

Minnesota Board of Cosmetology
May 2, 2022, Board Meeting Minutes

10:09 AM to 11:26 AM

WebEx Meeting

1000 University Avenue West Suite 100, St. Paul, MN 55104

Present at Meeting:

Chelsey Anderson, Chair	Gina Fast, Executive Director
Mahogany Plautz, Vice Chair	Jill Freudenwald, Chief of Staff
Donna Dungy, Member	Diane DeLaBarre, Senior Manager of Operations
Marcie Smith-Fields, Member	Josh Luhmann-Woodbury, Inspections Division Manager
Carol Logan, Member	Jenna Bohl, Licensing Division Manager
Jodi Friendshuh, Member	Lene Kiser, Compliance Division Manager
	Missy Richert, Licensing Team Lead
	Tami Thein, Executive Assistant
	Jackie VanOverbeke, Business and Communications Analyst
	Allen Barr, Asst. Attorney General
	Jodie Wehrspann, Board Administrative Coordinator

I. Call to Order

- Meeting called to order at 10:09 AM by Chelsey Anderson

II. Reading of 13D.021- COVID-19

- Read by Chelsey Anderson
- Meeting to be held by telephone or electronic means due to COVID-19
- Roll call of Board members

III. Approval of Proposed Agenda

- **Motion:** Carol Logan – Approve proposed agenda with flexibility.
- **Seconded** by Mahogany Plautz; 6 ayes, 0 nays; **Motion Carried.**
 - *Ayes:* Chelsey Anderson, Mahogany Plautz, Marcie Smith-Fields, Donna Dungy, Carol Logan, Jodi Friendshuh
 - *Nays:* None

IV. Approval of Meeting Minutes

- **Motion:** Marcie Smith-Fields – Approve meeting minutes from February 14, 2022, Board meeting.
- **Seconded** by Mahogany Plautz; 6 ayes, 0 nays; **Motion Carried.**
 - *Ayes:* Chelsey Anderson, Mahogany Plautz, Marcie Smith-Fields, Donna Dungy, Carol Logan, Jodi Friendshuh
 - *Nays:* None

V. Executive Director's Performance Review Results

- The Executive Director's Performance Review was completed at the February 14, 2022, Board meeting in a closed session pursuant to Minnesota Statutes Chapter 13D.05 Sub 3. The Board determined that the performance of Executive Director Gina Fast is excellent and that she may be eligible for all pay increases and achievement awards for the next year.

VI. New Business: Rule Waiver Requests

- *Erica Zimpel*

- **Request:** Erica Zimpel is requesting a waiver of the requirement to have a fully completed course completion certificate which requires passing of the eyelash extensions practical skills test section, within MN Rule 2105.0145 Subpart 1 C (1), based on medical hardship.
 - **Motion:** Carol Logan - To grant Erica Zimpel a waiver of the requirement to have a fully completed course completion certificate which requires passing of the eyelash extensions practical skills test section, within MN Rule 2105.0145 Subpart 1 C (1), based on medical hardship – allowing her to apply 10 instead of 20 lashes per eye, within 2 hours. **Seconded** by Donna Dungy.
 - **Decision:** On a vote of 6 ayes and 0 nays, the waiver request was granted.
 - Ayes: Chelsey Anderson, Mahogany Plautz, Marcie Smith-Fields, Donna Dungy, Carol Logan, Jodi Friendshuh
 - Nays: None
- *Mary Henry*
 - **Request:** Mary Henry is requesting a waiver of Rule 2105.0145 Subp. 1 C (1), which requires initial license applicants to submit proof of completion of training via a Course Completion Certificate. This request is based on financial hardship.
 - **Motion:** Carol Logan: To grant Mary Henry a waiver of Rule 2105.0145 Subp. 1 C (1), which requires initial license applicants to submit proof of completion of training via a Course Completion Certificate – allowing her to submit a transcript from her original training instead. This request is based on financial hardship. **Seconded** by Mahogany Plautz.
 - **Decision:** On a vote of 6 ayes and 0 nays, the waiver request was granted.
 - Ayes: Chelsey Anderson, Mahogany Plautz, Marcie Smith-Fields, Donna Dungy, Carol Logan, Jodi Friendshuh
 - Nays: None

VII. New Business: Division Reports

- **Compliance Division Report**
 - ***Complaint Committee Meetings***
 - The Complaint Committee met on January 24, 2022, and reviewed 41 complaints. The categories of complaints heard during the meeting were as follows:
 - Licensing – 8 complaints
 - Infection Control – 11 complaints
 - Licensing and Infection Control – 5 complaints
 - Declined Release, Doesn't Warrant Resources, and/or other – 15 complaints
 - The next scheduled Complaint Committee meeting will be held on May 9, 2022.
 - ***New Complaint Breakdown***
 - In the first quarter of 2022, a total of 25 new complaints were filed with the Board. Board staff currently have 90 open complaints and are tracking 201 closed complaints by waiting for either completion of infection control course or payment of civil penalties.
- **Inspections Division Report**
 - ***Q1 2022 Inspection Summary***
 - 1,215 Salons and 37 Schools – 1,252 Total Inspections
 - ***News and Updates:***
 - Staffing Updates: As of May 2, 2022, the board's inspections division employs four inspectors.
 - ***Statewide Completion Statistics as of 04/06/2022:***
 - 74% (3,997 salons) inspected within the last one year
 - 25% (1,382 salons) inspected between one and two years ago.

- 0% (0 salons) inspected over two years ago.
- **Licensing Division Report**
 - **Licensing Activity Q1**
 - In the first quarter of 2022, we maintained an average processing time of about 7 business days. There was an average of 65 licenses issued per day and 324 licenses issued per week.
 - **News and Updates:**
 - Hiring: Jodie Wehrspann accepted a promotion within the agency, and we are working to fill her Licensing Specialist position. In addition, we will soon be filling another Licensing Specialist position to replace one which has just resigned.
- **Policy and Rulemaking Division Report**
 - **Legislative Update**
 - The House and Senate have compiled their state government omnibus bills for the 2022 legislative session (HF 4293/SF 3975). Included in both the House and Senate versions of the bill are the following provisions:
 - Creation of a new hair technician license
 - Adding 2 to 4 additional members to the Board including a hair technician and advanced practice esthetician
 - Reciprocity for licensed barbers
 - The Senate version of the legislation also increases the license cycle from three to four years.
 - **Requests for Proposal**
 - The Board has signed contracts for a licensing testing vendor and an infection control course provider.
 - A new contract has been signed with PSI for administering licensing examinations. The contract runs from March 1, 2022, to March 1, 2024. Under the contract, PSI will be offering the instructor practical exam with remote proctoring.
 - As directed by the Complaint Committee, the Board has also signed a contract with a vendor to develop and administer an infection control course. A contract has been signed with Nova Credentials from February 1, 2022, to January 31, 2024.
 - **Schools**
 - There are currently 38 Licensed Schools.

VIII: Adjournment

- Meeting was adjourned at 11:26 pm by Chelsey Anderson.