

The Oklahoma State Board of Cosmetology met on Monday, January 10, 2011 at 10:00 am at 2401 NW 23<sup>rd</sup> Street, Suite 84, Oklahoma City, OK 73107. The following persons were present:

**BOARD MEMBERS**

A LaFaye Austin, Acting Board Chair  
Bill Helton  
Tuan A. Nguyen  
Max Thomas  
Janet Dale Webb  
Ken Young

**BOARD STAFF**

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

**VISITORS**

Linda Marie Wiist  
Steve Schardein  
Corine Triplett  
(There were some unidentified people in the audience that did not sign in)

**CALL TO ORDER**

Acting Board Chair LaFaye Austin called the meeting to order. Chair Carter and Vice Chair Poe could not be present for the meeting. Chair Carter appointed Ms. Austin to serve as Chair of the meeting. Acting Chair Austin confirmed with Ms. McRee that the meeting agenda had been properly posted and agenda-ized.

**ROLL CALL**

Quorum was established with roll call. The following persons answered roll call: Austin, Helton, Nguyen, Thomas, Webb and Young.

**BOARD DISCUSSION AND POSSIBLE ACTION RE: APPROVAL OF NOVEMBER 8, 2010, NOVEMBER 29, 2010 and DECEMBER 6, 2010 BOARD MEETING MINUTES**

A motion was made by Mr. Thomas and seconded by Ms. Webb to approve the minutes of November 8, 2010 and December 6, 2010.

VOTING: Helton, yes; Nguyen, yes; Thomas, yes; Webb, yes; and Young, yes.

Motion passed.

**BOARD DISCUSSION AND POSSIBLE ACTION RE: APPROVAL of 2011 2<sup>nd</sup> QUARTER FINANCIAL REPORT – CANDIS ROSS**

A motion was made by Mr. Young and seconded by Mr. Thomas to approve the 2011 2<sup>nd</sup> Quarter Financial Report.

VOTING: Helton, yes; Nguyen, yes; Thomas, yes; Webb, yes; and Young, yes.

Motion passed.

**BOARD DISCUSSION AND POSSIBLE ACTION RE: APPROVAL OF DELEGATES TO ATTEND NIC REGIONAL MEETING, APRIL 2-3, 2011, NASHVILLE, TN**

A motion was made by Mr. Young and seconded by Mr. Helton to approve any interested delegates to attend the NIC Regional Meeting, April 2-3, 2011 in Nashville, TN, including Ms. Lewelling.

VOTING: Helton, yes; Nguyen, yes; Thomas, yes; Webb, yes; and Young, yes.

Motion passed.

**BOARD DISCUSSION AND POSSIBLE ACTION RE: APPROVAL OF CLIC TEXTBOOKS AS REQUIRED BY BOARD RULE 175:10-3-33**

A motion as made by Mr. Young and seconded by Mr. Helton to approve the CLIC Textbooks as required by Board Rule 175:10-3-33.

VOTING: Helton, yes; Nguyen, yes; Thomas, yes; Webb, yes; and Young, yes.

Motion passed.

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

Ms. Lewelling reported about the remodeling of the agency, the future plans to conduct interviews for the hiring of a new Cosmetology Inspector/Examiner and the near completion of the on-line renewal project. She also provided a report to the Board which was a comparison list of Barber shops and Beauty salons by county and that she has not heard any news regarding proposed legislation concerning combining the Barber Board and Cosmetology Board.

**BOARD COMMITTEE REPORTS**

**LEGISLATIVE AFFAIRS – BILL HELTON, CHAIR**

**REPORT FROM MEETING**

Mr. Helton reported that the committee met in the morning prior to meeting. He shared with members the research that had been done in case legislation was introduced to combine the Barber and Cosmetology Board which was a comparison of statues. He also shared a time line of events if this were to happen. He stated that all this would be considered if and when this were to happen.

**BUDGET COMMITTEE – KEN YOUNG, CHAIR**

**REPORT FROM MEETING**

Mr. Young reported that the committee met in the morning prior to the meeting. He stated that the agency is operating right in line with the budget and the budget could handle the increases as outlined in the proposed Salary Administration Plan.

**TESTING COMMITTEE – LAFAYE AUSTIN, CHAIR**

**REPORT FROM MEETING**

Ms. Austin reported that the committee met in the morning prior to the meeting. She stated that the committee discussed hairbraiding requirements without schooling and requirements for threaders. She said the Committee discussed testing options. She stated that the committee would be meeting with professionals in these fields to help develop a test study guide and to conduct further research.

**BOARD DISCUSSION AND POSSIBLE ACTION RE: APPROVAL OF 2011 SALARY ADMINISTRATION PLAN**

A motion was made by Mr. Young and seconded by Mr. Helton to approve the 2011 Salary Administration Plan with amending the Skill Based Pay Adjustments section to allow for Leadership training options for Inspectors.

VOTING: Helton, yes; Nguyen, yes; Thomas, yes; Webb, yes; and Young, yes.

Motion passed.

**PERFORMANCE EVALUATION AND POSSIBLE ACTION TO INCREASE SALARY OF EXECUTIVE DIRECTOR, SHERRY G. LEWELLING**

**PROPOSED EXECUTIVE SESSION FOR POSSIBLE DISCUSSION OF THE ABOVE PURSUANT TO 25 O.S. SECTION 307 (B)(1)**

A motion was made by Mr. Young and seconded by Ms. Webb to adjourn regular session and discuss this agenda item in Executive Session.

VOTING: Helton, yes; Nguyen, yes; Thomas, yes; Webb, yes; and Young, yes.

Motion passed.

(Board members convened their meeting in Executive Session)

A motion was made by Mr. Young and seconded by Ms. Webb to adjourn Executive Session and return to regular session.

VOTING: Helton, yes; Nguyen, yes; Thomas, yes; Webb, yes; and Young, yes.

Motion passed.

Mr. Thomas made a motion seconded by Mr. Helton to approve an increase of Ms. Lewelling's salary to the midpoint. (The midpoint is \$55,000 per year)

VOTING: Helton, yes; Nguyen, yes; Thomas, yes; Webb, yes; and Young, yes.

Motion passed.

A directive was also given to Ms. Lewelling to begin the research on what it would take to get a stipend or to increase the salary of Inspectors by fiscal year end or as soon as possible.

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

No new business was heard

**BOARD MEETING ADJOURNMENT**

The Board meeting was adjourned.

---

A LaFaye Austin, Acting Board Chair

---

Bill Helton

---

Tuan A. Nguyen

---

Max Thomas

---

Janet Dale Webb

---

Ken Young