

OKLAHOMA STATE BOARD OF
COSMETOLOGY AND BARBERING

BOARD MEETING AGENDA

October 17, 2022

10:02 a.m.

2401 N.W. 23rd, Suite 84 Testing Center

Oklahoma City, OK 73107

Machele Calliccoat, Chair - Presiding

1. Call to order, roll call, and determination of quorum

A quorum was established with roll call. The following Board members were present.

Machele Calliccoat, Chair

Austin Hodges

Ericka Jackson

Leah Longest

Thao Nguyen Pham

Erin Pierce

Joel Rogers

Carla Wilkins

Note: Members Christie Luther, Heather Sinclair and Christy Mather were not present on this day. (Christy Mather has resigned from the Board)

Board's Legal Counsel

Maria Maule, AAG

Erin Moore, AAG

Kylie Cooper, AAG

Visitors

Justin Devero, OMES, Lee Davis, OMES, Mary Elizabeth Leblanc, Linda Wiist

Board Staff

Malena Curtsinger

John Funderburk

Janelle Hastings

Asrar Johnson, Inspector/Examiner

Caroline Hagberg, Inspector/Examiner

Elaine Klemme, Inspector/Examiner

**OKLAHOMA STATE BOARD OF
COSMETOLOGY AND BARBERING**

2. This regular meeting of the Oklahoma Cosmetology and Barbering Board has been convened in accordance with the Oklahoma Open Meeting Act.

3. Swearing in of new Board member Carla Wilkins

Board Chair Callicoat swore in new Board member Carla Wilkins.

4. Possible discussion, revision, and vote to approve Board meeting minutes from July 11, 2022

A motion was made by Ms. Hodges and seconded by Ms. Longest approve Board meeting minutes from July 11, 2022.

Voting

Hodges, yes; Jackson, yes; Longest, yes; Nguyen-Pham, yes; Pierce, yes; Rogers, yes; Wilkins, yes.

5. Discussion and possible action to approve or disapprove budget report (July 1, 2022 to September 30, 2022) – Megan Patton, OMES, Agency Business Services

A motion was made by Ms. Longest and seconded by Ms. Pierce to approve budget report July 1, 2022 to September 30, 2022.

Voting

Hodges, yes; Jackson, yes; Longest, yes; Nguyen-Pham, yes; Pierce, yes; Rogers, yes; Wilkins, yes.

Motion passed.

6. Introduction of new Assistant Attorney General Kylie Cooper – Maria Maule

AAG Maule introduced the new Assistant Attorney General Kylie Cooper.

OKLAHOMA STATE BOARD OF COSMETOLOGY AND BARBERING

7. Executive Director Report – Malena Curtsinger

- Staff changes and development
- Office space

Ms. Curtsinger reported on staff changes with the retirement of Dave Laurence in the License Dept and noted that we lost one inspector. She introduced two new employees in the license department, Holli Eller, Individual Licensing Coordinator and Sasha Miller, Establishment License Coordinator and reported that a new temp was scheduled to start on Tuesday.

We are getting more organized, getting paperwork scanned in preparation for launching of Thentia, our new software, our first meeting with Thentia will be October 25. The staff participated in two half day courses involving people skills. The state implemented the new Workday system, Mr. Funderburk worked very hard to get employees' payroll done in a timely manner so employees would receive a paycheck.

Ms. Curtsinger went on to report that she and inspectors attended CLEAR in Louisville, KY, and attended NIC in San Antonio and NABBA in Atlanta Ga with Board members last month.

We are working on the development of an inspection procedure manual to ensure consistency with Inspection staff and trying to get more organized with foreign reciprocity, we have an abundance of applicants, need to streamline this process and maybe allow one or two days a month do to interviews.

She said she and Mr. Funderburk have been working on a strategic plan that we submitted to LOFT, which is the Legislative Office Fiscal Transparency and we have been called to meet on Thursday October 22, 2022 and will let you know results of that meeting.

**OKLAHOMA STATE BOARD OF
COSMETOLOGY AND BARBERING**

8. Presentation on consolidating IT with OMES – Lee Davis, OMES IT Account Manager

Mr. Davis provided a summary of benefits on consolidating the agency's information technology with OMES, including making sure all agencies are using latest technology, make sure it is supportable by information services, help decrease tech debt, include IT standards teleworking, video conferencing, networking, etc. also OMES has 24 hr monitoring against over 30,000 cyber threats in Oklahoma every day.

9. Discussion and possible action regarding consolidating with OMES for IT services, including entering into contract with OMES

A motion was made by Ms. Longest and seconded by Ms. Hodges to approve consolidation with OMES for IT services, and entering into contract with OMES.

Voting

Hodges, yes; Jackson, yes; Longest, yes; Nguyen-Pham, yes; Pierce, yes; Rogers, yes; Wilkins, yes.

Motion passed.

10. Presentation on using OMES for agency website – Justin Devero, OMES Web Team Management

Mr. Devero presented several advantages on using OMES for creating and maintaining the agency website, there would be an adobe translator service (as on other state websites) would take between 4-6 weeks to create.

11. Discussion and possible action regarding using OMES for agency website, including entering into contract with OMES

A motion was made by Ms. Hodges and seconded by Ms. Nguyen Pham to approve the use of OMES and entering into contract for agency website.

Voting

Hodges, yes; Jackson, yes; Longest, yes; Nguyen-Pham, yes; Pierce, yes; Rogers, yes; Wilkins, yes.

Motion passed.

OKLAHOMA STATE BOARD OF
COSMETOLOGY AND BARBERING

12. Discussion and possible action regarding the exam for the Threading Technician license

A motion was made by Ms. Pierce and seconded by Ms. Hodges to approve the exam for the Threading Technician license.

Voting

Hodges, yes; Jackson, yes; Longest, no; Nguyen-Pham, yes; Pierce, yes; Rogers, yes; Wilkins, yes.

Motion passed 6-1.

****Short Break 11:10 am to 11:18 am****

Note: all members returned from break

13. Discussion and possible action to enter into Executive Session pursuant to 25 O.S., § 307(B)(4) for confidential communications between the Board and its attorney concerning the pending litigation, *Davis v. Oklahoma St. Bd. of Cosmetology & Barbering*, Case Number CV-2022-1729 (Okla. Cty. Dist. Ct. filed Sept. 7, 2022), where disclosure will seriously impair the ability of the Board to conduct the litigation in the public interest.

- a. Vote to enter Executive Session
- b. Exit Executive Session and vote to re-enter Open Session
- c. Vote on matters discussed in Executive Session

A motion was made by Ms. Longest and seconded by Ms. Pierce to enter into Executive Session.

Time: 11:18 am

Voting

Hodges, yes; Jackson, yes; Longest, yes; Nguyen-Pham, yes; Pierce, yes; Rogers, yes; Wilkins, yes.

Motion passed.

OKLAHOMA STATE BOARD OF
COSMETOLOGY AND BARBERING

12:08 pm

A motion was made by Ms. Pierce and seconded by Ms. Hodges exit Executive Session and re-enter open session.

Voting

Hodges, yes; Jackson, yes; Longest, yes; Nguyen-Pham, yes; Pierce, yes; Rogers, yes; Wilkins, yes.

Motion passed.

A motion was made by Ms. Longest and seconded by Ms. Nguyen-Pham to retain AG and refer to the Rules sub-committee.

Voting

Hodges, yes; Jackson, yes; Longest, yes; Nguyen-Pham, yes; Pierce, yes; Rogers, yes; Wilkins, yes.

Motion passed.

14. Discussion and possible action to approve updates to various Board forms

A motion was made by Ms. Longest and seconded by Mr. Rogers to approve updates to Board forms.

Voting

Hodges, yes; Jackson, yes; Longest, yes; Nguyen-Pham, yes; Pierce, yes; Rogers, yes; Wilkins, yes.

Motion passed.

**OKLAHOMA STATE BOARD OF
COSMETOLOGY AND BARBERING**

15. Discussion and possible action to adopt emergency rule language to revise OAC 175:10-1-3, Disqualifying criminal history and opportunity for initial determination.

A motion was made by Ms. Longest and seconded by Ms. Hodges to approve emergency rule language to revise

Voting

Hodges, yes; Jackson, yes; Longest, yes; Nguyen-Pham, yes; Pierce, yes; Rogers, yes; Wilkins, yes.

Motion passed.

16. Discussion and possible action to elect Vice-Chair

A motion was made by Ms. Hodges and seconded by Ms. Pierce to nominate Ms. Longest as Vice Chair.

Voting

Hodges, yes; Jackson, yes; Longest, yes; Nguyen-Pham, yes; Pierce, yes; Rogers, yes; Wilkins, yes.

Motion passed.

17. Presentation on Oklahoma Open Meeting Act – Maria Maule

Ms. Maule provided an extensive review of the Oklahoma Open Meeting Act, and especially cautioned board members to be aware, any time they are together at lunch or dinner, or phone call, that no more than five members are included on the conversation, any more than five constitutes a quorum. You cannot work around a topic that is especially awkward or uncomfortable to take about.

Open meeting act is intended so that the public is informed on what the government is doing and how the government is moving. There are serious implications if involved in violation of the open meeting act and you always want to make sure you are compliant with the Open Meetings act.

**OKLAHOMA STATE BOARD OF
COSMETOLOGY AND BARBERING**

18. New business which could not have been reasonably foreseen prior to posting of the meeting agenda, per 25 O.S., § 311(A)(10)

No new business was heard.

19. Board adjournment

Chair Callicoat adjourned the meeting.

MACHELLE CALLICOAT _____
AUSTIN HODGES _____
ERICKA JACKSON _____
LEAH LONGEST _____
THAO NGUYEN PHAM _____
ERIN PIERCE _____
JOEL ROGERS _____
CARLA WILKINS _____