

The Oklahoma State Board of Cosmetology met on Monday, March 14, 2011 at 10:00 a.m. at 2401 NW 23rd Street, Suite 84 in the Testing Center, Oklahoma City, OK 73107. The following persons were present:

BOARD MEMBERS

Jerry Kelon Carter II, Board Chair
A LaFaye Austin
Bill Helton
Tuan A. Nguyen
Gretchen Payne
Janet Dale Webb
Ken Young

BOARD'S LEGAL ADVISOR

Sandra Balzer, Assistant Attorney General

BOARD STAFF

Sherry G. Lewelling, Executive Director
Jennifer McRee, Principal Assistant
Michelle Palmer, Cosmetology Inspector/Examiner
Patricia Migliaccio, Cosmetology Inspector/Examiner
Vicki Middleton, Cosmetology Inspector/Examiner

VISITORS

Steve Schardein
Riley Shaul
Brenda Bolander
Corine Triplett

CALL TO ORDER

Chair Carter called the meeting to order.

The meeting agenda had been properly posted and agenda-ized.

ROLL CALL

Quorum was established with roll call. The following persons answered roll call: Carter, Austin, Helton, Nguyen, Payne, Webb and Young. (Poe and Thomas were not present)

OPPORTUNITY FOR THE BOARD TO RECEIVE PUBLIC COMMENT – EACH SPEAKER IS LIMITED TO THREE MINUTES

No formal requests were received to speak.

PRESENTATION FROM RILEY SHAULL, CHAIEF FINANCIAL OFFICER FROM OFFIE OF STATE FINANCE RE: CONTRACTING SERVICES FOR FINANCIAL, BUDGETNG AND PURCHASING FOR THE AGENCY

Brenda Bolander, State Comptroller for OSF and Riley Shaul, Chief Financial Officer from OSF presenting a proposal to the Board for contracting services for Financial, Budgeting and Purchasing for the Agency. The cost to the agency is \$1,200 a month and has a 60 day cancelation policy for both parties.

Mr. Young requested a clearer budget report than what was received in the past. Mr. Shaull agreed to meet with the Budget Committee to get what report the Board and Committee wanted.

BOARD DISCUSSION AND POSSIBLE ACTION RE: APPROVAL OF OSF CONTRACTING SERVICES

A motion was made by Ms. Payne to accept the proposal for contracting services from OSF as recommended by the Budget Committee.

VOTING: Austin, yes; Helton, yes; Nguyen, yes; Payne, yes; Webb, yes; and Young, yes.

Motion passed.

BOARD DISCUSSION AND POSSIBLE ACTION RE: APPROVAL OF JANUARY 10, 2011 BOARD MEETING MINUTES

A motion was made by Ms. Webb and seconded by Mr. Helton to approve the January 10, 2011 Board meeting minutes

VOTING: Austin, yes; Helton, yes; Nguyen, yes; Payne, yes; Webb, yes; and Young, yes.

Motion passed.

DIRECTOR'S REPORT – SHERRY G. LEWELLING

A written report was provided to the Board by Ms. Lewelling. In her report she welcomed Dawn Leonard, new Cosmetology Inspector who formally served as the Agency's Examiner. She also told of the progress for the On-line renewal process and reported that the agency would be conducting a soft launch of the project for testing.

BOARD DISCUSSION RE: STATE VEHICLES FOR INSPECTORS – A LAFAYE AUSTIN

Ms. Lewelling reported that she had determined that it would not be cost effective to have an extra vehicle for staff to use as it would not be cost effective considering the minimal travel. She also reported that cars would be replaced at 100,000 miles and suv's and van's would be replaced at 120,000 miles. It was determined that this would be looked at again each year when the agency's budget is reviewed.

BOARD COMMITTEE REPORTS

BUDGET COMMITTEE – GRETCHEN PAYNE, CHAIR – REPORT FROM MEETING

Ms. Payne stated that the committee already made their recommendation that the OSF contracting services be acceptable as discussed at their meeting in the morning.

LEGISLATIVE COMMITTEE – BILL HELTON, CHAIR – REPORT FROM MEETING

Mr. Helton stated that the committee met in the morning and discussed Senate Bill 772.

BOARD DISCUSSION AND POSSIBLE ACTION RE: CS SENATE BILL 772

Mr. Helton stated that the Consolidation Bill is to put regulatory Boards under the Department of Commerce and make them all Advisory Boards.

Chair Carter explained that this was an attempt to cut the State's expenses. He also announced that the Bill would go to the Senate floor this Thursday and that provided there was not a quorum of members, those who could, were welcome to go speak to the Bill Authors regarding the Board's position after the meeting.

BOARD DISCUSSION AND POSSIBLE ACTION RE: APPROVAL OF SALARY INCREASES FOR CLASSIFIED AND UNCLASSIFIED AGENCY EMPLOYEES IN ACCORDANCE WITH THE CRITERIA SET FORTH IN THE BOARD APPROVED AND OPM APPROVED SALARY ADMINISTRATION PLAN

A motion was made by Mr. Helton and seconded by Ms. Payne to approve the salary increases for classified and unclassified agency employees in accordance with the criteria set forth in the Board approved and OPM approved salary administration plan.

VOTING: Austin, yes; Helton, yes; Nguyen, yes; Payne, yes; Webb, yes; and Young, yes.

Motion passed.

BOARD DISCUSSION AND POSSIBLE ACTION RE: APPROVAL FOR AGENCY FINANCIAL AUDIT – A LAFAYE AUSTIN

Ms. Austin explained that normally it is procedure to request a financial audit with a Director or financial personnel change. She stated that since Ms. Lewelling does not believe there has been any criminal wrongdoing and since OSF is taking over the financial responsibilities for the agency, she no longer feels it is necessary at this time.

Ms. Lewelling stated that if something arises or is brought to her attention in the future that leads her to believe there is a problem, she would not hesitate to call a special meeting, if necessary, to recommend to the Board that an Agency Financial Audit be conducted.

No action was taken on this agenda item.

NEW BUSINESS NOT KNOWN OR WHICH COULD NOT HAVE BEEN REASONABLY FORESEEN PRIOR TO POSTING OF MEETING AGENDA – 25 O.S. 311 (A)(9)

No new business was heard.

BOARD ADJOURNMENT

Chair Carter announced the meeting to be adjourned.

Jerry Kelon Carter II, Board Chair

A LaFaye Austin

Bill Helton

Tuan A. Nguyen

Gretchen Payne

Janet Dale Webb

Ken Young

