

**Minnesota Board of Cosmetology**  
**March 27, 2020 Emergency Board Meeting Minutes**  
10:10 AM to 11:18 AM  
WebEx Conference Call

**Present for Meeting:**

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Rhonda Besel, Chair	Gina Fast, Executive Director
Chelsey Anderson, Vice Chair	Jill Freudenwald, Chief of Staff
Stephen Adams, Member	Alex Herbert, School Liaison
Jodi Friendshuh, Member	Leahkim Gannett, School Liaison
Marcie Smith-Fields, Member	Jackie Braun, Inspections Division Manager
Donna Dungy, Member	Tami Thein, Executive Assistant

**I. Call to Order**

- Meeting called to order at 10:10 AM by Rhonda Besel

**II. Approval of Proposed Agenda**

- **Motion** by Marcie Smith-Fields: Approve proposed agenda with flexibility.
- **Seconded** by Donna Dungy.
- **Decision:** On a vote of 5 ayes and 0 nays, **Motion Carried.**
  - *Ayes:* Rhonda Besel, Stephen Adams, Jodi Friendshuh, Marcie Smith-Fields, Donna Dungy
  - *Nays:* None

**III. Meeting Type and Method**

Rhonda Besel noted:

Today's Board meeting is an emergency meeting, pursuant to [Minnesota Statute 13D.04 Subd. 3.](#)

Because of the COVID-19 Pandemic, the meeting is being held via a Webex conference call, pursuant to [Minnesota Statutes, section 13D.021.](#)

Section 13D.021, subdivision 1 permits public bodies to hold meetings via telephone or other electronic means if the conditions of this section are met.

Section 13D.021 requires a public body to make a determination that an in-person meeting is "not practical or prudent because of a health pandemic or an emergency declared under Chapter 12." At this time, the governor has declared an emergency under Chapter 12.

Requirements for holding a meeting via telephone or other electronic means include:

1. All participating members can hear one another;
2. Members of the public at the physical meeting location can hear all discussion "unless attendance at the regular meeting location is not feasible due to the health pandemic";

3. At least one member of the public body is present at the meeting location, "unless unfeasible due to the health pandemic"; and
4. All votes are taken by roll call.

To the extent practical, public bodies should allow the public to monitor the meeting remotely, pursuant to subdivision 3 of this section. However, the public body may charge for the costs incurred as a result of those additional monitoring connections.

#### **IV. New Business: Board Action**

*Vice Chair Chelsey Anderson joined the meeting.*

##### **Online Theory Instruction**

- Relevant Statute: 155A.30 Subd. 11 (b) Instruction Requirements: *"Instruction must be given within a licensed school building. Online instruction is permitted for board-approved theory-based classes. Practice-based classes must not be given online."*
- **Motion** by Stephen Adams: Until June 1, 2020, the Board will approve all cosmetology schools to temporarily move any scheduled theory instruction online. Schools that pursue this option must report to the Board:
  - A written explanation of all changes
  - The name of the program/courses impacted by the changes
  - The mode of instruction and the textbooks and resources to be used
  - The date the change in instruction will take effect

Instruction must follow the training topics within the school's previously approved curricula and schedule and must relate to the student's scheduled training. Changes must be reported by April 3, 2020. This process change is effective from March 15, 2020 until June 1, 2020, but the timeframe is subject to change based on any external state or federal orders, and at the Board's discretion.

- **Seconded** by Donna Dungy.
- **Decision:** On a vote of 6 ayes and 0 nays, **Motion Carried.**
  - *Ayes:* Rhonda Besel, Chelsey Anderson, Stephen Adams, Jodi Friendshuh, Marcie Smith-Fields, Donna Dungy
  - *Nays:* None

##### **Online Practical Instruction**

- Relevant Statute: 155A.30 Subd. 11 (b) Instruction Requirements: *"Instruction must be given within a licensed school building. Online instruction is permitted for board-approved theory-based classes. Practice-based classes must not be given online."*
- **Discussion** between Board Members related to practical instruction. Consensus that practical instruction is not conducive to an online learning environment.
- Due to statutory limitation, no motion required, no action taken.

##### **Live Models vs Mannequins: Clinical Service Exercises ("Quotas"), Practical Skills Test**

###### **1. Clinical Service Exercises**

- The protocols within the October 2016 Clinical Service Exercise Bulletin require the use of live models and do not align with current social distancing and safety guidelines set by

State and Federal entities, such as the Minnesota Department of Health (MDH) and the Centers for Disease Control and Prevention (CDC).

- **Motion** by Chelsey Anderson: For the duration of the COVID-19 Pandemic, all Clinical Service Exercises that can be performed on mannequins will be allowed to count as Clinical Service Exercise quotas. Clinical Service Exercises must not be performed on live models until relevant State restrictions and established social distancing guidelines are lifted. Schools that choose to continue in-person theory instruction within the school establishment during the pandemic, as allowed by State guidelines, must follow State guidelines related to social distancing and cleaning and disinfecting.
- **Seconded** by Stephen Adams.
- **Decision:** On a vote of 6 ayes and 0 nays, **Motion Carried.**
  - *Ayes:* Rhonda Besel, Chelsey Anderson, Stephen Adams, Jodi Friendshuh, Marcie Smith-Fields, Donna Dungy
  - *Nays:* None

## **2. Practical Skills Test**

- The current Practical Skills Test requires most service sections to be performed on a live model, which may conflict with social distancing and safety guidelines set by State and Federal entities. Schools have raised concerns about the Practical Skills Test conflicting with social distancing guidelines.
- **Motion** by Stephen Adams: For the duration of the COVID-19 Pandemic, all service sections of the Practical Skills Test must be performed on mannequins, or the test must not be offered. Service sections of the Practical Skills Test must not be performed on live models until relevant State restrictions and established social distancing guidelines have been lifted.
- **Seconded** by Donna Dungy.
- **Decision:** On a vote of 6 ayes and 0 nays, the waiver was granted.
  - *Ayes:* Rhonda Besel, Chelsey Anderson, Jodi Friendshuh, Marcie Smith-Fields, Donna Dungy
  - *Nays:* None

## **V: Adjournment**

- Meeting was adjourned at 11:18 AM by Rhonda Besel.