

The Oklahoma State Board of Cosmetology met on Monday July 12, 2010 at 10:00 am at 2401 NW 23<sup>rd</sup> Street, Suite 84 , Testing Center, Oklahoma City, OK. The following persons were present:

**BOARD MEMBERS**

Gretchen Payne, Chair  
Loyd Saxton, Vice Chair  
A LaFaye Austin  
Jerry Kelon Carter II  
Bill Helton  
Tony Nguyen  
Freda Poe  
Dale Webb  
Ken Young

**BOARD STAFF**

Sherry G. Lewelling, Executive Director  
Jennifer McRee, Principal Assistant  
Candis Ross, Administrative Assistant To The Director  
Karen Glasco, Cosmetology Inspector/Examiner  
Vicki Middleton, Cosmetology Inspector/Examiner  
Michelle Huitt-Shook, Cosmetology Inspector/Examiner  
Patricia Migliaccio, Cosmetology Inspector/Examiner

**VISITORS**

Pam Martin  
Linda Mathis  
Steven Shardein  
Linda Wiist

**CALL TO ORDER**

Chair Payne called the meeting to order.

The Board meeting agenda was properly posted an agenda-ized

**ROLL CALL**

Quorum was established with roll call.

The following persons answered roll call: Payne, Saxton, Austin, Carter, Helton, Nguyen, Poe, Webb and Young.

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

No formal requests to speak were received.

**BOARD DISCUSSION AND POSSIBLE ACTION RE: APPROVAL OF MAY 10, 2010 BOARD MEETING MINUTES**

A motion was made by Ms. Poe and seconded by Mr. Saxton to approve the Board meeting minutes of May 10, 2010.

VOTING: Saxton, yes; Austin, yes; Carter, yes; Helton, yes; Nguyen; Poe, yes; Webb, yes; and Young, yes.

Motion passed.

**BOARD DISCUSSION AND POSSIBLE ACTION RE: APPROVAL OF FINANCIAL STATEMENT FOR APRIL 2010 TO JUNE 2010 - CANDIS ROSS**

A motion was made by Ms. Poe and seconded by Ms. Webb to approve the Financial Statement for April 2010 to June 2010.

VOTING: Saxton, yes; Austin, yes; Carter, yes; Helton, yes; Nguyen; Poe, yes; Webb, yes; and Young, yes.

Motion passed.

**BOARD DISCUSSION AND POSSIBLE ACTION RE: APPROVAL OF FY2011 BUDGET WORK PROGRAM**

A motion was made by Ms. Webb and seconded by Mr. Saxton to approve the FY2011 Budget Work Program as presented.

Ms. Austin requested an explanation of the document.

Ms. Poe explained that this is the Budget for FY2011 and there were a few changes from the document that was presented in May. She explained that rent on the office space has increased because of the plans to secure the file area as recommended previously by the auditors and to secure the reception area for employee safety and because of the large amount of cash that is collected on a daily basis. She also stated that when the final employee benefit figures were received, they were less than previously estimated.

VOTING: Saxton, yes; Austin, yes; Carter, yes; Helton, yes; Nguyen; Poe, yes; Webb, yes; and Young, yes.

Motion passed.

**DIRECTOR'S REPORT – SHERRY G. LEWELLING**

Ms. Lewelling provided a detailed written report to the Board. She provided members a copy of the unofficial copy of the Auditor's report and her response. She explained the report to members. She gave members who will be attending the conference a supply of lapel pins, she provided an update to the on-line renewal process which is still work in progress and told of the

issues she is currently facing regarding airbrush make-up application and threading. She also provided information regarding a current on-going investigation between states regarding fraudulent licensing activity state-to-state and what the Oklahoma Board is doing to cooperate.

**PERFORMANCE APPRAISAL OF THE EXECUTIVE DIRECTOR COMMITTEE – DALE WEBB, CHAIR – MID-YEAR REVIEW OF THE DIRECTOR CONDUCTED**

Ms. Webb stated that the committee met prior to the Board meeting and conducted the Director's mid-year review. She stated the entire committee felt like Ms. Lewelling was doing a good job.

**BOARD DISCUSSION RE: LEASING OF STATE CARS – LAFAYE AUSTIN**

Ms. Austin stated that she wants to hear feedback from all the Inspectors after they have been in state cars for nearly a year.

Ms. Huitt-Shook stated that she was against state cars from the beginning. She said she was told this would be optional to the inspector and then the cars were forced on the Inspectors. She said she is not happy with cars and she is still not happy. She stated that the vehicles are not safe and it is hard to transfer work items vehicle to vehicle when repairs have to be made. She said she has to take time out of her work schedule to have maintenance done on the car and she doesn't think that is fair. She said that she now has to account for all stops made in the car and she has more Your Inspector Called reports that she didn't write up before. She stated that she was lied to and now she is forced to take the car. She said she didn't think it was fair that when she was in travel status that she can't go to the mall or to see friends and that she is still only being paid for 8 hours and doesn't think it is right.

Ms. Migliaccio states she was in favor of state cars in the beginning but now she is not. She said she is now in her third state car. She said it is a hassle to take the car over to get the oil change it takes all day to get that done. She said the cars she is given to drive are not good. She said she does get loaner cars but she has to have the maintenance done once a month and it is a hassle to transfer all her work items over from one car to another. She said when you change cars its hard to park. She said when you pull up in a parking space at the mall, sometimes you get out and realize you didn't pull up all the way so you have to get back in the car and re-park.

Ms. Ross stated that Inspectors can use vendors in other areas of the stated on a list like Jiffy Lube that contract with DCS maintenance to get the car serviced.

Ms. Middleton stated that she was for state cars in the beginning and now she is not. She said she feels safer in her own car.

Ms. Austin asked each of the Inspectors if they have a reliable personal car to drive and they all said yes.

Ms. Middleton stated that she has a Honda and that's a better car than the state car to drive. She also stated she has never broken down in the field in the state car.

Ms. Glasco stated that she is in favor of state cars. She said she feels safer in the car. She said accountability is important to her and it gives her job validity. She said it also adds professionalism. She said financially it has not changed anything and it has saved her money because she does not have to pay for maintenance on her own personal vehicle like tires and expensive repairs. She said she knows that if she breaks down in the field, she can get help and someone always knows where she is. She said that makes her feels safe. She said she likes it that she does not have to take her personal time to get the maintenance work done on the vehicle.

Ms. Austin stated that taking away the mileage reimbursement, this has affected Inspector's incomes. She said she knows this having been an Inspector. She said we need to take care of our Inspectors. She said we have four honest, hard working ladies that should have that.

Ms. Lewelling provided the Board with a written report showing the cost savings analysis since state cars were put in use and also provided her opinion.

Ms. Austin stated that we need to compensate these Inspectors with mileage pay because the Inspectors have to deal with working in the elements and irate people on a daily basis.

Ms. Huitt-Shook stated that it has hurt her financially by not allowing her to use her personal vehicle to do her job.

Chair Payne stated that the contract/lease agreement was due for renewal and could be considered for a Board vote at the September Board meeting.

#### **ELECTION OF 2010-2011 CHAIR AND VICE CHAIR**

Chair Payne opened the floor for nominations for Chair.

Ms. Poe nominated Ms. Payne for Chair and Mr. Saxton for Vice Chair in order to keep the officers the same for the next year.

Chair Payne declined the nomination.

Ms. Webb nominated Ms. Poe for Chair.

Ms. Poe declined the nomination.

Mr. Young nominated Mr. Carter for Chair.

Mr. Carter accepted the nomination.

Ms. Poe nominated Ms. Austin for Chair.

Ms. Austin declined the nomination.

Chair Payne asked for further nominations, hearing none, called for the vote.

Ms. Poe made a motion seconded by Ms. Webb to appoint Mr. Carter as Chair by acclamation.  
VOTING: Saxton, yes; Austin, yes; Carter, yes; Helton, yes; Nguyen; Poe, yes; Webb, yes; and Young, yes.  
Motion passed.

Ms. Webb nominated Ms. Poe as Vice Chair.

Ms. Poe accepted the nomination.

Mr. Carter nominated Mr. Young as Vice Chair.

Mr. Young accepted the nomination.

Chair Payne called for further nominations, hearing none, called for the vote.  
VOTING: Saxton, abstain; Austin, Poe; Carter, Young; Helton, Poe; Nguyen, abstain; Poe, Poe; Webb, Poe; Young, Young.

Chair Payne announced that the 2010-2011 Board Chair is Jerry Kelon Carter II and Vice Chair Freda Poe.

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

No new business was heard.

**BOARD MEETING ADJOURNMENT**

Meeting was adjourned.

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Gretchen Payne, Board Chair

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Loyd Saxton, Vice Chair

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A LaFaye Austin

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Jerry Kelon Carter II

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Bill Helton

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Tuan Nguyen

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Freda Poe

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Janet Dale Webb

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Ken Young

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