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| Sherry G. LewellingExecutive Director |  | J. Kevin StittGovernor |
|  | **OKLAHOMA STATE BOARD OF****COSMETOLOGY AND BARBERING**2401 NW 23rd Street, Suite 84, Oklahoma City, OK 73107(405) 521-2441 Fax (405) 521-2440[www.cosmo.ok.gov](http://www.cosmo.ok.gov) |  |

1. **Call to order**

Chair Sells called the meeting to order. The agenda had been properly posted and agenda-ized.

1. **Roll call**

A quorum was established with roll call.

The following Board members were present in person or via conference call.

1. Jeff Sells, Board Chair
2. LaFaye Austin
3. Peggy Avery
4. Anthony Baldini
5. Bill Helton
6. Christi Luther
7. Christy Mather
8. Greg Mitchell
9. Thao Nguyen Pham
10. Bruce Waight, Sr.

Note: Vice Chair Shelli Callicoat was not present on this day.

**Board Legal Advisor** Jenny Dickson

**Board Staff**

Sherry Lewelling, Executive Director John Funderburk, Principal Assistant Janelle Hastings, Administrative Assistant Asrar Johnson, Inspector Examiner Donna Glasper Inspector Examiner Elaine Klemme, Inspector Examiner Holli James Inspector Examiner Latonca Dollarson Examiner LauriAnn L.A. Gillette Inspection Coordinator Camisha Green, Student Registrar.

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**VISITORS (all via conference call)**

Monica Frick, Rebecca Sturgis, Dennese King, Kaitlyn Howell, Arletha Doolin, Sheila Kissick, Christie Rice, Kristy Miller and students, Linda Wiest, Sheila Bell, Laura Grisso, Debbie Stucker, Lisa Knox, Brandy Bahm, OMES.

1. **Discussion and Possible Action to Approve or Disapprove Board Meeting Minutes from March 23rd, March 26th and April 7, 2020**

A motion was made by Ms. Avery and seconded by Mr. Waight to approve Board Meeting Minutes from March 23rd, March 26th and April 7, 2020

**Voting**

Austin, yes; Avery, yes; Baldini, yes; Helton, yes; Luther, yes; Mather, yes; Mitchell, yes; Nguyen Pham, yes; Waight, yes;

 **Motion passed.**

1. **Discussion and possible action to approve or disapprove budget report (March 1, 2020 to April 30, 2020) – Brandy Bahm, OMES, Agency Business Services**

A motion was made by Ms. Austin and seconded by Ms. Nguyen-Pham to approve budget report (March 1, 2020 to April 30, 2020) – Brandy Bahm, OMES, Agency Business Services

**VOTING**

Austin, yes; Avery, yes; Baldini, yes; Helton, yes; Luther, yes; Mather, yes; Mitchell, yes; Nguyen Pham, yes; Waight, yes.

**Motion passed.**

1. **Public comment- Opportunity for the board to receive public comments. Each speaker is limited to three minutes. Comments must be related to items listed on the agenda.**

No public comment was heard.

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**6. Director's report – Sherry G. Lewelling --COVID-19 Update**

Ms. Lewelling praised her staff for their patience and diligence through the COVID-19 ordeal. She reported that the office closed the front lobby to eliminate foot traffic, several employees worked from home for a few weeks, while a few who worked from the office wore masks and practiced social distancing. She herself came in to the office a couple days a week. As of Monday, May 4 most of the staff was back in the office and the remainder returned on May 7, 2020.

She said when the Governor closed down cosmetology and barber establishments many licensees went into panic mode. She and Chair Jeff Sells were working on safety guidelines in anticipation of re-opening when the Governor unexpectedly decided to re open cosmetology salons and barber establishments during Phase I. Neither the Governor nor his staff reached out to her for advice during this pandemic; however Oklahoma City Mayor David Holt did personally contact her before he closed down Oklahoma City, he was genuinely concerned about the health and safety of his people.

Ms. Lewelling went on to say the online renewal has increased dramatically during the first quarter of 2020 with April seeing the most at 140% increase compared to April 2019.

She provided inspection numbers for January and February 2020, there were 992 actual inspections, 260 attempted inspections, 14 school inspections for a total of 1266 inspections. Inspections have been suspended since March due to the pandemic so she did not have any further numbers to report.

She said examiners will be working in teams to test the practical exam at some career techs, all of the candidates tested on campus will take written through PSI or come to our testing center in July. All exam candidates are required to wear Personal Protective Equipment or PPE (2 sets) for the written and practical exams. Examiners have also been provided with PPE for their protection. We have reserved extra space with tables provided by Mr. Sells for the written exams in order to maintain proper distance.

**7. Massage therapy update – Laura Grisso**

Ms. Grisso said that she did not have much to report, their last two meetings were cancelled due to Covid 19 and there was no legislation to report although there was some discussion about the Chiropractic Board possibly taking over Massage Therapy but that has died down during the shutdown. The shutdown has generated a lot of discussion and requests about safety and sanitation for establishments. Since we have no authority over massage therapy establishments she has been referring them to the safety and sanitation requirements on Cosmetology and Barbering board website. She said one positive thing is this has generated some interest in the need for massage therapy establishment licensure.

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**8. Discussion and possible action on Hybrid Learning.**

Mr. Sells said we need to formally approve the 40% level of Hybrid learning, when the governor’s executive order has been lifted then it will revert back to the 10%. There is some discussion about increasing that later on, but will have to be done through the rule change process. Mr. Sells and Ms. Callicoat both reported they were impressed with the results of hybrid learning and had positive feedback from other schools as well. Ms. Lewelling said so many instructors were sharing ideas and programs via social media.

 He asked the schools who participated in hybrid learning to send feedback via e mail to either himself Jeffrey.Sells@ok.gov) or Ms. Lewelling (sherry.lewelling@cosmo.ok.gov) He reminded schools if they are accredited then the governing body will have to approve hybrid learning also. He also mentioned that schools are allowed to reopen as of today (5.11.20) for students only, then next week (5.18.20) for patrons.

A motion was made by Ms. Mather and seconded by Ms. Luther to approve the 40% hybrid learning.

 **VOTING**

Austin, yes; Avery, yes; Baldini, yes; Helton, yes; Luther, yes; Mather, yes; Mitchell, yes; Nguyen Pham, yes; Waight, yes.

**Motion passed**

**9. Discussion and possible action on new agency website format and the formation of a website committee.**

Mr. Sells said the agency’s website is aged and it is time to replace it, he and John have been working together on this project. John has worked with a group that supports for the state of Oklahoma and the website will be replaced at no charge to the agency. We will ensure it is a mobile friendly website as 80% of access to website is done by phone and will make sure all information is up to date and accurate. He encouraged all to email their suggestions to Ms. Lewelling (sherry.lewelling@cosmo.ok.gov)

Appointed to the website committee are Christy Mather, Bruce Waight, Sr., Laura Grisso and Shelli Callicoat (pending).

A motion was made by Mr. Helton and seconded by Ms. Austin to approve creation of website review committee.

**VOTING**

Austin, yes; Avery, yes; Baldini, yes; Helton, yes; Luther, yes; Mather, yes; Mitchell, yes; Nguyen Pham, yes; Waight, yes.

**Motion passed.**

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**10. Budget Committee report – Machele Callicoat**

Mr. Funderburk provided the budget committee report.

**Department #1--Administrative**

The biggest increases in this department are in out of state plane fare +$3,000; out of state registration +$2,196; document shredding since paper files are being added to paperless system, +$1,300;

Decreases in this department are registration for in state meetings -$3,400; Central Printing, -$5,000, Furniture, -$2,500

 **Department #3—Inspectors**

The largest increase in this department was for vehicle repair for $3,000, which had never been budgeted before.

We got rid of the natural gas vehicles so expenses for special fuel went from $555 to $0.00

All other expenses, out of state meals, lodging, registration decreased as all of our current inspectors have been through CLEAR training so little to no out of state travel was anticipated.

**Department #88-IT (Information Technology)**

Mr. Funderburk said we are currently going through a required IT security audit, our current IBM based AS400 is a big risk according to the audit. We began working on a multi-year upgrade of this system in FY20, budgeting $100,000 for our developer CrossTimbers, and are proposing an increase of $200,000 in FY21. The audit also recommended that we do a two factor authentication for all computers, have separate server from domain controller and the servers have to be in a locked cabinet. The warranty expires on our current Dell server and is not renewable due to the age. Another item identified in the audit is the need of an off site backups of computers and servers at a cost of $3,700, an item that has not been budgeted before.

 New servers, secure cabinets to store them, battery backups increased to $79,600. ImageNet, work flow and paperless system increased to $13,500. The number of online renewals increased so we are requesting an increase in portal charges to $18,000.

 **11. Discussion and possible action on FY 21 budget**

A motion was made by Ms. Mather and seconded by Ms. Avery to approve the FY 21 budget

**VOTING:**

Austin, yes; Avery, yes; Baldini, yes; Helton, yes; Luther, yes; Mather, yes; Mitchell, yes; Nguyen Pham, yes; Waight, yes.

**Motion passed.**

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**12. New business which could not have been reasonably foreseen prior to posting of meeting agenda 25 O.S. sec.311 (A)(9)**

Ms. Lewelling said revised guidelines for COVID-19 will become effective when the Governor announces Phase II of re-opening. Masks will be recommended but not required, they can have more than one client at a time provided they maintain social distancing, and all safety and sanitation requirements stay in place as they are required by rule.

Phase III will probably reduce requirements to safety and sanitation rules already in place.

Ms. Lewelling also mentioned an ongoing legal matter with a licensee. The Board’s legal advisor, Jenny Dickson did not have an estimated timeline on that, but we will have to call a special board meeting to address that.

Ms. Sells said the Professional Beauty Association [www.probeauty.org](http://www.probeauty.org) is assisting us on a national level to stop deregulation legislation and urged everyone to reach out to their representative regarding SB1166

13. Board adjournment

 Chair Sells announced the meeting to be adjourned.

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Jeff Sells, Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LaFaye Austin \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Peggy Avery \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anthony Baldini \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bill Helton \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Christi Luther \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Christy Mather \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Greg Mitchell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thao Nguyen Pham \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bruce Waight, Sr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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