

BOARD MEETING
Monday, March 22, 2021
8:30 AM
Conference Room A, 4th Floor
2829 University Avenue S.E.
Minneapolis, Minnesota 55414

Meeting held via WebEx video conference due to COVID-19 Pandemic

Agenda

Attendance

Members:

Staff:

Attorney:

Members of the public:

- 1) **Call to Order**
- 2) **Approve Agenda**
- 3) **Approve Minutes**
 - A. January 4, 2021 Special Meeting
 - B. January 11, 2021 Regular Board Meeting
- 4) **Unfinished Business**
 - A. COVID-19 Pandemic Update
 - B. Location of Registered Barber Exam for May
 - C. Status of Instructor Training and Classes Questions from Alex Flores and Terrie Mau
- 5) **New Business**
 - A. Inspector Hiring Process Update
 - B. Variance Request - Rule 2100.3200 - Justyn Sanders
 - C. Variance Request - Rule 2100.3200 - Bernard Ampong
- 6) **Correspondence**
 - A. Internal Control Bulletins – January 2021
 - B. Internal Control Bulletins – March 2021
 - C. Terrie Mau – Request to teach barber instructors
 - D. Dr. Carolyn Kraskey – Request to teach barber instructors
 - E. Peggy Schmidt – Request that the board allows Dr. Kraskey the opportunity to teach barber instructors

7) Inspector Report

8) Executive Secretary Report

A. Registrations	As of	December 30, 2020	March 10, 2021
	Student Permits	178	174
	Registered Barbers	1990	1743*
	Barbershops	777	788
	Barber Schools	6	6
	Barber Instructor	27	23
	Temporary Instructor	1	1
	Emergency Instructor	0	2
	Total Registrations	2953	2735

*321 barbers expired 12/31/2020 and have not yet renewed.

- B. Financial Report – Receipts and Expenditures
- C. Exam Results – Feb 1st, Feb 8th, and March 8th Exams
- D. National Barber Survey – Nebraska
- E. DEED – Barber and Cosmetologist Results from Salary Survey – 1st Quarter of 2020
- F. Legislation
 - 1) SF974 & HF1032 - Increases our appropriation from \$348,000 to \$353,000.
 - 2) SF691 & HF554 - Local government to issue licenses for barbering & cosmetology
 - 3) HF1444 – Mobile Barber Shops Regulated
- G. New Board Member Update – Governor’s Office
- H. Board Move Update

9) Public Comments

10) Closed Session

- A. The board will enter a closed session to discuss barber discipline.

11) For the Good of the Order

(Board Members may make statements or offer observations about the character or work of the organization without having any particular item of business before the meeting.)

12) Regular Board Meeting Schedule

Examination Schedule

May 24, 2021	May 3, 2021
July 26, 2021	May 3, 2021 Instructor
September 27, 2021	August 2, 2021
November 22, 2021	November 1, 2021
	November 1, 2021 Instructor

Complaint meetings are closed to the public and are held following the regular board meeting.

13) Adjournment

BOARD MEETING
Monday, January 4, 2021
8:30 AM
Conference Room A, 4th Floor
2829 University Avenue S.E.
Minneapolis, Minnesota 55414

3A

Meeting held via WebEx video conference due to COVID-19 Pandemic

Minutes

Attendance

Members: Kirkpatrick, Jones, Kendall, Lease, Ayers
Staff: Nella Austin, Tracey Sigstad
Attorney: Sarah Krans
Members of the public: None

1) Call to Order

- Meeting was called to order at 8:30 by Chair Lease

2) Approve Agenda

- Member Jones made a motion to approve the agenda, second by member Kendall. Aye: Jones, Ayers, Kendall

3) New Business: Hiring Process for Executive Secretary position

- A. 8:30 – 9 a.m.: Board members approve questions for each candidate
 - Member Jones made a motion to accept the interview questions, second by member Kendall. Aye: Jones, Ayers, Kendall
- B. 9:00 – 9:35 a.m.: Interview with Michelle Clasen Tesser
- C. 10:00 – 10:20 a.m.: Interview with Thomas Brooks
- D. 10:30 – 10:55 a.m.: Interview with Brent Grebinoski
- E. 10:55 – 11:09 a.m. : The Board deliberated on the candidates. Member Jones left the Board Meeting
- F. 11:09 - Member Kendall made a motion to hire candidate #3 Brent Grebinoski, second by member Ayers. Aye: Kirkpatrick, Ayers, Kendall
- G. 11:13 - Member Kendall made a motion to have the start date for the Executive Secretary be January 11th, 2021, second by member Ayers. Aye: Kirkpatrick, Ayers, Kendall.
- H. 11:15 – Member Kendall made a motion giving SmART the authority to establish and negotiate the salary with the candidate, second by member Ayers. Aye: Kirkpatrick, Ayers, Kendall.
- I. 11:19 – Member Kendall made a motion to offer the position to Michelle Clasen Tesser in the event the primary candidate does not accept or is not hired, second by member Ayers. Aye: Kirkpatrick, Ayers, Kendall.

7) Adjournment

- Motion to adjourn was made at 11:22 by Chair Lease

BOARD MEETING
Monday, January 11, 2021
8:30 AM
Conference Room A, 4th Floor
2829 University Avenue S.E.
Minneapolis, Minnesota 55414

3B

Meeting held via WebEx video conference due to COVID-19 Pandemic

Board Minutes

Attendance

Members: Collette Lease, Kevin Ayers, Brian Kendall, Ken Kirkpatrick, Clarence Jones
Staff: Brent Grebinoski, Cinda Yager
Attorney: Sarah Krans
Members of the public: Terrie Mau, Joe Wenning, Matt Wolfe

1) Call to Order

- Meeting was called to order at 8:32 by Chair Lease
- Four members of the public were in attendance.

2) Approve Agenda

- Motion by member Kendall to approve the agenda, second by member Ayers. Aye: Kirkpatrick, Kendall, Ayers, Jones. Motion carried unanimously.

3) Approve Minutes

- A. November 23, 2020 Meeting
- B. December 28, 2020 Special Meeting

- Motion by member Ayers to approve the agenda, second by member Kendall. Aye: Kirkpatrick, Kendall, Ayers, Jones. Motion carried unanimously.

4) Unfinished Business

A. COVID-19 Pandemic Update

- The Executive Director gave a brief update to the State's ongoing response to the pandemic and current executive orders.
- Board Council gave an update on the executive order that expired 1/10/2021 at 11:59.

B. Update on school relocations.

- Discussion took place regarding the layout of Moler Barber School.

- B) Lynn Lehman: barber renewal late fee concerns
- There was Board discussion regarding her situation. A Board Member offered to pay her registration fee for 2021.

- C) Texas Barber concerning COVID-19 precautions
- There was no Board discussion.

7) Inspector Report

- Executive Director gave a report on inspections detailing the number of inspections completed and the results of those inspections.

8) Executive Director Report

A) Registrations	As of	November 5, 2020	December 30, 2020
Student Permits		167	178
Registered Barbers		1983	1990
Barbershops		771	777
Barber Schools		6	6
Barber Instructor		26	27
Temporary Instructor		0	1
Emergency Instructor		0	0
Total Registrations		2953	2979

- The Executive Director gave a report detailing barber registration numbers, technology issues regarding past board meetings, status of a legislative packet, and the reclassification of the Office Administrative Assistant position.

- B) Financial Report – receipts and expenditures

- C) Lease update – Barber Board Sublease signed; Master lease signed

- The Executive Director provided an update for the upcoming move for the Minnesota Board of Barber Examiners giving details for the location and the status of the leases signed.

9) Public Comments

- No one asked to make a public comment.

10) Closed Session

- See Closed session notes below.

Closed Session – Barber discipline.

- The Board entered closed session at 9:31 a.m.
- 1 Discipline Order was reviewed and approved by the Board.
- The Board exited the closed session at 9:34 a.m.

- Motion by member Ayers to approve the layout of Moler Barber School, second by member Kendall. Aye: Kirkpatrick, Kendall, Ayers, Jones. Motion carried unanimously.
- C. November 2nd exam rescheduled to February 1, 2021. Exam status.
- The Executive Director detailed the status of the November 2nd exam and why it was rescheduled to February 1st.
- D. Regularly scheduled February 1, 2021 barber exam: move to Feb. 8?
- Discussion took place explaining that the February 1st exam was moved to February 8th to accommodate the November 2nd exam being postponed to February 1st.
- E. Location of Registered Barber Exam for February and May
- Discussion took place regarding location options for the Feb 1st and Feb 8th exams.
 - Motion by member Ayers to offer a contract with Moler Barber School of Minnesota for the exams on February 1st and February 8th, second by member Jones. Aye: Kirkpatrick, Kendall, Ayers, Jones. Motion carried unanimously.
- F. Exam for Minnesota Technical Training Center
- Member Ayers and Member Kendall volunteered to be available for an exam.
 - Motion by member Jones to hold an exam at the Minnesota Technical Training Center on March 8th, second by member Ayers. Aye: Kirkpatrick, Kendall, Ayers, Jones. Motion carried unanimously.
- G. Executive Secretary Hiring Process Update
- Chair Lease introduced Brent Grebinoski as the new Executive Director of the Minnesota Board of Barber Examiners.
- H. Status of Instructor Training and Classes Questions from Alex Flores and Terrie Mau
- Member Kendall and member Jones volunteered to be part of a committee to research and discuss barber instructor training.
 - Motion by member Jones to form a committee led by member Kendall and including member Jones on March 29th, second by member Ayers. Aye: Kirkpatrick, Kendall, Ayers, Jones. Motion carried unanimously.

5) New Business

- A) Reminder for Board members to annually recertify their statement of economic interest
- No Board discussion.
 - Executive Director and Board Council emphasized the importance of recertifying.

6) Correspondence

- A) Internal Control Bulletins
November and December
- No Board discussion.

Received By
FEB 22 2021
MN Barber Board

2829 University Avenue S.E., Suite 425
Minneapolis, Minnesota 55414
Phone: 651-201-2820 Fax: 612-617-2248
Web: mn.gov/boards/barber-examiners

5B

Petition For Rule Variance per Minnesota Statute 14.055 and 14.056

- The Barber Board may not grant a variance of a statute or a court order.
- All requested information must be provided and submitted at least 10 days prior to the Board Meeting.
- Before granting or denying a variance petition, the Board may request additional information from the petitioner.
- Requests must be signed by the petitioner in front of a Notary Public.
- Petitions are heard at the Board meeting and information provided is therefore public information.
- Petitioner is expected to attend the Board meeting when petition is presented.

Name of petitioner: Justyn D. Sanders
Registration number (if applicable): _____

Address of petitioner: 2425 Hazelwood Maplewood MN 55109

Phone Number: 651 502-5104

1) Description (and citation, if available) of the specific rule from which a variance is requested:

I am asking for a variance for the rule that requires a 500 hour extension of the original barber training program before retake of the barber exam.

2) Description of the variance requested by petitioner, including the scope and duration of the variance (specifically what action would you like the Board to take):

- 3) The reasons that the petitioner believes would justify a variance.
Attach additional information, if necessary.**

I believe that allowing a variance for the requirement to take 500 additional hours would be a hardship both financially and would delay graduation more than 3 months. This is in addition the 3 months waiting period to get re enrolled in school and the 3 months that the school was closed because of covid 19. This adds almost a year to the graduation portion. Again, I feel that the misunderstanding came because of the use of hand sanitizer which was located at the station and I was told that it was ok to use because I was running back and forth to the sink in the beginning.

I understand the importance of sanitation and handwashing and would like to demonstrate that knowledge by retaking of the haircutting portion of the exam.

- 4) What action has the Board taken in relation to this variance request for the petitioner?

N/A

- 5) Information regarding the Board's treatment of similar cases, if known:

N/A

6) Name, address, and telephone number of any person(s) the petitioner knows would be negatively affected by the granting of the variance:

There will be no one negatively affected by the granting of the variance

CERTIFICATION OF APPLICANT

5B

I certify that the information contained in this Petition is true and correct.

[Signature]
Signature of Applicant

2/16/21
Date

STATE OF MINNESOTA
COUNTY OF RAMSEY

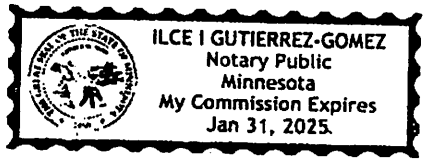
Signed or attested before me on 16 day of FEB 20 21

By: Justin Sanders
(Name of signer)

[Signature]
(Signature of notarial officer)

My Commission Expires: 1/31/2025

Submit completed form to:
Brent A Grebinoski, Executive Director
Minnesota Board of Barber Examiners
2829 University Ave SE, Suite 425
Minneapolis, MN 55414



Variance Requests are due at least 10 business days before the Board meeting where they will be heard.
The petitioner must attend the meeting.

8/2017

This document is available in alternative formats to individuals with disabilities by calling 651-201-2820 or through the Minnesota Relay Service at 1-800-627-3529.
An Affirmative Action/Equal Opportunity Employer

The reason that I am asking for a variance is because the main reason of receiving a failure on the practical test was because I was marked for not washing my hands frequently during the practical. There was a couple of reasons for the misunderstanding. In the beginning of the test I was running back and forth to the sink to wash my hands. I was told that it was ok to use the hand sanitizer that was located at the station at the time of the test. I understand now that the hand sanitizer is not a substitute for hand washing, but I do not think it will take 500 hours to learn this lesson. I did excellent on the perm rods and shave and pass the written exam.

In addition, my school has already enrolled new students leaving no openings until August 2021. It will cost \$3000.00 to take the 500 extra hours that I am paying out of pocket. In addition to going back to school during this time I would have to find a part-time job to help pay for my education and living expense.

Because of Covid 19 the school had to close several times, and this has delayed my graduation time for about 3 months. If I must wait for the school to re-enrollee me back in August and then take an additional 500 hours. This additional delay will add a year to my graduation. As a father of a nine year old boy this requirement will cause a financial hardship. I have invested \$12,000.00 so far that I have worked and saved for. \$3000.00 for me is a huge amount.

I respectfully ask for another opportunity to take the haircutting portion of the test. I respect the opinion of the board testers but would like an opportunity to show them that I understand the sanitation portion of the test and can pass the hair cutting portion.

I have If given the opportunity I will be working under my uncle who has been in business over 30 years. He has agreed to mentor me and will not jeopardize his reputation in any way. I realize that I will be learning my craft on a continuous basis and graduation from barber school is the beginning of my education.

2100.3200 FAILURE OF EXAMINATION.

An individual who has not held a Minnesota barber registration prior to examination and who fails the examination and onetime written retake, if applicable, shall complete an additional 500 hours of barber school to be eligible to retake the examination as many times as necessary to pass.

An individual who has previously held a Minnesota barber registration as an apprentice or registered barber may take the examination as many times as necessary to reinstate the registration without additional barber school hours.

Statutory Authority: *MS s 14.388; 14.389; 154.24*

History: *13 SR 1916; 38 SR 878; 42 SR 548*

Published Electronically: *December 6, 2017*

Petition For Rule Variance per Minnesota Statute 14.055 and 14.056 5C

- The Barber Board may **not** grant a variance of a statute or a court order.
- All requested information must be provided and submitted at least 10 days prior to the Board Meeting.
- Before granting or denying a variance petition, the Board may request additional information from the petitioner.
- Requests must be signed by the petitioner in front of a Notary Public.
- Petitions are heard at the Board meeting and information provided is therefore public information.
- Petitioner is expected to attend the Board meeting when petition is presented.

Name of petitioner: Bernard Ampong

Registration number (if applicable): _____

Address of petitioner:

14385 Eveleth Avenue

Apple Valley, MN 55124

Phone Number: (612) 458-7772

- 1) Description (and citation, if available) of the specific rule from which a variance is requested:

2100.3200 FAILURE OF EXAMINATION.

- 2) Description of the variance requested by petitioner, including the scope and duration of the variance (specifically what action would you like the Board to take):

I, the petitioner, am requesting that the Board would allow me to retake the practical examination portion of the Barber Board Examination at the next earliest testing date and not be required to complete an additional 500 hours of barber school.

- 3) The reasons that the petitioner believes would justify a variance. Attach additional information, if necessary.

5C

Please see attached letter.

- 4) What action has the Board taken in relation to this variance request for the petitioner?

None other than to allow me to file a petition of variance and appear at the Barber Board Meeting on March 22nd, 2021.

- 5) Information regarding the Board's treatment of similar cases, if known:

N/A.

- 6) Name, address, and telephone number of any person(s) the petitioner knows would be negatively affected by the granting of the variance:

None.

CERTIFICATION OF APPLICANT

I certify that the information contained in this Petition is true and correct.

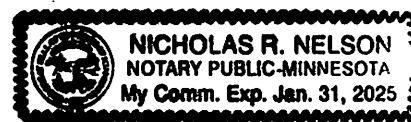
[Signature]
Signature of Applicant

2/16/2021
Date

STATE OF MINNESOTA
COUNTY OF Dakota

Signed or attested before me on 16th day of February 2021

By: Bernard Ampong
(Name of signer)



[Signature]
(Signature of notarial officer)

My Commission Expires: Jan. 31, 2025

Submit completed form to:

Brent A Grebinoski, Executive Director
Minnesota Board of Barber Examiners
2829 University Ave SE, Suite 425
Minneapolis, MN 55414

Variance Requests are due at least 10 business days before the Board meeting where they will be heard.

The petitioner must attend the meeting.

8/2017

15 February 2021

5C

To the Board of Barber Examiners:

I, Bernard Ampong, would like to petition the Board for a variance in regards to the results that I received for the practical portion of the Barber Board Examination that took place on February 1st, 2021.

On February 3rd, 2021 I received a phone call from the Board stating that I had failed my practical examination. When I asked what portion or portions of the exam I had failed, I was told that the only thing my failure was based upon was that my model's hair was too short. It is unclear and I have been unable to determine what the Board meant when it deemed my model's hair to be "too short."

On Monday, February 8th, 2021, I received my examination results letter in the mail stating that I had failed the haircut portion of the exam due to points being deducted for "no hair on top of model, and model's hair was precut."

To my knowledge, the model I brought to the examination had hair that fell within the requirements set out by the Board. His hair was at least 2 inches long on top, and was *not* precut, as required. We measured his hair beforehand to ensure that it was over 2 inches long. According to the Registered Barber Examination Instructions included in the email that was sent out before the practical exam, the Board examiners had the right to reject any model whose hair was shorter than the required 2-inch length or was precut. Additionally, MN Rules 2100.3100 states: "The Board of Barber Examiners shall have discretion to change, supply or reject models for an applicant's use in the practical parts of the examination in order to ensure that the practical parts of the examination will be a *fair* [emphasis added] test of the applicant's ability." There was no mention made that my model's hair was too short upon our arrival, or that my model needed to be changed or rejected, and I was allowed to proceed with the practical exam. As laid out in the Instructions, I was prepared with a backup model to come in for the exam should the Board examiners find that my model's hair was too short to begin with. However, my model was not rejected, no mention was made regarding the length of his hair, and I was allowed to go through with all portions of the exam. If the Examiners had determined that my model's hair was too short, in the spirit of MN Rule 2100.3100 above, they should have informed me of this fact in order to insure I was given a fair test of my ability.

If, in the alternative, the Board's remarks that my model's hair was too short referred to the length at the completion of the haircut, this is also incorrect. I have included photos of my model's hair post-haircut for evidence. Additionally, I spoke with and sent these photos to my instructor, Alex Gutierrez (Moler Barber School of St. Paul). He said that my model's hair did *not* look to be less than one inch long, as was the requirement for the haircut, and that the haircut looked to be acceptable.

During the phone call I received from the Board regarding my failure, I inquired about any additional errors or mistakes that may have also played a role in the Board's decision. I was told that I received positive points on all the other components of the exam, including my shave, my facial massage, and my perm rods. According to the Board representative, the only reduction in

my score was due to the Board's belief that my model's hair was too short. It does not follow that this reduction alone would result in a complete failure of examination, nor does it feel just.

During the practical exam, none of the examiners came by to observe my work. It wasn't until I was finished and had to raise my hand to get someone's attention that anyone came to my station to check my work. Three separate people came by and checked my work, but none of them said anything to me. It was my understanding, according to the Registered Barber Examination Instructions received prior to the exam, that we were to be judged not just on the end product, but on the disinfection and sanitation procedures, cutting techniques, and precision and blending techniques and movements of the services that took place throughout the examination, and that all such components of the exam were opportunities for receiving points toward our final score. It would seem that this was not the case during my examination.

For all of the reasons outline above, I feel I was unfairly judged for my performance during the practical examination. The requirement of completing 500 additional hours of schooling before being allowed to re-take the examination on the grounds of my model's hair being "too short" and "precut," of which neither is true, is unnecessary and unjust. My instructor himself said that he does not believe that I need to complete any further hours of schooling in order to be granted another chance at receiving my barbering license. He also said, and communicated to the Board, that he does not agree with the Board's decision my model's hair simply being deemed too short, whether at the beginning or the end of the exam, should result in failure.

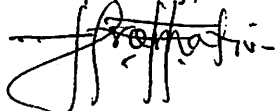
I waited and prepared for this day for over a year just to have my dreams crushed by something that I do not feel is a reasonable cause for failure or that could have been avoided up front had I been given the opportunity to correct it. I was a model student during my schooling. I studied hard, I learned well, and I placed in the top of my class. I respect the Board's authority and responsibility to ensure that anyone receiving a barbering license has met the necessary standards of health, safety, and performance. Unfortunately, I do not believe these purposes were served in regards to the handling of my exam. Therefore, I am petitioning the Board to reconsider the requirement of 500 additional hours of schooling, and would request that I be allowed the opportunity to re-take the examination at the next available examination date.

You may contact my instructor, Alex Gutierrez, at the contact information below for additional information or to make any inquiries regarding my abilities as an aspiring barber.

Alex Gutierrez
(612) 919-6809
molerbarberschoolsp@gmail.com

Thank you for your time to review this petition and for your understanding.

Respectfully,



Bernard Ampong
612-458-7772
ampongbernard5@gmail.com

INTERNAL CONTROLS BULLETIN

Greatest Hits Edition

January 28, 2021 - Volume 13, Issue 1

Are you building your wings on the way down?

Some of us have heard the phrase “building your wings on the way down” implying that critical actions and creative solutions can often be reactionary. Recently, it may seem that we are all “building our wings on the way down” as we work through many unpredictable issues. We often come up with our greatest answers during a time of uncertainty. However, as custodians of the state’s resources, we must remember to be proactive and do our best to anticipate what could go wrong. This can help identify strategies in advance to respond to risks or adverse situations.

There are two key opportunities to be proactive in the agency approach to risks:

- Perform risk mitigation on critical processes
- Implement preventive control activities

Risk mitigation often begins with thinking about what could go wrong in advance. Documenting possible risk scenarios ahead of time allows for efficient strategies and preparing for negative situations. It also can identify the appropriate control activities to best mitigate the risks that were identified.

Control activities are actions taken to eliminate or mitigate identified risks. They can be separated into two distinct categories: **Detective controls** such as reconciliations are important but reactionary as they evaluate transactions or events that have occurred. **Preventive controls** like approvals and separation of duties are controls used to identify and stop unwanted events from happening.

As part of an effective control system strategy, preventive controls should be put into place to catch erroneous, inappropriate, or fraudulent transactions before they are processed.

Risk mitigation takes time, but the long-term benefits for identifying risks and related control activities outweigh the time spent in the short run. By strategically documenting risks and implementing preventive controls, we will reduce instances of being caught in a reactive state, or “building our wings on the way down.”

Suggested action steps: Commit to performing risk mitigation on the most critical business processes. Many agencies document high-risk processes on their annual risk assessment plan. This is the best time to complete critical risk mitigation projects and document key risks mitigated and controls implemented. Risk mitigation includes:

- Documenting the process and brainstorming what could go wrong
- identifying control gaps and developing strategies to mitigate those risk scenarios
- planning corrective action to implement preventive or detective controls

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Questions?

[Contact Jake Rossow](#), Acting Director, Enterprise Internal Controls

This bulletin was originally authored by Jeanine Kuwik in November 2012.

INTERNAL CONTROLS BULLETIN

March 1, 2021 - Volume 13, Issue 2

Conflicts of Interest – Knowing Your Boundaries

During this pandemic, uncertainty regarding the impact and danger of COVID-19 clouds many decisions. Across the globe, decision-makers grapple with dilemmas that weigh economic outcomes with responsibilities for public safety and health. Difficult decisions can also mean difficult trade-offs. As government workers, we must be more mindful than ever of potential conflicts of interest. We must avoid actions that have any appearance of being unethical.

What is conflict of interest?

For Minnesota executive branch employees, a conflict of interest includes when the employee uses or attempts to use their agency position (including state time, facilities, equipment, badge, uniform, prestige, or influence of state office or employment) for “private gain”-- to secure benefits, privileges, exemptions, or advantages for the employee or the employee’s immediate family or an organization with which the employee is personally associated, which are different from those available to the general public. This is defined in Minnesota law.

State agency employees must not make agency decisions or use or attempt to use state resources to benefit their personal interests, whether it be their own interests, the interests of their families, or the interests of organizations (including for-profit and nonprofit organizations) in which they are involved in their personal lives.

State agency employees must also avoid actions which might result in “the appearance of a conflict of interest.” An easy test is, how would this conduct appear to a Minnesota taxpayer? How would the decision look if it was the subject of an article on the front page of the newspaper?

An area to take special care to avoid potential conflicts of interest is in contracts with vendors and potential vendors. Regarding contracts, state agency employees cannot:

- Have any personal financial interest in state contracts or purchasing
- Accept a gift, other than items of nominal value, or accept any promise, obligation, or contract for future reward, from an individual or entity who has been or may be awarded a state contract
- Request or accept a benefit with the understanding it will influence the employee’s performance of duties

Your responsibility

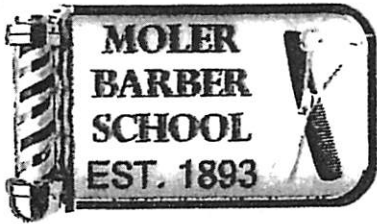
- Avoid all actual and potential conflicts of interest, and any action which might result in the appearance of a conflict of interest
- Disclose all actual, potential, or apparent conflicts of interest to your supervisor

Learn more by reviewing your agency’s code of conduct, the [State Code of Ethics policy](#), [State Code of Conduct Policy](#), the Office of Grants Management [Conflict of Interest Policy](#), or [contracting conflict of interest information](#).

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Questions?

[Contact Jake Rossow](#), Acting Director, Enterprise Internal Controls



Received By
JAN 25 2021 6C
MN Barber Board

Board Members,

I would like to request that the classes for the Barber Instructor Exam be continued at Moler Barber School. I have developed the courses based on my class work from the U of M and research to update the information. These classes are made to be relatable to our industry. I have had a very positive response from those attending.

Most of the Barbers that would attend are not concerned about the college credits they would receive. Cost is also an issue for attending college programs as well as the time. We hold class on Wednesday afternoon so it is easier for them to attend on a slow day in the shop.

I am ready to answer any questions you may have about the classes.

Thank you for your time and consideration,

Terrie M Mau

Moler Barber School

763-710-9093

MOLERBARBERSCHOOL@HOTMAIL.COM

Dr. Carolyn Kraskey
2600 Grand St. N.E.
Minneapolis, Mn. 55418
612-221-7864

6D

Received By
JAN 21 2021
VIN Barber Board

Minnesota Board of Barber Examiners:
2829 University avenue SE
Suite 315
Minneapolis, Mn.55414
651-201-2820

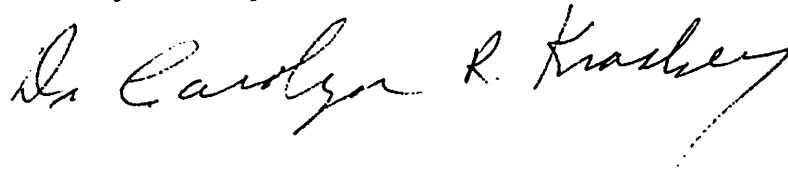
January 15, 2021

To Whom It May Concern:

I am requesting to teach prospective barbers that would like to teach. I have for many years taught them to receive their Instructors License in Barbering. You can see by my resume that I am qualified to teach. I have been teaching for many years in many areas. I have many requests to teach barbers.

Thank you for your considering.

Dr. Carolyn Kraskey



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Minnesota Board of Education
285 University Ave
State 117
Minneapolis, MN 55414
651-301-2820

January 15, 2021

To: William H. Ryan (on leave)

I am requesting to teach part-time in the area of... I have been teaching for many years and I have a great deal of experience in this area. I am currently on leave and I would like to return to work in this area. I have a great deal of experience in this area and I would like to return to work in this area. I have a great deal of experience in this area and I would like to return to work in this area.

Thank you for your consideration.

Dr. Carolyn Kraskey

Dr. Carolyn R. Kraskey
2000 Grand St. N.E.
Minneapolis, Minnesota 55418
(C) 612-221-7864

6D

Education:

Ph.D. Philosophy of Teaching & Learning from Capella University
University of Minnesota Bachelors Degree and Masters Degree in Education
Family Life Studies Certificate Course from University of Minnesota.
Cosmetology: Instructor, Manager, and School Manager License

Work Experience:

Salon Experience: Flair Beauty Salon (1959). Colonial Coiffeurs (1959). Arlene's Beauty Salon (1960-1966) Beau Le' Tress Designers (1983-1984).
Hair Dynamics: Owner (2003-2005).
Tested Instructors for State of Minnesota ASI Testing Company (1997-2002) until Experior was hired by State of Minnesota.
Testing Instructors for State of Minnesota for Pearson Vue Testing Company (2005-2010).
Established Central Beauty School (2000). Established Cambridge location (2001-2012).
Chocolate City Hair Design (2010-2012)
Nico's Salon (2012-2016)
VN Beauty School (School Closed 2019)

Teaching Experience:

VN Beauty School (2014-2019) School closed
Minneapolis Technical College (1980-1983) Teaching
Maxim's Beauty Academy (1983-1989) School Director.
Scot Lewis Beauty Schools (1989-1993). General Manger.
Oliver Thein Beauty School (1993-2000) Manager.
Taught Private Education to Instructors & Continuing Education (1985-Present).
St Paul College (1996-1998). Teaching
Hi-Tech Beauty School (1998-2000). Helped establish School.
Central Beauty School (2000) Establish School.
Teaching Instructors (on-going) Help write curriculum for other schools.

Interests:

Curriculum development & teaching specialty courses. Training, showing and judging dogs for American Kennel Club, United Kennel Club and International Dog Shows. Have been breeding and training dogs since 1959. Other interests are: Music, Theater, Reading, Sewing, and Needlework.



Minnesota School of Barbering
3615 East Lake Street
Minneapolis, MN 55406
612-722-1996

Received By

6E

MAR 01 2021

MN Barber Board

02-24-2021

Dear Board members,

I am asking for your approval so that Sergio Cuellar of the El Patron Barber Shop may receive credits when attending Dr. Kraskeys classes. Our goal is a permanent application for instructor licensure. There are no other adequate options for classes to gain licensure at this time. I await your prompt reply.

Thank you and have a wonderful day.

Peggy MSB.

(Please find enclosed Dr. Kraskeys credentials).

A large, stylized handwritten signature in black ink, appearing to be the name 'Peggy MSB'.

Townsend Barber Institute
694 County Rd. B. W.
Roseville, MN 55113
(651)330-9098

To Minnesota Board of Barber Examiners:

Townsend Barber Institute would like to request the opportunity to teach Barber Instructors in house.

We continue to struggle to find qualified Barber Instructors from the local instructors currently available, and we believe that being able to create barber instructors who show a desire to be a part of the future and growth of our institute would be great.

Thank you, for your time.

Respectfully,

Dr. Eric L. Townsend D.BC
Director/Instructor
Townsend Barber Institute
(651)330-9098

ELT

Budget Year 2021

Sum of Amount				
Fund	Approp	Account Desc	Account	Grand Total
1000	B151000	Apprentice Home Study Course	607569	\$5,625.00
		Barber Initial Registration	607560	\$8,630.00
		Credit Card Clearing	553094	\$487.54
		Restoration-Registered Barber	607571	\$28,215.00
		Shop Initial Registration	607563	\$4,845.00
		Shop License Renewal	607554	\$25,160.00
		Student Permit	607565	\$4,980.00
		B15 Miscellaneous FeesB15 Misc	607575	\$161.50
		License Verification	607579	\$325.00
		Student Permit Renewal	607578	\$50.00
		Instructor License Renewal	607555	\$1,920.00
		Change of Ownership/Location	607568	\$495.00
		Duplicate License	607570	\$600.00
		Restoration of Barber Shops	607573	\$1,240.00
		School Initial Registration	607564	\$2,060.00
		Retake Written Exam Reg Barber	607576	\$50.00
		Barber License Renewal	607557	\$115,600.00
		Instructors Examination Fee	607559	\$360.00
		School License Renewal	607553	\$1,400.00
		Unlicensed or Unregistered	607582	\$400.00
		Teacher Temporary Permit	607567	\$160.00
		NSF Service Charge	607574	\$30.00
	B151000 Sum			<u>\$202,794.04</u>

BBE Budget Year 2021 Expenditure Details Summary

2/28/2021

Account	Monetary Amount	Customer/Supplier
410001 Full Time Salary Total	97,479.93	Salary
410002 Full Time Fringe Total	42,561.52	Insurance, etc.
410502 Overtime Salary + Fringe Total	33.08	Overtime
410701 Salary and Fringe Total	16,423.91	Separation Expense
410706 Board Member Comp Total	2,987.65	Board member per diem and travel
410709 Insurance	170.00	Workers Comp
411001 Rent Non-State owned space total	7,661.34	Rent
411006 Rent Other General Total	537.66	Parking and shared space
411101 Printing Non-state shops Total	1,309.53	Envelopes and license paper
411303 Advertising-Marketing	275.00	Position Advertising
411311 Legal Services (not AG)	240.00	Process Services - Sheriff
411325 Outside Vendor Other Services Total	500.00	Exam
411551 Postal Mailing Shipping Ser Total	1827.66	Postage
411554 Wireless Communications Total	438.26	Cell Phone
411601 Travel Expense In-State Total	122.36	Inspector Meals
411602 Living Expense In-State Total	824.14	Inspector Lodging
411605 Private Auto Mileage In-State Total	1305.42	Board Member Mileage
411606 Car/Vehicle Rental In-State Total	3,789.17	Inspector vehicle
411960 Rate-based MNIT Services Total	5,250.01	IT desktop, hardware, softward services
411970 Agency-specific MNIT Services Total	3,750.00	IT Database
413001 Supplies, Materials and Parts Total	2,017.98	Office supplies
414004 Equipment Rental Total	747.34	Shared Print Services (high capacity printers
415003 Maintenance Contracts Total	71.03	Shared Printer maintenance
430001 Other Purchased Services Total	45.00	Shredding
430016 Departmental Memberships Total	300.00	NABBA Membership
430018 Bonds and Insurance Total	59.00	Insurance Premiums
471603 Computer Peripheral Non-Cap Total	1,020.29	New Printer
Grand Total	191,747.28	TOTAL

Exam Results

February 1st, 2021 Exam Results:

- 32 Total Students
- 26 Passed Practical and Written
- 4 Failed the practical exam and require 500 additional hours of school.
- 2 Failed the written exam. (Both passed written retake exam)

February 8th, 2021 Exam Results:

- 21 Total Students
- 16 Passed Practical and Written
- 3 Failed the practical exam and require 500 additional hours of school.
- 2 Failed the written exam. (Both passed written retake exam)

March 8th, 2021 Exam Results:

- 5 Total Students
- 5 Passed Practical and Written

39-5011 Barbers

Occupational Description:

Provide barbering services, such as cutting, trimming, shampooing, and styling hair, trimming beards, or giving shaves.

Occupational Employment Statistics(OES) Wage Data
 First Quarter 2020

Geography ⁽¹⁾	Employment	Emp SE	Mean	Percentiles				
				10th	25th	Median	75th	90th
Minnesota			\$20.74/hr	\$10.30/hr	\$18.03/hr	\$21.66/hr	\$24.29/hr	\$27.32/hr
U.S.	20,030	1,723	\$17.22/hr	\$9.93/hr	\$11.69/hr	\$14.76/hr	\$20.65/hr	\$27.72/hr

39-5012 Hairdressers, Hairstylists, and Cosmetologists

Occupational Description:

Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services. Excludes "Makeup Artists, Theatrical and Performance" (39-5091), "Manicurists and Pedicurists" (39-5092), and "Skincare Specialists" (39-5094).

Occupational Employment Statistics(OES) Wage Data
 First Quarter 2020

Geography ⁽¹⁾	Employment	Emp SE	Mean	Percentiles				
				10th	25th	Median	75th	90th
Minnesota	9,630	636	\$16.36/hr	\$10.33/hr	\$11.49/hr	\$14.48/hr	\$20.10/hr	\$24.76/hr
U.S.	385,960	5,789	\$15.43/hr	\$9.02/hr	\$10.23/hr	\$12.76/hr	\$17.98/hr	\$25.39/hr

Source: Minnesota Salary Survey, Minnesota Department of Employment and Economic Development.