

STATE OF OKLAHOMA



BOARD OF COSMETOLOGY AND BARBERING

MINUTES OF THE MEETING

September 8, 2025

1. Call to Order

Vice Chair Machele Calliccoat called the meeting of the Oklahoma State Board of Cosmetology and Barbering to order at 10:00 a.m. on Monday, September 8, 2025. The meeting was held at the State Cosmetology Board Office in Suite 74.

BOARD MEMBERS PRESENT

- Machele Calliccoat
- Kyle Jarnagin
- Ericka Jackson
- Annie Jo Gilbert
- Carla Dame
- Carla Wilkins

BOARD MEMBERS NOT PRESENT

- Leah Longest
- Christie Luther
- Joel Rogers

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

3. Approval of Previous Board Minutes, July 14, 2025

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

- **Motion:** To approve July 14, 2025, meeting minutes.
 - **Moved by:** Jarnagin
 - **Seconded by:** Dame
 - **Vote:**
 - Jarnagin: Yes
 - Jackson: Yes
 - Gilbert: Yes
 - Dame: Yes
 - Wilkins: Yes
 - **Outcome:** Motion passed.
-

4. Approval of Previous Board Minutes, July 25, 2025

Overview: The minutes were reviewed, and the day of the week was noted to be amended from Monday to Friday.

- **Motion:** To approve July 25, 2025, meeting minutes with the proposed amendments.
 - **Moved by:** Wilkins
 - **Seconded by:** Jarnagin
 - **Vote:**
 - Jarnagin: Yes
 - Jackson: Yes
 - Gilbert: Yes
 - Dame: Yes
 - Wilkins: Yes
 - **Outcome:** Motion passed.
-

5. Testing Committee Report – Presented by Vice Chair Callicoat

Overview: Vice Chair Callicoat opted to discuss item #10 as #5. The Testing Committee met on August 19, 2025.

Committee Members Present:

IED Casebolt, Member Jarnagin, Chair Longest, and Vice Chair Callicoat.

Members Absent:

Member Luther, and Member Dame.

Discussion and Updates:

- **Reciprocity Examinations:**
 - All reciprocity tests will be closed book and discipline specific.
 - Assignments:
 - Barbering and Esthetics: Longest
 - Cosmetology and Manicurists: Callicoat
 - Instructor exams are already discipline specific.
 - Eyelash extension and blow drying exams are already industry specific.
 - A formal statement confirming that reciprocity exams are closed book and discipline specific will be posted on the OSBCB website.
- **Practical Examination Results:**
 - Students will now receive results via email within three (3) business days.
 - The exam registration form will be updated to include a field for the applicant's email address and a statement confirming electronic delivery of results.
- **NIC Application Process:**
 - The agency is preparing to begin the application process for the NIC exam to be administered directly by the agency.
 - The full Board will receive updates on progress as the process advances.
- **Testing Activity:**
 - Testing resumed on August 25th.
 - Test results have been emailed with positive feedback received from students.
 - Scheduling for the written portion is taking longer than usual due to increased demand.
 - A follow-up meeting was held afterward, and notes from that meeting were verbally reported.
- **Motion:** No motion was made.

- **Outcome:** No action was taken after discussion.
-

6. OMES ABS Budget Report – Presented by Grace Clayton

Overview:

Allotment Budget and Available Cash Balance as of August 31, 2025

Class Fund 200 – Revolving Fund (Department 10: Operations Administration):

- Allocations: \$1,915,407
- Pre-encumbrances: None (no RFPs pending award)
- Encumbrance balance (POs): \$469,951
- Current year expenditures: \$170,356
- Available allotment budget: \$1,275,099

Analysis:

Operational spending is progressing within expected parameters. The lack of pre-encumbrances suggests that no major new procurements are pending approval at this time. The encumbrance balance primarily reflects ongoing obligations for routine operational costs and professional service contracts. With roughly two-thirds of the allotment budget still available, the agency remains in a strong position to meet expenditures through the remainder of the fiscal year.

Revolving Fund – Department 88 (ISD/IT Expenditures):

- Allocations: \$435,192
- Pre-encumbrances: None
- Encumbrances: \$169,843
- Current year expenditures: \$217,941
- Available allotment budget: \$47,000

Analysis:

IT and ISD-related spending reflects significant early-year investment in software, hardware, and support services. The limited remaining balance indicates that major FY25 technology obligations have already been encumbered. Ongoing monitoring is advised to ensure sufficient flexibility for unanticipated IT needs later in the fiscal year.

Available Cash in Revolving Fund: \$1,305,989

Summary of Receipts and Disbursements for Revolving Fund (August):

- Revenue to date: \$160,542
- Expenditures: \$334,864

- Budgeted cash balance: \$1.3 million

Analysis:

Cash flow remains positive and consistent with prior fiscal years. While expenditures exceed current-month revenues, overall fund liquidity remains stable at approximately \$1.3 million, sufficient to cover encumbrances and routine operating costs.

Budget to Actuals Comparisons

Class Fund 200 – Revolving Fund

Department 1,000,001 (General Operations):

- Annual budget: \$1,362,904
- Year-to-date budget: \$227,150
- Expenses: \$114,524
- Encumbrances: \$399,385
- Pre-encumbrance (RFP): \$60,001
- Total expenditures, encumbrances, and pre-encumbrances: \$573,910

Analysis:

General operations are tracking below the year-to-date budget threshold, reflecting conservative spending practices early in the fiscal year. The encumbrance and pre-encumbrance totals indicate active management of future expenditures, particularly for upcoming contractual obligations or procurement activity.

Department 1,000,003 (Inspection Program):

- Annual budget: \$552,503
- Year-to-date budget: \$92,084
- Expenses: \$55,831
- Encumbrances: \$70,565
- Pre-encumbrances: None
- Total expenditures, encumbrances, and pre-encumbrances: \$126,397

Analysis:

Inspection Program spending remains moderate and on pace for this stage of the fiscal year. The current encumbrance level primarily represents field-related travel, vehicle costs, and equipment maintenance. No pre-encumbrances indicate that most FY25 inspection activities are already budgeted and approved.

Department 88 (ISD/IT Purchases):

- Annual budget: \$435,192
- Year-to-date budget: \$72,532

- Expenses: \$217,941
- Encumbrances: \$169,888
- Pre-encumbrances: None
- Total expenditures, encumbrances, and pre-encumbrances: \$387,830

Analysis:

ISD and IT expenditures continue to trend higher than other departments, which is expected due to front-loaded system renewals, software subscriptions, and security upgrades. With nearly 89% of the annual budget already obligated, close tracking will be necessary to ensure end-of-year budget compliance.

- **Motion:** To approve the budget report.
 - **Moved by:** Jarnagin
 - **Seconded by:** Dame
 - **Vote:**
 - Jarnagin: Yes
 - Jackson: Yes
 - Gilbert: Yes
 - Dame: Yes
 - Wilkins: Yes
- **Outcome:** Motion passed.

7. Case No. 2025-003 – Complaint Against Charles Shafer

Overview: The Board held individual proceedings regarding Case No. 25-003 (OSBCB Case No. 2025-003) against Charles Shafer, Massage Therapist License No. 177039. Assistant Attorney General Maule was authorized to open the record, lead the proceedings, rule on motions, and provide legal guidance to the Board. Kylie Cooper appeared as the Board’s prosecuting attorney. Mr. Shafer was present but was not represented by legal counsel and did not present any witnesses other than himself. Vice Chair Michelle Callicot served as presiding officer for the hearing. The complaint alleged violations of OAC 175:29-1(h), specifically engaging in sexually arousing activity or contact with a client’s genitalia during the course of massage therapy. The alleged incident occurred on March 8, 2025, at a business identified as Therapy Lounge Salon (“THAIR”). Witness testimony was provided by MiMi Casebolt, Interim Executive Director; Tony Blazier, Supervisory Agent with the Office of the Attorney General; and Sergeant Jesse File, Investigator with The Village Police Department. Evidence and sworn testimony indicated that the respondent admitted to conduct constituting a violation of professional ethics and state law. Following the presentation of evidence, the Board entered executive session to deliberate and render a decision. Complaint against Charles Shafer, massage therapist license number 177039, case number 2025-003.

Conclusion:

The Board revoked Charles Shafer's massage therapy license, imposed costs, and summarily suspended licensure pending final order, reflecting the seriousness of the violations and protecting the public from further harm.

- **1st Motion:** To authorize AAG Maule to open the record, lead the proceedings, rule on motions, and answer Board questions on legal matters.
 - **Moved by:** Jarnagin
 - **Seconded by:** Jackson
 - **Vote:**
 - Jarnagin – Yes
 - Jackson – Yes
 - Gilbert – Yes
 - Dame – Yes
 - Wilkins – Yes
- **Outcome:** Motion passed.
- **Determination of Conflict of Interest:**
 - **Roll Call:**
 - Callicoa – No
 - Jarnagin – No
 - Jackson – No
 - Gilbert – No
 - Dame – No
 - Wilkins – No
- **Outcome:** All Board members answered in the negative.
- **2nd Motion:** To enter executive session for confidential discussion and deliberation of Case No. 25-003.
 - **Moved by:** Gilbert
 - **Seconded by:** Dame
 - **Vote:**
 - Jarnagin – Yes
 - Jackson – Yes
 - Gilbert – Yes
 - Dame – Yes
 - Wilkins – Yes
- **Outcome:** Motion passed.

- **3rd Motion:** To exit executive session and return to open session.
 - **Moved by:** Wilkins
 - **Seconded by:** Jarnagin
 - **Vote:**
 - Jarnagin – Yes
 - Jackson – Yes
 - Gilbert – Yes
 - Dame – Yes
 - Wilkins – Yes
- **Outcome:** Motion passed. The Board affirmed that no votes or straw polls were taken during executive session and that only agenda item #6 was discussed.
- **4th Motion:** To affirm the alleged facts of the complaint against the respondent as true.
 - **Moved by:** Jarnagin
 - **Seconded by:** Dame
 - **Vote:**
 - Jarnagin – Yes
 - Jackson – Yes
 - Gilbert – Yes
 - Dame – Yes
 - Wilkins – Yes
- **Outcome:** Motion passed.
- **5th Motion:** To find that clear and convincing evidence supports violations of OAC 175:29-1(h) as alleged in the complaint.
 - **Moved by:** Jarnagin
 - **Seconded by:** Dame
 - **Vote:**
 - Jarnagin – Yes
 - Jackson – Yes
 - Gilbert – Yes
 - Dame – Yes
 - Wilkins – Yes
- **Outcome:** Motion passed.

- **6th Motion:** To revoke the respondent's massage therapy license (No. 177039).
 - **Moved by:** Gilbert
 - **Seconded by:** Jarnagin
 - **Vote:**
 - Jarnagin – Yes
 - Jackson – Yes
 - Gilbert – Yes
 - Dame – Yes
 - Wilkins – Yes
- **Outcome:** Motion passed.

- **7th Motion:** To order the respondent to pay \$413.25 in costs associated with the disciplinary proceedings, pursuant to OAC 175:20-13-1(c).
 - **Moved by:** Gilbert
 - **Seconded by:** Jarnagin
 - **Vote:**
 - Jarnagin – Yes
 - Jackson – Yes
 - Gilbert – Yes
 - Dame – Yes
 - Wilkins – Yes
- **Outcome:** Motion passed.

- **8th Motion:** To summarily suspend the respondent's license pending finalization and approval of the findings of fact, conclusions of law, and final agency order, pursuant to OAC 175:20-13-1(d).
 - **Moved by:** Wilkins
 - **Seconded by:** Dame
 - **Vote:**
 - Jarnagin – Yes
 - Jackson – Yes
 - Gilbert – Yes
 - Dame – Yes
 - Wilkins – Yes
- **Outcome:** Motion passed.

8. Thentia Invoice Approval from FY25

Overview: The Board considered approval of invoices from Thentia totaling \$73,440, covering services provided from October 2024 through June 2025. The payment requires Board approval because it falls outside the state fiscal year and was not previously voted on. Thentia agreed to spread the invoice over the next nine months, increasing monthly payments by \$8,160.

- **Motion:** To summarily suspend the respondent's license pending finalization and approval of the findings of fact, conclusions of law, and final agency order, pursuant to OAC 175:20-13-1(d).
 - **Moved by:** Wilkins
 - **Seconded by:** Dame
 - **Vote:**
 - Jarnagin – Yes
 - Jackson – Yes
 - Gilbert – Yes
 - Dame – Yes
 - Wilkins – Yes
- **Outcome:** Motion passed.

9. Agency Report – Presented by Interim Executive Director Casebolt

Overview: IED Casebolt provided an update on agency operations, staffing, and licensing activities.

Staffing Updates:

- Melody Gentry joined as an examiner on August 18 and is also assisting with Thentia.
- A new licensing coordinator has been hired and is supporting work in Thentia.
- Recruitment for an inspector is ongoing after a candidate declined the position prior to starting.
- Three GALT employees are assisting with Thentia-related tasks.
- Overall, staffing is progressing, and the agency team is growing to meet operational needs.

Licensing and Registration Activities:

- 6,246 licenses approved in July and August across Thentia and AS400 systems.
- Exams: 562 individuals registered and took exams, with a total of 1,268 student registrations processed during July and August.

Open Positions and Backlog:

- Three positions remain open: an inspector, a licensing coordinator, and the Executive Director

- Filling the licensing coordinator position is expected to reduce the backlog of Thentia entries and mail-in renewals.
 - Mail-in renewals are still being processed; these remain time-consuming.
 - System Updates: Thentia data is current through August 10th, and mail-in renewals are processed up to approximately July 25th.
-
- **Motion:** No motion was made.
 - **Outcome:** No action was taken after discussion.
-

10. Budget Committee Report

Overview: This item was tabled until the next meeting; without discussion.

- **Motion:** No motion was made; no discussion was had.
 - **Outcome:** Tabled until the next meeting.
-

11. Rules Committee Report – Presented by Vice Chair Callicoat

Overview: The Rules Committee met on August 14, 2025, to discuss updates to education requirements and procedural matters related to rule submission.

Members Present: IED Casebolt, AAG Cooper, PA Burton, Chair Longest, and Vice Chair Callicoat.

Members Absent: Member Luther, Member Jackson, and Member Dame.

Discussion Summary: The Committee discussed the transition in cosmetology program hours from 1,500 to 1,250 hours, which will be capped on December 31, 2025, to align with updated training requirements. A revote was required to resubmit the rules because prior votes had been taken at two separate meetings, creating a timing conflict for official submission.

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

12. Emergency Rules Adoption

Overview: The Board discussed and took possible action to readopt emergency rule changes pursuant to 75 OS §253 of Article 1 of the Administrative Procedures Act. Emergency rules are necessary to preserve public health, safety, and welfare, or to comply with recent legislative mandates. Upon adoption by the Board, the emergency rules will be submitted to the Governor for approval and will become effective upon filing with the Office of the Secretary of State.

Rule Adoption 10:3-34 through 10:3-47 (Excluding 10:3-48)

- **Motion:** To approve rules 10:3-34 through 10:3-47, leaving out 10:3-48.
 - **Moved by:** Wilkins
 - **Seconded by:** Dame
 - **Vote:**
 - Jarnagin – Yes
 - Jackson – Yes
 - Gilbert – Yes
 - Dame – Yes
 - Wilkins – Yes
- **Outcome:** Motion passed.

Eyelash Extension Specialist Instructor Course (Rule 10:3-48)

- Originally proposed as an 80-hour course, but legislation reduced it to 60 hours.
- Hour Adjustments: 10 hours removed from course outlining and development 10 hours removed from teaching and assisting in classroom/clinic
- Clarification: Even licensed estheticians must take this instructor class to teach; there is no cross-discipline allowance.
- **Motion:** To approve Rule 10:3-48 for the eyelash extension specialist instructor course.
 - **Moved by:** Wilkins
 - **Seconded by:** Jarnagin
 - **Vote:**
 - Jarnagin – Yes
 - Jackson – Yes
 - Gilbert – Yes
 - Dame – Yes
 - Wilkins – Yes
- **Outcome:** Motion passed.

13. Advisory Board on Massage Therapy Legislative Liaison

Overview: The Board reviewed the Advisory Board on Massage Therapy's recommendation to reappoint Laura Grisso-Eyster and appoint Jani Williams-White as the Legislative Liaisons for the upcoming term.

- **Motion:** To approve Laura Grisso-Eyster's reappointment and Jani Williams-White's appointment as Legislative Liaisons.
 - **Moved by:** Jarnagin
 - **Seconded by:** Jackson
 - **Vote:**
 - Miller: Yes
 - Callicot: Yes
 - Jarnagin: Yes
 - Jackson: Yes
 - Luther: Yes
 - Gilbert: Yes
 - Rogers: Yes
 - Dame: Yes
 - Wilkins: Yes
- **Outcome:** Motion passed.

14. New Business

Overview: There was no new business to discuss; no discussion was had.

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

15. Public Comment

Overview: Members of the public provided comments and suggestions regarding licensing processes, online resources, and course clarifications.

Public Comments:

- Krista Graves suggested posting on the OSBCB website that businesses should be renewed using the traditional (paper) method rather than online. She also inquired about making the online renewal process easier for users, possibly using a visual guide or graphic.
 - Asrar Johnson requested that board meetings be livestreamed to allow greater public participation without requiring physical attendance.
 - Shannon Fields asked for clarification on eyelash extension courses, specifically regarding students who have already enrolled or completed the course, and how reciprocity for that license would be handled. She additionally suggested providing a separate certificate so that nail technicians could perform waxing without needing a full cosmetology license.
-
- **Motion:** No motion was made.
 - **Outcome:** No action took place after public comment.
-

ADJOURNMENT

- **Time:** 11:25 a.m.

Outcome: Meeting adjourned.

End of Board Meeting Minutes for September 8, 2025.