

**Minnesota Board of Cosmetology**  
**November 18, 2024, Board Meeting Minutes**  
10:05 AM to 12:22 PM  
In-Person and WebEx Meeting  
1000 University Avenue West, Suite 100, St. Paul, MN 55104

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**Board Members Present:**

Mahogany Plautz, Vice Chair  
Rhonda Besel, Member  
Joi Bohn, Member  
Donna Dungy, Member  
Catrina Mairose, Member  
Marcie Smith-Fields, Member

**Board Members Not Present:**

Chelsey Anderson, Chair

**Staff Present:**

Gina Fast, Executive Director  
Jenna Bohl, Senior Manager of Policy & Regulation  
Allen Barr, Asst. Attorney General  
Tami Thein, Executive Assistant  
Angie Valdez, Licensing Division Manager  
Jodie Wehrspann, Board Relations & Research Administrator

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**I. Call to Order**

- Meeting called to order at 10:05 AM by Mahogany Plautz, Vice Chair.
- Meeting held in person and by telephone or electronic means according to Minnesota Statutes, Chapter 13D.

**II. Attendance**

- Mahogany Plautz, Vice Chair, conducted roll call of Board Members.

**III. Approval of Proposed Agenda**

- **Motion:** Rhonda Besel – Approve proposed agenda with flexibility.
- **Seconded** by Donna Dungy; 6 ayes, 0 nays; **Motion Carried.**
  - Ayes: Rhonda Besel, Joi Bohn, Donna Dungy, Catrina Mairose, Mahogany Plautz, Marcie Smith-Fields.
  - Nays: None

**IV. Approval of Meeting Minutes**

- **Motion:** Rhonda Besel – Approve minutes from the September 9, 2024, Board Meeting.
- **Seconded** by Donna Dungy; 6 ayes, 0 nays; **Motion Carried.**
  - Ayes: Rhonda Besel, Joi Bohn, Donna Dungy, Catrina Mairose, Mahogany Plautz, Marcie Smith-Fields.
  - Nays: None

**V. New Business: Rule Waiver Requests**

- *Hannah Schmidt*
  - **Request:** To waive Minnesota Rule [2110.0670 E\(5\)](#), which requires documentation of a student's successful completion of clinical service exercises, curriculum, and the practical skills test on a course completion certificate. She asks to be exempt from three remaining artificial nail quotas, one of which must be sculpted, and the Practical Skills Test sections pertaining to artificial nails. This request is based on medical hardship due to an allergy to acrylics.
  - **Motion:** Rhonda Besel – Approve request to waive Rule [2110.0670 E\(5\)](#), permitting exemption from three full sets of artificial nails, one of which is sculpted, clinical service exercises and the artificial nails practical skills test sections, which are to be documented on a Course Completion Certificate, based on medical hardship, with two conditions: 1) She must complete 3 extra sets of natural nail manicures, for a total of 50 manicure service exercises, during her cosmetology training, and 2) She

must not practice artificial nail services or would be subject to Board action. **Seconded** by Donna Dungy.

- **Decision:** On a vote of 6 ayes and 0 nays, the waiver request was granted.
  - Ayes: Rhonda Besel, Joi Bohn, Donna Dungy, Catrina Mairose, Mahogany Plautz, Marcie Smith-Fields.
  - Nays: None

- *Katherine Statler*

- **Request:** To waive MN Rule [2110.0670 E \(5\)](#), which requires documentation of a student's successful completion of clinical service exercises, curriculum, and practical skills test on a course completion certificate. She asks to be exempt from the eyelash extension clinical service exercises and the eyelash extension segment of the practical skills test required for licensure based on medical hardship caused by essential tremors.
- **Motion:** Rhonda Besel – Approve request to waive [Rule 2110.0670 E \(5\)](#), permitting exemption from the eyelash extension clinical service exercises and the eyelash extension segment of the practical skills test, which are to be documented on a Course Completion Certificate, based on medical hardship, with the condition she must not practice eyelash extension services or would be subject to Board action. **Seconded** by Donna Dungy.
- **Decision:** On a vote of 6 ayes and 0 nays, the waiver request was granted.
  - Ayes: Rhonda Besel, Joi Bohn, Donna Dungy, Catrina Mairose, Mahogany Plautz, Marcie Smith-Fields.
  - Nays: None

*[Kassandra Kruse was in attendance and was moved next on the agenda.]*

- *Kassandra Kruse*

- **Request:** To waive the 3-year stipulation within MN Rule [2105.0145 Subpart 4.C.](#), which requires applicants for an initial instructor license to document at least 2,700 hours of licensed practice in the same licensure field as the instructor license type sought within the three years prior to application. She requests to include work experience obtained prior to three years to meet the 2,700-hour requirement. This request is based on financial hardship.
- **Motion:** Rhonda Besel – Approve request to waive the 3-year stipulation within MN Rule [2105.0145 Subpart 4.C.](#) required for an Advanced Practice Esthetician Instructor License, based on hardship, permitting her to include licensed work experience obtained prior to the past three years within the application for an Initial Advanced Practice Esthetician Instructor License, with the condition that all other licensing requirements are completed and that she is licensed within 1 year, by 11/18/2025. **Seconded** by Joi Bohn.
- **Decision:** On a vote of 4 ayes and 2 nays, the waiver request was granted.
  - Ayes: Rhonda Besel, Joi Bohn, Catrina Mairose, Mahogany Plautz.
  - Nays: Donna Dungy, Marcie Smith-Fields.

*[Bobbie Rolbiecki was in attendance and was moved next on the agenda.]*

- *Bobbie Rolbiecki*

- **Request:** To waive the instructor general theory exam required under Rule [2105.0215 Subp. 3.B.](#), which states individuals with an instructor's license that is more than three years expired must submit original passing test results of a board-approved instructor general theory exam, instructor practical exam, and instructor laws and rules exam with their renewal application. This request is based on hardship.
- **Motion:** Rhonda Besel – Deny the request to waive the instructor general theory exam required under Rule [2105.0215 Subp. 3.B.](#) **Seconded** by Joi Bohn.
- **Decision:** On a vote of 3 ayes and 2 nays, the waiver request was denied.

- Ayes: Rhonda Besel, Catrina Mairose, Mahogany Plautz.
- Nays: Joi Bohn, Marcie Smith-Fields.
- Abstained: Donna Dungy.

*[Madison Herrera was in attendance and moved next on the agenda.]*

- *Madison Herrera*
  - **Request:** To waive the one-year expiration of tests within Rule [2105.0145 Subpart 1a. A.\(2\)\(a\)](#), which requires an applicant for an advanced practice (AP) esthetician license who holds an active esthetician license to provide original passing test results no more than one year old of the AP esthetician general theory test with their application. This request was based on financial hardship.
  - **Motion:** Donna Dungy – Approve request to waive to waive the one-year expiration of tests within Rule [2105.0145 Subpart 1a. A.\(2\)\(a\)](#), based on hardship, permitting her to submit AP esthetician general theory test results that expired on 8/30/2024 with her Advanced Practice Esthetician Initial Operator License application, with the condition that she become licensed within six months, by 5/18/2025. **Seconded** by Joi Bohn.
  - **Decision:** On a vote of 5 ayes and 0 nays, the waiver request was granted.
    - Ayes: Joi Bohn, Donna Dungy, Catrina Mairose, Mahogany Plautz, Marcie Smith-Fields.
    - Nays: None
    - Abstained: Rhonda Besel

*[Amy Heinzen was in attendance and moved next on the agenda.]*

- *Amy Heinzen on behalf of Elite Salon Suites*
  - **Request:** To waive the portion of [MN Rule 2015.0310 Subp. 1](#) which states, “A salon license is required for each physical location.” “Physical location” is defined in [MN Rule 2105.0010 Subp. 11f](#) as, “the contiguous space representing each salon that can be accessed by customers without exiting the salon.” She requests this waiver so that two spaces in the same building, which are not contiguous, may share one salon license. This request was based on financial hardship.
  - **Motion:** Rhonda Besel – Approve request to waive the portion of [MN Rule 2015.0310 Subp. 1](#) which states that a salon license is required for each physical location to permit rooms 10-14 to operate under the salon's current salon license until the remodel to connect the spaces is completed, based on hardship, with a deadline for completion by November 30, 2025. **Seconded** by Joi Bohn.
  - **Decision:** On a vote of 6 ayes and 0 nays, the waiver request was granted.
    - Ayes: Rhonda Besel, Joi Bohn, Donna Dungy, Catrina Mairose, Mahogany Plautz, Marcie Smith-Fields.
    - Nays: None

*[Tracey Sigstad, SmART Director from the Small Agency Resource Team, was in attendance and moved next on the agenda.]*

## **VI. New Business: Division Reports**

- **Administrative Division Report, presented by Gina Fast, Executive Director.**
  - **SmART Overview:** MBC requested Tracey Sigstad, SmART Director from the Small Agency Resource Team, to give a brief overview of their team, the legislative process and MBC budget.

[Board Vice Chair M. Plautz called a 10-minute break at 11:37 AM. Meeting was called back into session at 11:45 AM.]

## VII. New Business: Waiver Requests (cont.)

- *Merav Yosefian*
  - **Request:** To waive Minnesota Rule [2110.0670 E \(5\)](#), which requires documentation of a student's successful completion of clinical service exercises, curriculum, and practical skills test on a course completion certificate. She requests to be exempt from the eyelash extension clinical service exercises and the eyelash extension segment of the practical skills test required for licensure based on medical hardship caused by a back condition.
  - **Motion:** Donna Dungy – Approve request to waive Rule [2110.0670 E \(5\)](#), permitting exemption from the eyelash extension clinical service exercises and the eyelash extension segment of the practical skills test, which are to be documented on a Course Completion Certificate, based on medical hardship, with the condition she must not practice eyelash extension services or would be subject to Board action. **Seconded** by Joi Bohn.
  - **Decision:** On a vote of 6 ayes and 0 nays, the waiver request was granted.
    - Ayes: Rhonda Besel, Joi Bohn, Donna Dungy, Catrina Mairose, Mahogany Plautz, Marcie Smith-Fields.
    - Nays: None
- *Arali Limon*
  - **Request:** To waive the one-year expiration of tests within the Rule [2105.0145 Subpart 1.B.](#), which requires applicants for an initial operator license to submit passing results from the general theory, written practical and state laws and rules tests that are not more than one year old with their application. This request was based on financial hardship.
  - **Motion:** Rhonda Besel – Approve the request to waive the one-year expiration of tests within the Rule [2105.0145 Subpart 1.B.](#), permitting her to submit test results more than one year old from the esthetician general theory test (passed on 8/14/2023), the esthetician written practical test (passed on 8/8/2023), and state laws and rules test (passed on 8/4/2023) with her Advanced Practice Esthetician Initial Operator License Application, with the condition that she become licensed within six months, by May 18, 2025. **Seconded** by Donna Dungy.
  - **Decision:** On a vote of 5 ayes and 0 nays, the waiver request was granted.
    - Ayes: Rhonda Besel, Joi Bohn, Donna Dungy, Catrina Mairose, Mahogany Plautz.
    - Nays: None
    - Abstained: Marcie Smith-Fields

*[Lara Kelly and Nino Altobelli were in attendance and moved next on the agenda.]*

## VIII. New Business: Previous Agenda Item Discussion

- Lara Kelly and Nino Altobelli were given three minutes each to discuss the Cosmetology Licensure Compact, previously discussed at the September 9, 2024, Board Meeting.

## IX. New Business: Waiver Requests (cont.)

- *Bobbi Kenow*
  - **Request:** To waive the 3-year stipulation within MN Rule [2105.0145 Subpart 4.C.](#), which requires applicants for an initial instructor license to document at least 2,700 hours of licensed practice in the same licensure field as the instructor license type sought within the three years prior to application. She requests to include work experience obtained prior to three years to meet the 2,700-hour requirement. This request was based on financial hardship.
  - **Motion:** Donna Dungy – Approve request to waive the 3-year stipulation within MN Rule [2105.0145 Subpart 4.C.](#), based on hardship, permitting her to include licensed work experience obtained prior to the past three years within the application for an Initial Instructor License, with

the condition that all other licensing requirements are completed and that she is licensed within one year, by 11/18/2025. **Seconded** by Joi Bohn.

- **Decision:** On a vote of 5 ayes and 0 nays, the waiver request was granted.
  - Ayes: Joi Bohn, Donna Dungy, Catrina Mairose, Mahogany Plautz, Marcie Smith-Fields.
  - Nays: None.
  - Abstained: Rhonda Besel.

#### **X. New Business: Division Reports (cont.)**

- Reports from the Compliance Division, Inspections Division, and Licensing Division were included in the packet for Board review and comment. Following is a summary of the reports.
- **Compliance Division Report**
  - **Compliance Staff Update**
    - The Compliance Division Manager job is posted October 31, 2024 through November 18, 2024.
  - **Complaint Committee Meetings**
    - The Complaint Committee met on September 23, 2024 and reviewed 123 complaints.
    - The categories of complaints heard during the meeting were as follows:
      - Licensing – 9 complaints
      - Infection Control – 16 complaints
      - Infection Control and Technical/Other – 0 complaints
      - Licensing and Infection Control – 8 complaints
      - Technical/Other and Licensing – 12 complaints
      - CE Audits – 5 complaints
      - Declined Release, Non-jurisdictional, Doesn't Warrant Resources, or other – 73 complaints
    - The Complaint Committee is scheduled to meet again on January 27, 2025.
  - **New Complaint Breakdown**
    - In the 3rd quarter of 2024, a total of 59 new complaints were filed by the public and 28 complaints were filed by Board staff. Board staff currently have 296 open complaints and are tracking 63 closed complaints by waiting for either completion of infection control course or payment of civil penalties.
- **Inspections Division Report**
  - **Q3 2024 Inspection Summary**
    - 1,337 Salons and 35 Schools – 1,372 Total Inspections
  - **News and Updates:**
    - Staffing Updates: As of October 10, 2024, the board's inspections division employs six inspectors.
  - **Statewide Completion Statistics as of 10/10/2024:**
    - 57% (3,095 salons) inspected within the past one year
    - 33% (2,357 salons) inspected between one and two years ago
    - 0% (0 salons) inspected over two years ago
- **Licensing Division Report**
  - **Licensing Activity Q4**
    - In the third quarter of 2024, we maintained an average processing time of about 4 business days. There was an average of 55 licenses issued per day and 276 licenses issued per week.
  - **Hiring**
    - Hannah Nance was hired as a new Licensing Specialist.
- **Policy Division Report, presented by Jenna Bohl, Senior Manager of Policy & Regulation.**

- **Upcoming Legislative Session:** Staff are preparing for the 2025 legislative session, which includes creating the board's Biennial Report, assessing potential legislative changes, and reviewing budgets. Potential upcoming legislative changes involve an ongoing review of recommendations from the 2021 legislative audit, along with exploring opportunities to enhance Chapter 155A. A Legislative Committee meeting will be scheduled at an appropriate time.
- **Practical Skills Test Guide Modification:** One school informed board staff that the *Practical Skills Test Guide* does not specify an hour mark for when hair technician students can take the practical skills test, as it does for other license types. To address this, the Board will need to establish an hour mark or other criteria that hair technicians must meet before they are eligible to take the practical skills test as part of their prescribed curriculum.

Currently, students may not take the exam before completing the following:

- 1,350 hours for cosmetologists
- 500 hours for estheticians
- 315 hours for nail technicians
- All clinical service exercises for eyelash technicians

For advanced practice (AP) estheticians, it has been ruled that students may take the practical skills test at any point in their program.

Comparable completion percentages for other licenses:

- Cosmetologists: 87% (1350/1550 hours)
- Estheticians: 83% (500/600 hours)
- Nail Technicians: 90% (315/350 hours)

Possible hour marks for hair technicians:

- 1) 800 hours (89%)
- 2) 750 hours (83%)

- **Motion:** Rhonda Besel - To modify the Practical Skills Test Guide to indicate that hair technician students may not take the practical skills test prior to reaching 750 hours of the program.
- **Seconded** by Donna Dungy.
- **Decision:** On a vote of 6 ayes and 0 nays, the motion passed.
  - Ayes: Rhonda Besel, Joi Bohn, Donna Dungy, Catrina Mairose, Mahogany Plautz, Marcie Smith-Fields.
  - Nays: None
- **Administrative Division Report, (cont.) presented by Gina Fast, Executive Director.**
  - Board Member Service Award Certificates for 2024 were included in the report.
  - **2025 Board Meeting Dates**
    - Jan 13
    - Mar 31
    - Jun 16
    - Sep 8
    - Nov 10
  - **2025 Complaint Committee Meeting Dates**
    - Jan 27
    - Apr 28
    - Jul 28
    - Oct 27
  - **Motion:** Rhonda Besel – Approve the 2025 Board and Complaint Committee Meeting Dates as presented.
  - **Seconded** by Joi Bohn.
  - **Decision:** On a vote of 6 ayes and 0 nays, the motion passed.
    - Ayes: Rhonda Besel, Joi Bohn, Donna Dungy, Catrina Mairose, Mahogany Plautz, Marcie Smith-Fields.

- Nays: None
- **2025 Committee Elections** (based on survey of members)
  - Complaint Committee Members: Rhonda Besel, Joi Bohn, Catrina Mairose
  - Rule Committee Members: Rhonda Besel, Donna Dungy, Marcie Smith-Fields
  - Licensing Committee Members: Chelsey Anderson, Mahogany Plautz, Marcie Smith-Fields
  - Legislative Committee Members: Chelsey Anderson, Donna Dungy, Mahogany Plautz
- **Motion:** Donna Dungy – Approve the 2025 Committee assignments as presented.
- **Seconded** by Joi Bohn.
- **Decision:** On a vote of 6 ayes and 0 nays, the motion passed.
  - Ayes: Rhonda Besel, Joi Bohn, Donna Dungy, Catrina Mairose, Mahogany Plautz, Marcie Smith-Fields.
  - Nays: None
- **2025 Chair and Vice Chair Elections**
  - Chair: Chelsey Anderson
  - Vice Chair: Mahogany Plautz
- **Motion:** Rhonda Besel – Appoint Chelsey Anderson as Chair and Mahogany Plautz as Vice Chair.
- **Seconded** by Donna Dungy.
- **Decision:** On a vote of 6 ayes and 0 nays, the motion passed.
  - Ayes: Rhonda Besel, Joi Bohn, Donna Dungy, Catrina Mairose, Mahogany Plautz, Marcie Smith-Fields.
  - Nays: None

#### **XI: Adjournment**

- **Board Vice Chair** Mahogany Plautz adjourned the meeting at 12:22 PM on November 18, 2024.