

STATE OF OKLAHOMA



BOARD OF COSMETOLOGY AND BARBERING

MINUTES OF THE MEETING
November 10, 2025

1. Call to Order

Chair Leah Longest called the meeting of the Oklahoma State Board of Cosmetology and Barbering to order at 10:00 am on Monday, November 10, 2025. The meeting was held at the State Cosmetology Board Office in Suite 74.

BOARD MEMBERS PRESENT

- Leah Longest
- Machele Calliccoat
- Kyle Jarnagin
- Ericka Jackson
- Christie Luther
- Annie Jo Gilbert
- Joel Rogers
- Carla Dame
- Carla Wilkins

Agency Members Present

- MiMi Casebolt, Interim Executive Director
- Mauri Pettis, Inspector
- Caroline Hagberg, Inspector

LEGAL COUNSEL

- Kylie Cooper, Assistant Attorney General

2. Quorum

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

3. Approval of Previous Board Minutes, September 8, 2025

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

- **Motion:** To approve September 8, 2025, meeting minutes.
 - **Moved by:** Jarnigan
 - **Seconded by:** Dame
 - **Vote:**
 - Callicoa: Yes
 - Jarnagin: Yes
 - Jackson: Yes
 - Luther: Yes
 - Gilbert: Yes
 - Rogers: Yes
 - Dame: Yes
 - Wilkins: Yes

- **Outcome:** Motion Passed.
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4. Agency Report from Interim Executive Director Casebolt

Overview: Update on Business Portal, Licensing, Thentia Portal, Two-Year Renewal.

- **Business Portal**

- The business portal is up and running.
- During testing phase, changes were restricted, leading to issues after launch.
- Fixing issues cost \$7,000 per instance, so adjustments are being made internally.
- **Licensing**
 - Mail-in processing is currently at November 7th for issuance and October 24th for other items.
 - Approximately 3,000 to 4,000 licenses are issued monthly.
 - Over 500 exams are conducted monthly.
 - Student registrations are around 600 for the last two months.
- **Citations**
 - Over \$11,000 in citations have been collected in the last two months.
- **Thentia Portal**
 - Thentia wants MiMi Casebolt to start working on inspections portal.
 - The education portal is supposedly ready but contains information from August 2024, possibly from John, Molina, or Heather.
 - Aiming to have both portals running by the end of the year.
- **Two-Year Renewal**
 - The two-year renewal process started on November 1st.
- **Motion:** No motion was made

5. Budget Report from Chrissy Tubbs, OMES Agency Business Services

Overview: Discussion and possible action to approve or disapprove budget report.

- **BTA (Budget to Actuals) Report:**
 - Annual budget for Department 1,000,001 is \$1,362,904.
 - The year-to-date budget is \$454,301.
 - Expenses to date \$277,834.
 - Remaining encumbrances \$375,128.
- **Class Fund 200 Department 1,000,003:**

- Annual budget: \$552,503.
 - Year-to-date budget: \$184,167.
 - Expenses to date: \$129,110.
 - Remaining encumbrances \$63,587.
 - **IT Department (information services) 88,000,010:**
 - Annual Budget: \$435,192
 - Year-to-date budget: \$145,064
 - Expenses to date: \$234,728
 - Remaining encumbrances 153,057
 - **Allotment Budget and Available Cash:**
 - Class fund 200 cash balance: \$1,404,482.70.
 - **Summary of Receipts and Disbursements:**
 - Show revenue and expenses affecting cash for the month
 - **Six Digit Expenditure Object:**
 - Expenses for the current month: \$133,027.33
 - Total expenses for the year: \$732,003.97
 - **Motion:** No motion was made
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6. Individual Proceedings – Citations

Overview: Discussion and possible action regarding individual proceedings held pursuant to Article II of the Administrative Procedures Act.

- The board may render a final or intermediate decision on any individual proceeding.
- Citations to be discussed:
 - Citation 00109 Final Touch, Owner Coilette Smith
 - Citation 00110 Coilette Smith
 - Citation 00115 Blue Ridge Place
 - Citation 00118 Hopkins Hair Care, Owner Damon Hopkins
 - Citation 00120 Fantasy Nails, Owner Helen Throng
 - Citation 00124 Clara Alexander
 - Citation 00125 The Cutt Company, Owner Dara McGlamery

- Citation 00133 Fort Gibson Nursing Home, Owner OK4 FT Gibson OPCO LLC
- Citation 00135 The Garrison Barebershop Company, Owner Zachary K Hobbs
- Citation 00136 Fatt Fade Barbershop Lounge, Owner Triirmain R Bates
- Citation 00141 3 Kings Barbershop, Owner Alfred D Logan Jr
- Citation 00142 Alfred Logan Jr.
- Citation 00143 Broadway Beauty Bar, Owner Nichol E Addy
- Citation 00144 Primpin Ain't Easy, Owner Martha G Brinsfield
- Citation 00302 Macy Robinson
- Citation 00303 The Salon at Coffee Creek. Owner Lisa D Brown
- Citation 00305 Allissa Reed
- Citation 00457 Kailane R. Roberts
- Citation 00480 Nail Boss, Owner Huy H Vo

Hearing Procedure Explanation

- Leah Longest is chairman of the board.
- A motion was made and passed to authorize AG Mule to open the record, make statements on the record as to whether service was properly affected, rule on motions, and answer board questions on legal matters.
- The strict rules of evidence do not apply in administrative hearings.
- The board will vote on whether to uphold citation and impose the fine as stated, dismiss the citation or uphold part of the citation.
- Council will prepare final order which will be signed by the interim executive director and mailed to respondents.
- The Board takes official notice of the Oklahoma Administrative Procedures act, and Title 175 of Oklahoma Administrative Code.
- The hearing is being recorded, and the recording constitutes the official record of these recordings.

Opening the Record- Citation 00109 (Final Touch)

- Today is November 10, 2025, and the time is 10:33 am
 - The hearing record is now open for citation number 00109, Final Touch, Owner Coilette Smith
 - A quorum of the board is present, and this board had jurisdiction to hear these citations.
 - Board members confirm they can accord the respondent a fair and impartial hearing.
 - Kylie Cooper is the board's prosecutor
 - Coilette Smith identifies herself as the owner of Final Touch
 - The citation for Final Touch is entered as evidence (109 Exhibit 2).
 - At the time that the citation was issued, Final Touch was an unlicensed establishment
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Prosecution's Case- Citation 00109 (Final Touch)

- Inspector Mauri Pettis is sworn in
- Pettis inspected Final touch Salon on August 21, 2025
- The inspector found that the establishment was employing an expired licensee and the business license for Final Touch had expired

Respondent's Defense - Citation 00109 (Final Touch)

- Smith states she sent in her license renewal with extra money to cover late charges.
- She claims to have called the state board multiple times but her calls were not returned.
- Smith has evidence of when she purchased the money order to renew her license.
- She also has evidence of dates of when the mail returned to her to let her know that there was now upcharge on the license.
- Smith has evidence of her new license and how they came separately.
- Smith has been in business for 33 years.
- Smith has records that she wants to be copied and shown to the board.

Evidence

- Five documents entered as evidence, marked as 109.

License Renewal Delay

- License renewal delayed.
- Paid original fees, then late charge (\$20) on June 30th.
- Received envelope from state board on July 29th, indicating an additional \$10 needed.
- Paid the extra \$10 and received separate envelopes for the license and establishment renewal.

Timeline Discrepancies

- Originally paid on June 28th, then paid late fee on June 30th.
- Money order returned on July 29th.
- License expired in April, renewed on June 30th.
 - Working with expired license from April to June.

Lack of Receipts

- No receipt for payment/renewal before August 21st.
- No receipt for the additional \$10 payment.

Late Fee

- Claims to have paid \$20 late fee for two licenses.
- Late fee is consistently \$10 after 60 days.

Communication Issues

- Called the agency multiple times but calls were not returned.

- "If you say leave a message and no one returns my call, what do we do? That's not fair to us."

Staying Updated

- Advised to check the website for current rules, regulations, and registration process.
- Website provides a step-by-step registration process and a portal.

Exhibits

- All exhibits for citation 00109 have been presented.
- One more exhibit for citation 00110.

Citation 00110 Discussion

- The respondent states that they only went by what the board said they owed in the letter they sent.
- The respondent sent in two money orders, one for a late fee and one for the license.
- The respondent wishes for better communication from the board, mentioning issues with email response times.

Citation 109 Vote

- **Motion:** Motion to uphold the citation and impose a \$250 fine.
 - **Moved by:** Calliccoat
 - **Seconded by:** Jarnagin
 - **Vote:**
 - Calliccoat: Yes
 - Jarnagin: Yes
 - Jackson: Yes
 - Luther: Yes
 - Gilbert: Yes
 - Rogers: Yes
 - Dame: Yes
 - Wilkins: Yes

- **Outcome:** Motion Passed.

Citation 00110 Hearing (Coilette R. Smith)

- The hearing record is opened for citation number 00110.
- Mauri Pettis, an inspector for the Oklahoma Board of Cosmetology, inspected Final Touch Salon and found an unlicensed worker.
- Citation 00110 for Colette Smith was issued on August 23rd and signed by the respondent.
- The respondent states that they sent in both licenses for renewal with the late fee upcharge but didn't receive a response for a while.

- In July, they were told to send \$10 more, which delayed their licenses.
- The respondent called the state board several times but never received a call back.
- The respondent states, "I followed the rules, and I don't understand why I'm getting punished for mail delay when I sent it in immediately after it was presented to me that I needed to have more money."

Citation 00110 Vote

- **Motion:** Motion to uphold the citation and impose a \$250 fine number 00110 .
 - **Moved by:** Calliccoat
 - **Seconded by:** Jarnagin
 - **Vote:**
 - Calliccoat: Yes
 - Jarnagin: Yes
 - Jackson: Yes
 - Luther: Yes
 - Gilbert: Yes
 - Rogers: Yes
 - Dame: Yes
 - Wilkins: Yes
 - **Outcome:** Motion Passed.
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Break and Reconvene

- **Motion:** A motion is made to take a 10-minute break, which passes.
 - **Moved by:**
 - **Seconded by:**
 - **Vote:**
 - Calliccoat: Yes
 - Jarnagin: Yes
 - Jackson: Yes
 - Luther: Yes
 - Gilbert: Yes
 - Rogers: Yes
 - Dame: Yes
 - Wilkins: Yes
 - **Outcome:** Motion Passed
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Citation 00115 (Blue Ridge Place)

- Citation 115 Blue Ridge Place will be re-noticed with a new hearing date.
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Citation 00118 Hearing

- The hearing for citation number 00118, Hopkins Hair Care owner Damon Hopkins, begins.
 - A quorum of the board is present, and the board has jurisdiction.
 - No board member is aware of any reason that would render them unable to afford the respondents a fair and impartial hearing.
 - The respondent is not present.
 - Mauri Pettis inspected Hopkins Hair Care on September 2, 2025, and found that the establishment license expired in June 2025.
 - Damon Hopkins, the owner, was present and signed the inspection report.
 - Citation number 00118 was issued for Hopkins Hair Care because the establishment wasn't licensed.
 - **Motion:** Motion to uphold the citation and impose a \$250 fine number 00118 .
 - **Moved by:** Rogers
 - **Seconded by:** Jarnagin
 - **Vote:**
 - Callicot: Yes
 - Jarnagin: Yes
 - Jackson: Yes
 - Luther: Yes
 - Gilbert: Yes
 - Rogers: Yes
 - Dame: Yes
 - Wilkins: Yes
 - **Outcome:** Motion Passed
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Clarification on Default Judgments

- There's a misconception that if someone doesn't show up, a default judgment is entered against them, but that's not true.
 - The board must still find convincing evidence that a violation occurred.
 - If the prosecutor doesn't provide evidence, the citation cannot be upheld.
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Citation Number 00120 (Fantasy Nails, Owner Helen Ly Troung)

- Date: November 10, 2025

- Time: 11:41 AM
- A quorum of the board is present, and the board has jurisdiction.
- No board member is aware of any reason that would render them unable to afford the respondents a fair and impartial hearing.
- Respondent: Helen Trong (not present)
- The board prosecutor presents the case.
 - Inspector visited Fantasy Nails on September 2, 2025.
 - The establishment license expired in July 2025.
 - The owner signed the inspection report and citation.
 - The citation number is 00120.
- **Motion:** Motion to uphold the citation and impose a \$250 fine number 00118 .
 - **Moved by:** Jarnagin
 - **Seconded by:** Rogers
 - **Vote:**
 - Callicot: Yes
 - Jarnagin: Yes
 - Jackson: Yes
 - Luther: Yes
 - Gilbert: Yes
 - Rogers: Yes
 - Dame: Yes
 - Wilkins: Yes
- **Outcome:** Motion Passed.

Citation 00123

- Citation 00123 will be reserviced and rescheduled later.
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Citation Number 00124 Hearing

- Date: November 10, 2025
- Time: 11:47 AM
- A quorum of the board is present, and the board has jurisdiction.
- No board member is aware of any reason that would render them unable to afford the respondents a fair and impartial hearing.
- Respondent: Clara Alexander
- The board prosecutor presents the case.
 - Inspector inspected The Cut Company on September 4, 2025.
 - Claire Alexander's license had expired.
 - The inspection report and citation were signed by Ms. Alexander.
 - The citation number is 00124.
- Ms. Alexander presents her case, stating she was in the process of renewing her license and takes responsibility for the mix-up. She asks the board to consider that she only works one day a week and that the owner, Dara McLammery, was not aware of the issue.

- **Motion:** Motion to uphold the citation and impose a \$250 fine, number 00124 .
 - **Moved by:** Wilkins
 - **Seconded by:** Callicoa
 - **Vote:**
 - Callicoa: Yes
 - Jarnagin: Yes
 - Jackson: Yes
 - Luther: Yes
 - Gilbert: Yes
 - Rogers: Yes
 - Dame: Yes
 - Wilkins: Yes
- **Outcome:** Motion Passed.

Citation Number 00125 Hearing

- Date: November 10, 2025
- Time: 11:57 AM
- Respondent: Dara McLammery (owner of The Cut Company)
- A quorum of the board is present, and the board has jurisdiction.
- No board member is aware of any reason that would render them unable to afford the respondents a fair and impartial hearing.
- The board prosecutor presents the case.
 - The citation number is 00125.
 - The citation is for employing an unlicensed worker (Claire Alexander).
 - The citation was signed by Dara McLammery.
- **Motion:** Motion to uphold the citation and impose a \$250 fine, number 00125 .
 - **Moved by:** Wilkins
 - **Seconded by:** Callicoa
 - **Vote:**
 - Callicoa: Yes
 - Jarnagin: Yes
 - Jackson: Yes
 - Luther: Yes
 - Gilbert: Yes
 - Rogers: Yes
 - Dame: Yes
 - Wilkins: Yes
- **Outcome:** Motion Passed.

Citation Hearings 00133 and 00135

- Citations 00133, 00135:
 - Will be reserviced and rescheduled for a later date.
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Citation Hearing 00136 (Fat Fade Barber Lounge)

- Citation 00136 - Fat Fade Barber Lounge:
 - Owner Mr. Triirmain Bates (not present).
 - A quorum of the board is present, and the board has jurisdiction.
 - No board member is aware of any reason that would render them unable to afford the respondents a fair and impartial hearing.
 - Inspector's testimony: Establishment license expired in July 2025.
 - Inspection report and citation admitted as evidence.
 - **Motion:** Motion to uphold the citation and impose a \$250 fine number 00136 .
 - **Moved by:** Rogers
 - **Seconded by:** Jarnagin
 - **Vote:**
 - Calliccoat: Yes
 - Jarnagin: Yes
 - Jackson: Yes
 - Luther: Yes
 - Gilbert: Yes
 - Rogers: Yes
 - Dame: Yes
 - Wilkins: Yes
 - **Outcome:** Motion Passed
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Citation Hearing 00141

- The Oklahoma State Board of Cosmetology and Barbering hearings are called to order.
- Citation number 00141, Three Kings Barter Shop, is addressed.
- The owner is identified as Alfred D. Logan Jr.
- The respondent is not present.
- According to board rules, proceedings may be held in absentia if a notified person fails to appear.

Prosecutor's Case

- An inspector, employed for four months, is sworn in.
- The inspector confirms the inspection report is accurate and was written by them.

- The inspection was conducted on September 17, 2025.
- The inspector found that the business and personal licenses were expired.
- The owner's signature is on the inspection report.
- The inspection report is entered as exhibit 121.
- Citation number 00141 is identified as a citation for an expired establishment license.
- The citation is signed by the owner, Alfred Logan.
- The inspector verified the establishment was unlicensed when issuing the citation.
- Citation 141 is entered into evidence as exhibit 2.

Citation Details

- A board member notes the fine is \$500 and asks if there was a previous citation.
- The prosecutor explains the issues with Citation 141.
- The prosecutor states, "If there's a 500 citation and you're saying that we've already... This second time we fined them, I have to have evidence of the first time."
- The prosecutor does not have evidence of the first inspection and cannot fine \$500.
- The citation cannot be changed without reissuing it.
- The prosecutor originally thought the establishment fine was \$250.

License Renewal and Citations

- The license in question has not been renewed since the last time.
- A motion to dismiss citations was suggested, but it was advised against because it "doesn't wipe these citations clean."
- A new inspection will have a different number and will be an entirely different matter.
- The citation is inaccurate, so it cannot be prosecuted.

Inspection Procedures

- The next inspection needs to notate the previous failed inspection on the yellow sheet.
- Documentation of previous failures is necessary.
- There was a previous inspection before the current one that needs to be documented on the next inspection sheet.
- Proper training in inspection procedures will be provided by Ms. Cooper.

- **Motion:** To dismiss citation 00141
 - **Moved by:** Jarnagin
 - **Seconded by:** Gilbert
 - **Vote:**
 - Callicot: Yes
 - Jarnagin: Yes
 - Jackson: Left at 12:00 pm
 - Luther: Yes
 - Gilbert: Yes
 - Rogers: Yes
 - Dame: Yes
 - Wilkins: Yes
- **Outcome:** Motion Passed

Citation Number 00143 Hearing (Broadway Beauty Bar)

- The date is November 10th, 2025, and the time is 12:28.
- The hearing record is now open for citation number 00124 for Broadway Beauty Bar.
- Board members confirmed they are not aware of any reason that would render them unable to afford the respondents a fair and impartial hearing.
- The respondent, Nicole E. Abby, is not present.
 - According to board rules, if no appearance is made, the proceedings may be held in absentia.
 - If violations occurred, the board may order that the citation be upheld.
- Prosecutor presents the case for citation number 00143.
- Inspector Pettis is sworn in and identifies the Broadway Beauty Bar.
 - Inspection conducted on September 18, 2025.
 - Owner identified as Nicole Addie, who signed the report.
- Inspection report is admitted as exhibit 143 exhibit 1.
- Citation number 00143 is presented, citing an expired establishment license 24.
 - The owner signed the citation.
 - The inspector verified the establishment was unlicensed.
- Citation 00143 is admitted as exhibit 2.
- **Motion:** To uphold citation 00143
 - **Moved by:** Jarnagin
 - **Seconded by:** Gilbert
 - **Vote:**
 - Calliccoat: Yes
 - Jarnagin: Yes
 - Jackson: Left at 12:00 pm
 - Luther: Yes
 - Gilbert: Yes
 - Rogers: Yes
 - Dame: Yes
 - Wilkins: Yes
- **Outcome:** Motion Passed

Citation Number 144 Hearing (Primpin Ain't Easy)

- Hearings of the Oklahoma State Board of Cosmetology and barbering are called to order for citation number 144, Primpin Ain't Easy Martha G. Brinskill, owner Martha G. Brinskill .
- Roll call confirms a quorum and jurisdiction.
- Board members confirm no conflicts of interest.
- Prosecutor identifies herself.
- Martha Brinskill is not present.
- The board finds that the violations alleged did occur.
- Prosecutor presents the case for citation number 0014.
- Inspector Pettis is sworn in and confirms employment with the OSBCB.

- Inspector identifies the inspection report for Primpin Ain't Easy.
 - Inspection conducted on September 18, 2025.
 - Owner identified as Martha Brinsfield, who signed the report.
- Inspection report is admitted as exhibit 144 exhibit 1.
- Citation for establishment license.
- Expired 12/24.
- Signed by the owner of the establishment.
- The establishment was verified to be unlicensed at the time the citation was issued.
- **Motion:** Motion to uphold the citation and impose a \$250 fine number 00144.
 - **Moved by:** Calliccoat
 - **Seconded by:** Williams
 - **Vote:**
 - Calliccoat: Yes
 - Jarnagin: Yes
 - Luther: Yes
 - Gilbert: Yes
 - Rogers: Yes
 - Dame: Yes
 - Wilkins: Yes
- **Outcome:** Motion Passed

Citation 00302 (Macy Robinson)

- The hearing record is now open for citation number 00302.
- The right to reform of the board is present and this board has jurisdiction to hear these citations.
- All members considered in the negative when asked if they were aware of any reason which would render them unable to afford the respondent of fair and impartial hearings.
- Macy Robinson is the respondent and is not present.

Oklahoma Administrative Code

- According to the court's form, any person notified to appear will have the opportunity to address appear.
- If no appearance dismay the proceedings may be held in his absence.
- Oklahoma administrative code 17515 7.
- If the board finds after having reviewed the evidence that the violations alleged did in fact occur, the board may order that the citation be upheld in the mining post.

Inspector Testimony

- Inspector was sworn in.
- Inspector has been an inspector for four months.
- The inspector confirmed that the inspection report was a correct and accurate copy of the inspection.

- The inspection was conducted on September 24, 2025.
- At the time of the inspection, the inspector identified a woman who was not working on license.
- The inspection report was signed by Macy Robinson.
- The citation was written after the inspection at The Salon at Coffee Creek.
- The citation was signed by the respondent.
- At the time that the citation was issued, the inspector verified that the respondent was unlicensed.

Question Regarding Macy Robinson

- A board member asked about Macy Robinson, whose license was expired in 2021 and had a balance owed.
- The board member was wondering if her license should have been right there if she paid and had a fee.
- The inspector stated that sometimes those are not the correct dates and they verify if they from 2021.
- If they paid it and back all those fees, then it won't.
- **Motion:** To uphold citation 00302
 - **Moved by:** Callicoat
 - **Seconded by:** Luther
 - **Vote:**
 - Callicoat: Yes
 - Jarnagin: Left at 1:04 pm
 - Jackson: Left at 12:00 pm
 - Luther: Yes
 - Gilbert: Yes
 - Rogers: Yes
 - Dame: Yes
 - Wilkins: Yes
- **Outcome:** Motion Passed

Citation 00303 (The Salon at Coffee Creek)

- Date: November 10, 2025.
 - Time: 1:14 PM.
 - Hearing: Oklahoma State Board of Cosmetology and Barbering.
 - Citation number 303 for The Salon at Coffee Creek will be reissued as 305.
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Citation 00305 (Allissa Reed)

- The date is November 10, 2025 and the time is 1:15 PM.
- Citation: Number 305, Alyssa Reed.
- Board members present have jurisdiction and are impartial.

- Allissa Reed is not present.
 - According to Oklahoma administrative code 175:15-7E, the proceedings may continue in the respondent's absence.
 - Members answered in the negative regarding impartiality.
 - Inspector Pettis sworn in.
 - Employed by the board.
 - Role: Inspector.
 - Time as inspector: Four months.
 - Inspected Main and Glow Salon: Yes.
 - Date of inspection: September 24, 2020.
 - Inspection report signed by Alyssa Reed.
 - The inspection report is entered into evidence as 30501.
 - Allissa Reed license had expired June of 2025."
 - Citation issued based on the expired license.
 - The citation is a correct copy and signed by the respondent.
 - Verified that she was unlicensed at the time of issuing the citation.
 - Citation 00305 is entered into evidence.
 - Prosecutor requests a fine of \$250 for citation number 305
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- Motion: To uphold the citation
 - **Moved by:** Dame
 - Seconded by: Rogers
 - **Vote:**
 - Calliccoat: Yes
 - Jarnagin: Left at 1:04 pm
 - Jackson: Left at 12:00 pm
 - Luther: Yes
 - Gilbert: Yes
 - Rogers: Yes
 - Dame: Yes
 - Wilkins: Yes
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- **Outcome:** Motion Passed.

Citation 00457 (Kailane R. Roberts)

- The date is November 10, 2025 and the time is 1:19 PM.
- Hearing: Oklahoma State Board of Cosmetology and Barbering.
- Citation Number: 407, Kailane R. Roberts.
- The board prosecutor identified himself.
- The respondent should identify themselves for the record.
- The court has jurisdiction to hear these citations.
- Board members were asked if they were aware of any reason that would render them unable to afford the respondents a fair and impartial hearing.
- Ms. Kailane Roberts is not present.
- The prosecutor for the board will present the case for citation 457.
- Inspector Caroline was called to the stand.

- She swore to tell the truth.
 - She is employed by the Oklahoma Board of Cosmetology.
 - She has been an inspector for approximately four and a half years.
- Caroline inspected Juicy Hair and Beauty Boutique.
 - The inspection took place on 8/12/2025.
 - The inspection report was signed by the owner.
- The inspection report was submitted as evidence.
- Caroline saw an unlicensed worker, Kailane Roberts, working on an expired work permit.
- Citation 00457 was submitted as evidence.
 - It was signed by the respondent.
 - Caroline verified that she was unlicensed using the licensee portal.
- The motion to admit citation 00457 was approved.
- The citation also has a second charge for \$500 (dismissed).
- **Motion:** To uphold citation 00457
 - **Moved by:** Calliccoat
 - **Seconded by:** Luther
 - **Vote:**
 - Calliccoat: Yes
 - Jarnagin: Left at 1:04 pm
 - Jackson: Left at 12:00 pm
 - Luther: Yes
 - Gilbert: Yes
 - Rogers: Yes
 - Dame: Yes
 - Wilkins: Yes
- **Outcome:** Motion Passed.

Citation 00480 (Nail Boss, Owner Huy H Vo)

- Today is November 10, 2025, and the time is 1:24 PM.
- These hearings are spoken from my state board of commerce.
- Policy and Barbary are called to order.
- The record is now open for citation number 480, Nail Boss owner Hugh.
- The board is present and has jurisdiction to hear these citations.
- Board members were asked if there was any reason they couldn't render a fair and impartial hearing to the respondents.
- The following members answered "No": Calico, Luther, Miller, Rogers.
- The respondent, Hugh HBO, was not present.
- According to Oklahoma Administrative Code 175,157, proceedings can be held in the absence of a notified person.
- Caroline Ha testified that she is employed by the Open Hospitality Barber as an inspector for four and a half years.
- She inspected Nail Boss on August 19th and the inspection report was signed by the owner.
- She found an expired establishment license and issued citation 00480, which was also signed by the owner.
- The inspection report was admitted as Exhibit 1 and the citation was admitted as Exhibit 2.
- **Motion:** To uphold citation 00480

- **Moved by:** Callicoa
- **Seconded by:** Luther
- **Vote:**
 Callicoa: Yes
 Jarnagin: Left at 1:04 pm
 Jackson: Left at 12:00 pm
 Luther: Yes
 Gilbert: Yes
 Rogers: Yes
 Dame: Yes
 Wilkins: Yes
- **Outcome:** Motion Passed.

7. Matthew Burton Employment

- **Overview:** Discussion and possible action to convene an executive session pursuant to 25 OS 307B1 to discuss the employment, hiring appointment, promotion, demotion, disciplining, or resignation of Matthew Burton, including compensation.
- **Motion:** To enter executive session
 - **Moved by:** Rogers
 - **Seconded by:** Gilbert
 - Vote:**
 Callicoa: Yes
 Jarnagin: Left at 1:04 pm
 Jackson: Left at 12:00 pm
 Luther: Yes
 Gilbert: Yes
 Rogers: Yes
 Dame: Yes
 Wilkins: Yes

- **Outcome:** Motion passed

8. Assistant Executive Director or Principal Assistant

- **Overview:** Overview and possible action regarding hiring for the position of Assistant Executive Director or Principal Assistant

- **Motion:** To maintain vacancy of Assistant Executive Director or Principal Assistant Position
 - **Moved by:** Rogers
 - Seconded by:** Gilbert
 - Vote:
 - Callicot: Yes
 - Luther: Yes
 - Gilbert: Yes
 - Rogers: Yes
 - Dame: Yes
 - Wilkins: Yes
- **Outcome:** Motion Passed.

9. Employment of Melody Gentry

- **Overview:** Discussion and possible action to convene an executive session pursuant to 25 OS 307B1 to discuss the employment, hiring appointment, promotion, demotion, disciplining, or resignation of Melody Gentry, including compensation.
- **Motion:** To reassign Melody Gentry to Exam Coordinator/Inspector
 - **Moved by:** Callicot
 - Seconded by:** Wilkins
 - Vote: Luther
 - Callicot: Yes
 - Luther: Yes
 - Gilbert: Yes
 - Rogers: Yes
 - Dame: Yes
 - Wilkins: Yes
- **Outcome:** Motion passed

10. Massage Therapy Advisory Board update from Laura Grisso, with possible discussion.

Outcome: To be discussed at a later date

11. Purchase Order reallocations for PO 1909001359

- **Overview:** Discussion of possible action to approve Purchase Order reallocations for PO 1909001359
 - Paid in advance
 - Now the money needs to be reallocated.

 - **Motion:** To reallocate money
 - **Moved by:** Rogers
 - **Seconded by:** Jarnagin
 - **Vote:**
 - Callicoat: Yes
 - Jarnagin: Yes
 - Jackson: left @ 12
 - Luther: Yes
 - Gilbert: Yes
 - Rogers: Yes
 - Dame: Yes
 - Wilkins: Yes

 - Outcome: Motion Passed.
-

12. Budget Committee Report from Committee Chair Rogers

- Recent meetings focused on a \$73,440 invoice from Thentia for services in fiscal year 24.
 - The invoice was originally budgeted for in fiscal year 24, but the services were never received by the agency.
 - The invoice was sent to a former employee whose email domain no longer exists.
- The committee aimed to find a solution without budget revision.
 - Three encumbrances were identified for possible reallocation.
 - The leading contender was \$29,900 allocated to pay Legion Tech.

Payment Procedures

- There was a large encumbrance this year for services, but payments were made early.
- There is discussion about reviewing procedures for approving vendor payments.
- The board may revisit approval procedures for large payments in the future.

- **Motion:** To approve the reallocation as indicated.
 - **Moved by:** Rogers
 - **Seconded by:**
 - **Vote:**
 - Callicot: Yes
 - Jarnagin: Yes
 - Jackson: Yes
 - Luther: Yes
 - Gilbert: Yes
 - Rogers: Yes
 - Dame: Yes
 - Wilkins: Yes
- **Outcome:** Motion passed

13. 2026 Permanent Rulemaking Process

Overview: Discussion and possible action to authorize the agency to begin the 2026 permanent rulemaking process.

- Includes drafting rules that create an eyelash instructor course, entrance curriculum requirements, and revising rules including but not limited to OAC 175:10-3-3, 175:10-3-3.1, 175:10-3-4.2, 175:10-3-4.4, 175:10-3-4.5, 175:10-3-4.6 and 175:10-3-4.7.
- This authorizes the agency to file a notice of rulemaking intent and draft rules language to be emailed to the governor and cabinet secretary.
- **Motion:** To start the process
 - **Moved by:** Jarnigan
 - **Seconded by:** Jackson
 - **Vote:**
 - Callicot: Yes
 - Jarnagin: Yes
 - Jackson: Yes
 - Luther: Yes
 - Gilbert: Yes
 - Rogers: Yes
 - Dame: Yes
 - Wilkins: Yes
- **Outcome:** Motion passed

14. NIC Conference

Overview: Report from Leah Longest about the NIC conference held October 17th-20th.

- The conference focused on leveling the playing field across the United States without watering down education.
- Topics included the differences between registration, certificates, and licenses and their impact on reciprocity.
- A takeaway was the need to proactively educate the industry and licensees in Oklahoma about deregulation.

- Motion: No motion was made
-

15. NABA Mid-Year Conference

Overview: Discussion and possible action regarding the NABA mid-year conference (February 21st-24th).

- Nava has asked Christie to teach a class during the conference.
- A board member suggested sending the board president and Christie, and another member if funds are available.
- It was decided that Shelly or Leah will attend, and they will decide between themselves who will go.

- **Motion:** To send two people to the NABA Mid-Year Conference.

- **Moved by:** Jernigan
- **Seconded by:** Jackson

Vote:

Callicoa: Yes

Jarnagin: Yes

Jackson: Yes

Luther: Yes

Gilber: Yes

Rogers: Yes

Dame: Yes

Wilkins: Yes

- Outcome: Motion passed.
-

16. Testing Observation for Practical Exams

Overview: Discussion and possible action on whether to continue pausing testing observations for the practical exam.

- The examiner requested the pause to continue until she completes her training process.
 - **Motion:** to continue the pause
 - **Moved by:** Wilkins
 - **Seconded by:** Dame
 - **Vote:**
 - Callicot: Yes
 - Jarnagin: Yes
 - Jackson: Yes
 - Luther: Yes
 - Gilbert: Yes
 - Rogers: Yes
 - Dame: Yes
 - Wilkins: Yes
 - Outcome: Motion Passed.
-

17. Laserfiche Contract Renewal

Overview: Discussion and possible action regarding Laserfiche contract renewal.

- **Motion:** To approve renewal of Laserfiche contract and increase of ~\$1,000 for storage.
 - Moved by: Jarnagin
 - Seconded by: Dame
 - Vote
 - Callicot: Yes
 - Jarnagin: Yes
 - Jackson: Yes
 - Luther: Yes
 - Gilbert: Yes
 - Rogers: Yes
 - Dame: Yes
 - Wilkins: Yes

- **Outcome:** Motion Passed.
-

18. Legion Tech Incorporated Estimate Request

Overview: Discussion and possible action regarding a battery backup for the AS400 server system from Legion Tech Incorporated.

- The battery backup is needed to keep the AS400 running until the transition to Thentia.
 - Funds are allocated for this one-time purchase.
 - **Motion:** To approve the purchase:
 - **Moved by:** Wilkins
 - **Seconded by:** Gilbert
 - Vote:
 - Callicoa: Yes
 - Jarnagin: Yes
 - Jackson: Yes
 - Luther: Yes
 - Gilbert: Yes
 - Rogers: Yes
 - Dame: Yes
 - Wilkins: Yes
 - **Outcome:** Motion Passed.
-

19. Wind Down Process

Overview: Kylie provided an update on the wind-down process.

- The process is expected to take approximately three months.
- The process is currently paused, awaiting potential legislation to extend the sunset.
- The wind-down process consists of making an implementation plan and involves paperwork between the agency and lawyers at OMES.
- End of March, April is when they need to start looking at the legislature if there's no movement.
- **Motion:** No motion was made.

20. Upcoming 2026 legislative session

Overview: Discussion and possible action to request legislation in the upcoming 2026 legislative session.

- The legislative liaison for the board requested permission to enter into discussions.
- The liaison wants to include board members with connections to legislators in the discussions.
- The board will take every avenue possible.

- **Motion:** To seek legislation to actively pursue a sunset extension.
 - **Moved by:** Calliccoat
 - **Seconded by:** Dame
 - Vote:**
 - Calliccoat: Yes
 - Jarnagin: Left at 1:44 pm
 - Jackson: Left at 12:00 pm
 - Luther: Yes
 - Gilbert: Yes
 - Rogers: Yes
 - Dame: Yes
 - Wilkins: Yes

- **Outcome:** Motion Passed.

21. Approval of 2026 Regular Meeting Schedule

Overview: Discussion and possible action to approve or disapprove the establishment of regularly scheduled OSBCB meetings in 2026, every other month on the second Monday of the month at 10:00 a.m. Dates: January 12, March 9, May 11, July 13, September 14, November 9.

- **Motion:** To approve 2026 Regular Meeting Schedule.
 - **Moved by:** Rogers
 - **Seconded by:** Luther
 - **Vote:**
 - Calliccoat
 - Jarnagin
 - Jackson
 - Luther

Gilbert
Rogers
Dame
Wilkins

- **Outcome:** Motion passed.

22. New Business

- **Overview:** There was no new business to discuss; no discussion was had.
 - **Motion:** No motion was made.
-

23. Public Comment

- **Overview:** No public comment was made.

Adjournment

- **Time:** 2:00

Outcome: Meeting adjourned.

End of Board Meeting Minutes for November 10, 2025.