilbert: Yes
      - Rogers: Yes
      - Dame: Yes
      - Wilkins: Yes
  - **Outcome:** Motion passed.
- 

### 4. Emergency Rulemaking

**Overview:** Chair Sinclair opted to address the Emergency Rulemaking discussion as item #4, originally listed as item #5. The Board discussed and acted on emergency rule changes pursuant to 175 O.S. §253 of the Administrative Procedures Act. These changes are necessary to preserve public health, safety, and welfare, and to comply with legislation effective July 1, 2025. While permanent rules were previously submitted, they were not signed by the Governor, necessitating emergency adoption. Once filed with the Secretary of State, and approved by the Governor, the emergency rules will take immediate effect. Schools and instructors will be notified by email and letter; a newsletter was considered but not pursued due to time constraints.

- **Enrollment in New Curricula and Changes:** To ensure minimal disruption, the Board

approved a plan to begin accepting course registrations on November 1, 2025, although testing will not yet be available. This allows applicants to begin the licensure process while providing time to prepare for testing implementation. Career Tech indicated they would begin changes in January 2026, but private schools require earlier flexibility. Since the statute is already in effect, emergency rules are critical for compliance.

- **Conclusion:** Each proposed rule was reviewed and voted on individually. Rule 175:10-3-34 (Basic Cosmetologist) was approved with amendments, including clarifying chemical vs. non-chemical procedures and revising curriculum language. Rules 175:10-3-37 (Master Cosmetology Instructor), 175:10-3-42 (Facial/Esthetics Instructor), and 175:10-3-44 (Manicurist/Nail Technician Instructor) were all approved with updated hour breakdowns, standardized to 600 hours. Rule 175:10-3-45 (Barber Curriculum) was tabled for further revision due to concerns about curriculum structure and hour allocations. Rule 175:10-3-46 (Master Barber Instructor) was approved with amendments to instructional content and total hours. Rule 175:10-3-47 (Eyelash Extension Specialist) was approved with a change to increase the minimum training time before working on clients from 10 to 12 hours. Rule 175:10-3-48 (Eyelash Extension Instructor) was tabled for additional review.
  
- **1<sup>st</sup> Motion:** To approve 175:10-3-34 (Basic Cosmetologist) with amendments:
  - subsection (a)(4) underline “25”;
  - subsection (a)(6) underline “140”;
  - subsection (d)(2) remove "including sculptured nails and tips and other artificial nail application procedures and care".
  - **Moved by:** Miller
  - **Seconded by:** Callicoat
  - **Vote:**
    - Miller: Yes
    - Callicoat: Yes
    - Jarnagin: Yes
    - Jackson: Yes
    - Luther: Yes
    - Gilbert: Yes
    - Rogers: Yes
    - Dame: Yes
    - Wilkins: Yes
  
- **Outcome:** Motion passed.

- **2<sup>nd</sup> Motion:** To approve 175:10-3-37 (Master Cosmetology Instructor) as stated.
  - **Moved by:** Calliccoat
  - **Seconded by:** Jackson
  - **Vote:**
    - Miller: Yes
    - Calliccoat: Yes
    - Jarnagin: Yes
    - Jackson: Yes
    - Luther: Yes
    - Gilbert: Yes
    - Rogers: Yes
    - Dame: Yes
    - Wilkins: Yes
- **Outcome:** Motion passed.
- **3<sup>rd</sup> Motion:** To approve 175:10-3-42 (Facial/Esthetics Instructor) with amendments:
  - subsection (b)(1) change “60” to “55”;
  - subsection (b)(2) change “120” to “85”;
  - subsection (b)(3) change “330” to “165”;
  - subsection (b)(4) change “Board rules, regulations and statues” to “cosmetology law” and “90” to “70”;
  - subsection (b)(5) change “150” to “100”;
  - subsection (b)(6) change “250” to “125”;
  - subsection (b)(7) change “1000” to “600”.
  - **Moved by:** Miller
  - **Seconded by:** Calliccoat
  - **Vote:**
    - Miller: Yes
    - Calliccoat: Yes
    - Jarnagin: Yes
    - Jackson: Yes
    - Luther: Yes
    - Gilbert: Yes
    - Rogers: Yes
    - Dame: Yes
    - Wilkins: Yes
- **Outcome:** Motion passed.
- **4<sup>th</sup> Motion:** To approve 175:10-3-44 (Manicurist/Nail Technician Instructor) with amendments:
  - subsection (b)(1) change “30” to “55”;

- subsection (b)(2) change “60” to “85”;
  - subsection (b)(4) change “Board rules, regulations and statutes” to “cosmetology law” and “75” to “70”;
  - subsection (b)(6) change “170” to “125”.
- **Moved by:** Miller
- **Seconded by:** Rogers
- **Vote:**
  - Miller: Yes
  - Calliccoat: Yes
  - Jarnagin: Yes
  - Jackson: Yes
  - Luther: Yes
  - Gilbert: Yes
  - Rogers: Yes
  - Dame: Yes
  - Wilkins: Yes
- **Outcome:** Motion passed.
- **5<sup>th</sup> Motion:** To table 175:10-3-45 (Barber).
  - **Moved by:** Calliccoat
  - **Seconded by:** Dame
  - **Vote:**
    - Miller: Yes
    - Calliccoat: Yes
    - Jarnagin: Yes
    - Jackson: Yes
    - Luther: Yes
    - Gilbert: Yes
    - Rogers: Yes
    - Dame: Yes
    - Wilkins: Yes
- **Outcome:** Motion passed.
- **6<sup>th</sup> Motion:** To recall the vote to approve 175:10-3-34 (Basic Cosmetology).
  - **Moved by:** Miller
  - **Seconded by:** Calliccoat
  - **Vote:**
    - Miller: Yes
    - Calliccoat: Yes
    - Jarnagin: Yes
    - Jackson: Yes
    - Luther: Yes

Gilbert: Yes  
Rogers: Yes  
Dame: Yes  
Wilkins: Yes

- **Outcome:** Motion passed.
  
- **7<sup>th</sup> Motion:** To approve 175:10-3-46 (Master Barber Instructor) with amendments:
  - subsection (b)(4) change “Board rules, regulations and statues” to “cosmetology law”;
  - subsection (b)(7) change “1000” to “600”.
  - **Moved by:** Rogers
  - **Seconded by:** Luther
  - **Vote:**
    - Miller: Yes
    - Calliccoat: Yes
    - Jarnagin: Yes
    - Jackson: Yes
    - Luther: Yes
    - Gilbert: Yes
    - Rogers: Yes
    - Dame: Yes
    - Wilkins: Yes
  
- **Outcome:** Motion passed.
  
- **8<sup>th</sup> Motion:** To approve 175:10-3-47 (Eyelash Extension Specialist) with amendments:
  - subsection (a)(2) change “10” to “12”.
  - **Moved by:** Jackson
  - **Seconded by:** Calliccoat
  - **Vote:**
    - Miller: Yes
    - Calliccoat: Yes
    - Jarnagin: Yes
    - Jackson: Yes
    - Luther: Yes
    - Gilbert: Yes
    - Rogers: Yes
    - Dame: Yes
    - Wilkins: Yes
  
- **Outcome:** Motion passed.

- **9<sup>th</sup> Motion:** To table 175:10-3-48 (Eyelash Extension Specialist Instructor).
    - **Moved by:** Rogers
    - **Seconded by:** Luther
    - **Vote:**
      - Miller: Yes
      - Calliccoat: Yes
      - Jarnagin: Yes
      - Jackson: Yes
      - Luther: Yes
      - Gilbert: Yes
      - Rogers: Yes
      - Dame: Yes
      - Wilkins: Yes
  - **Outcome:** Motion passed.
- 

## 5. National Interstate Council of State Boards of Cosmetology (NIC) Training and Audit – Presented by Principal Assistant Burton

**Overview:** Chair Sinclair opted to address the Emergency Rulemaking discussion as item #5, originally listed as item #4. The Board received a detailed report regarding the National Interstate Council of State Boards of Cosmetology (NIC) on-site examination training and audit conducted on June 17–18, 2025. NIC representatives provided exam administrator training and performed a full audit of the theory exam procedures, including candidate check-in, identity verification, exam room protocols, proctor conduct, monitoring, and post-exam material collection. NIC also requested a formal set of Agency protocols for theory exam administration aligned with NIC standards, to be submitted by June 27, 2025. Submission of these documents would enable finalization and signing of the contract by June 30, 2025.

- During the discussion, Member Calliccoat questioned who had authorized PA Burton to attend the NIC training. Chair Sinclair responded that NIC representatives indicated an audit was required if the Board was to regain use of their exam. IED Casebolt expressed concern that NIC was attempting to dictate who would oversee exam administration and noted that the decision to designate exam coordinators had not come before the Board for a vote. IED Casebolt also raised concerns that NIC’s Susan Colard had been engaging in direct communication with Agency personnel and Board members without going through the [Interim] Executive Director. Member Calliccoat and Vice Chair Miller echoed concern about Susan Colard’s bypassing of the [Interim]

Executive Director and emphasized that Board members should not assume duties belonging to the [Interim] Executive Director.

- The Board also reviewed the requirement for Non-Disclosure Agreements (NDAs) to be renewed annually by January 30. Vice Chair Miller reminded the group that Board authority is derived from collective action, and no individual Board member holds operational authority over the Agency or its staff. Member Jackson also supported this, urging that all communication be directed through the [Interim] Executive Director to avoid confusion or overreach.
- Vice Chair Miller voiced frustration that decisions involving Agency operations and exam coordination had been made without prior Board knowledge or approval. Concerns were also raised about the costs and feasibility of using electronic testing platforms under current budget constraints. Member Jackson emphasized the importance of resolving the situation professionally and moving forward constructively.
- **Motion:** To take a 15-minute break.
  - **Moved by:** Miller
  - **Seconded by:** Dame
  - **Vote:**
    - Miller: Yes
    - Callicot: Yes
    - Jarnagin: Yes
    - Jackson: Yes
    - Luther: Yes
    - Gilbert: Yes
    - Rogers: Yes
    - Dame: Yes
    - Wilkins: Yes
- **Outcome:** Motion passed.
- **Call to Order:** Chair Sinclair called the meeting back to order at 11:18 a.m. and roll call determined a quorum and all members were present.
- Assistant Attorney General Cooper reminded the Board that, as gubernatorial appointees, they should act with unity and in public interest, rather than assuming negative intent. Chair Sinclair clarified that the intent behind training and NDA enforcement was to maintain appropriate procedural standards and support the



return of the national exam.

- **Conclusion:** Members Jackson, Jarnigan, Calliccoat, and Vice Chair Miller recommended that all future communication with NIC go through the IED. It was suggested that IED Casebolt reach out to NIC representative Susan Colard to clarify communication protocols in the event the contract is finalized.
- **Motion:** No motion was made.
- **Outcome:** No action was taken after discussion.

---

## 6. National Interstate Council of State Boards of Cosmetology (NIC) Contract Renewal

**Overview:** The Board discussed the potential renewal of the NIC contract for State Fiscal Year 2026. The conversation centered on whether to approve or disapprove the agreement, which would require the Agency to draft and submit internal rules aligned with NIC’s national standards. IED Casebolt clarified that the “rules” referenced by NIC pertain to internal policies and procedural changes to exam administration—not formal administrative rules. These include adjustments such as candidate flow, proctor responsibilities, and test material handling.

- PA Burton also shared that while NIC has made tentative confirmation of the contract, the Agency must submit the revised internal procedures by Friday, June 27, 2025, with the contract to be finalized by Monday, June 30. Some NIC recommendations—such as the installation of lockers and privacy barriers—were flagged by IED Casebolt as suggestions rather than mandatory requirements. However, other corrections, such as better securing extra tests to prevent visibility, were deemed reasonable and appropriate.
- The Board explored alternatives to the NIC contract. Options discussed included testing vendors like PSI or Prov or developing an in-house exam. It was noted that PSI has had logistical issues, including frequent test rescheduling, and that developing a proprietary exam would be prohibitively expensive—potentially costing tens of thousands of dollars monthly. Continuing with NIC would involve a \$78 per-student exam fee, which is passed on to candidates.
- Vice Chair Miller mentioned that NIC had previously implied that a move to electronic testing could be enforced if expectations weren't met. Miller further noted that while she

has long advocated for electronic testing, the Agency does not currently have the budget to support that transition.

- A motion was made to table the renewal of the NIC contract to allow the Board more time to receive clarity about NIC's expectations, the Agency's responsibilities under the new terms, and the full implications of rule adjustments. Member Luther voiced concern over how the uncertainty could affect students scheduled to test after June 30, though it was clarified that no breach of contract had occurred—only that NIC required updated NDAs to be signed.
  - IED Casebolt recommended submitting the Agency's current procedures to Susan Colard (NIC representative) and proceeding with negotiations. She warned that rejecting the contract outright could compromise future opportunities to work with NIC. She also noted that all communication regarding the contract should go through her. Vice Chair Miller echoed this, emphasizing that communication needs to be centralized and that the Board Chair does not have unilateral authority to sign a contract. It was also stated that PA Burton should not have been involved in earlier contract discussions with NIC.
  - **Conclusion:** The Board voted to table the NIC contract renewal for SFY 2026, pending further clarification on the Agency's responsibilities, procedural changes, and contract terms. The decision allows time to ensure transparency and protect student testing continuity while negotiations continue.
  - **Motion:** To table until the July 14<sup>th</sup> meeting.
    - **Moved by:** Callicoat
    - **Seconded by:** Miller
    - **Vote:**
      - Miller: Yes
      - Callicoat: Yes
      - Jarnagin: No
      - Jackson: Yes
      - Luther: No
      - Gilbert: Yes
      - Rogers: Yes
      - Dame: No
      - Wilkins: Yes
  - **Outcome:** Motion passed.
-

## 7. Computer-based Testing

**Overview:** The Board discussed transitioning to computer-based testing to provide faster results for candidates. PA Burton noted the Agency currently has seven to eight iPads but would need at least ten, costing approximately \$3,000 excluding software. Concerns were raised about meeting ADA requirements, as some students may require accommodation such as extended time, screen readers, or color-coded materials. The Agency currently administers 20 to 30 written exams, and members emphasized the need for a budget committee meeting before making any decisions. The Board also considered the option of developing a custom test if digital testing is not viable for all learners. Security protocols were discussed, particularly around test materials occasionally leaving the facility, and IED Casebolt was asked to ensure all procedures are documented in the NIC contract.

- **Conclusion:** No vote was taken to allow time for a full review of technical, financial, and accessibility requirements. The budget committee will meet in the interim, and all testing will be canceled the week of the 7th to support planning.
  - **Motion:** No motion was made.
  - **Outcome:** No action was taken after discussion.
- 

## 8. Thentia Contract Renewal

**Overview:** The Board received an update on the Thentia contract renewal. AAG Cooper sent a letter outlining the invoices that have been paid and clearly stating the Agency's position: no new contract will be signed until Thentia fulfills the terms of the original agreement, specifically the delivery of the Business Portal. As of the meeting, Thentia had not responded to the Agency's communication. The Board discussed the possibility of inviting Thentia representatives to a future meeting to review outstanding issues and expectations in person.

- **Conclusion:** No vote was held as the Board awaits more information before moving forward until further clarification can be provided.
- **Motion:** No motion was made.
- **Outcome:** No action was taken after discussion.

---

## 9. Federation of State Massage Therapy Boards (FSMTB) Membership Renewal

**Overview:** The Board discussed renewing its membership with the Federation of State Massage Therapy Boards (FSMTB) for SFY26 at a cost of \$500. This year, FSMTB is sponsoring three delegates to attend a national meeting in Virginia, and Board members emphasized the value of networking and interacting with delegates from across the country.

- **Motion:** To renew Federation of State Massage Therapy Boards (FSMTB) membership.
    - **Moved by:** Miller
    - **Seconded by:** Jarnagin
    - **Vote:**
      - Miller: Yes
      - Callicot: Yes
      - Jarnagin: Yes
      - Jackson: Yes
      - Luther: Yes
      - Gilbert: Yes
      - Rogers: Yes
      - Dame: Yes
      - Wilkins: Yes
  - **Outcome:** Motion passed.
- 

## 10. Council on Licensure Enforcement and Regulation (CLEAR) Membership Renewal

**Overview:** The Board considered renewing its membership with the Council on Licensure Enforcement and Regulation (CLEAR) for SFY26 at a cost of \$385. Discussion included whether the membership covers all regulated entities and professions. CLEAR training was noted as a key component of professional development for examiners and inspectors, with a 5% pay increase tied to completion. The training focuses on proper inspection and investigation techniques and is integral to the salary structure for those positions.

- **Motion:** To renew Council on Licensure Enforcement and Regulation (CLEAR) membership.

- **Moved by:** Miller
- **Seconded by:** Jarnagin
- **Vote:**
  - Miller: Yes
  - Calliccoat: Yes
  - Jarnagin: Yes
  - Jackson: Yes
  - Luther: Yes
  - Gilbert: Yes
  - Rogers: Yes
  - Dame: Yes
  - Wilkins: Yes

- **Outcome:** Motion passed.
- 

## 11. Prov Contract Renewal

**Overview:** The Board reviewed the renewal of the Prov contract for SFY26. It was noted that the state cannot accept an indemnification clause in contracts, so the State's general terms were added to ensure compliance with legal requirements.

- **Motion:** To renew Prov contract with addendum.
  - **Moved by:** Rogers
  - **Seconded by:** Jarnagin
  - **Vote:**
    - Miller: Yes
    - Calliccoat: Yes
    - Jarnagin: Yes
    - Jackson: Yes
    - Luther: Yes
    - Gilbert: Yes
    - Rogers: Yes
    - Dame: Yes
    - Wilkins: Yes

- **Outcome:** Motion passed.
-

## 12. National Association of Barber Boards of America (NABBA) Membership Renewal

**Overview:** The Board discussed membership with the National Association of Barber Boards of America (NABBA), which offers national education and facilitates state-to-state information sharing for barbers. While NABBA does not sponsor delegate attendance like some other associations, it provides reduced membership rates for individuals who attend.

- **Motion:** To renew National Association of Barber Boards of America (NABBA) membership.
    - **Moved by:** Luther
    - **Seconded by:** Jackson
    - **Vote:**
      - Miller: No
      - Callicot: Yes
      - Jarnagin: Yes
      - Jackson: Yes
      - Luther: Yes
      - Gilbert: Yes
      - Rogers: Yes
      - Dame: Yes
      - Wilkins: Yes
  - **Outcome:** Motion passed.
- 

## 13. Hiring of an Executive Director

**Overview:** The Board held a discussion on whether to convene in Executive Session under 25 O.S. §307(B)(1) to consider matters related to the employment and compensation of a potential Executive Director. Questions were raised about the timing of hiring a new director amid what some view as a transition or wind-down period. The legislative Chair shared updates from conversations with State Representatives Tammy West, Brian Hill, Eric Roberts, and Mr. Kendrick, clarifying that the intent behind Senate Bill 676 was to grant the Agency an additional year—not to initiate closure. The Board also discussed the need to explore language to remove the Agency from the legislative sunset list and to support its growth, including

increasing staffing levels.

- **Conclusion:** Although Chris Bruehl from the Governor's Office had requested the topic be placed on the agenda, a motion to enter Executive Session was made but not seconded, and therefore did not proceed.

- **Motion:** To enter into Executive Session.

- **Moved by:** Jackson
- **Seconded by:**
- **Vote:**  
Miller:  
Callicoa:  
Jarnagin:  
Jackson:  
Luther:  
Gilbert:  
Rogers:  
Dame:  
Wilkins:

- **Outcome:** No second was made; therefore no vote was held. No action was taken.
- 

## 14. Adjournment

- **Time:** 12:21 p.m.

**Outcome:** Meeting adjourned.

---

*End of Board Meeting Minutes for June 23, 2025.*