

**Minnesota Board of Barber Examiners**  
2829 University Avenue South East, Suite 315  
Minneapolis, MN 55414

October 26, 2009, BOARD MEETING

The Minnesota Board of Barber Examiners met on October 26, 2009 at 2829 University Avenue South East, Minneapolis, MN 55414; 4th Floor, Conference Room A. Board Members present: Frank Plant, Douglas Klemenhausen, and Theresa Iliff. Board Members absent: Michael Vekich. (A quorum existed, as a majority of voting members were present.)

**Call to Order**

Chairperson Plant called to order the meeting at 8:00 a.m.

**Amend or Approve Agenda**

Member Iliff made a motion to approve the agenda as written. Member Klemenhausen seconded this motion. Ayes 2, Nays 0. Motion carried.

**Amenda or Approve Minutes**

Member Iliff made a motion to approve the minutes of the August 31, 2009 board meeting. Member Klemenhausen seconded this motion. Ayes 2; Nays 0 Motion carried.

**New Business**

Revised letters to applicants were presented to be reviewed by the members. As the agency moves forward, more revisions of forms, applications, instructions and letters will be presented.

**Unfinished Business**

Yearly revisions of bylaws are required and, as a new board, necessary. A request was made by Keith Maurer, Executive Secretary of the BBE, that board members submit suggestions to him by mid December. Keith has cleaned up the current bylaws and has removed text related to cosmetology.

**Correspondence**

- A. A. H. Reciprocity request. The individual needs to provide more documentation to receive reciprocity. He does, however have the credentials necessary to sit for the apprentice exam. Member Iliff made a motion to allow the individual to sit for the November Apprentice Examination. Member Klemenhausen seconded this motion. Ayes 2, Nays 0 Motion carried.
  
- B. D. E. Request to roll over exam fee from August '09 to the November '09 exam. Upon review, staff of the BBE recognized there may have been a lack of communication during the split of the agencies and, the information was not received. Because of this, member Iliff made a motion to transfer the fee to the November exam. Member Klemenhausen seconded this motion. Ayes 2. Nays 0. Motion carried.
  
- C. K. A. Request to reinstate Master Barber license without reexamination. Board staff could find no record of attempted contacts or communications.

Member Klemenhagen made a motion to deny this request as it is the licensee's responsibility to ensure that an individual's license is renewed timely. Member Iliff seconded this motion. Ayes 2, Nays 0. Motion carried.

- D. A. B. Request to reverse determination of failed exam for personal reasons. Member Iliff made a motion to deny this request as the individual had 6 weeks prior to the emergency to sit for the written exam. Member Klemenhagen seconded this motion. Ayes 2, Nays 0. Motion carried.
- E. M. W. Request for refund of shop renewal fee. Individual renewed the shop license in April, well before the June 30<sup>th</sup> deadline. Due to health reasons, the shop had to be closed. The last day of business was June 15<sup>th</sup>. Member Iliff made a motion to refund the fee paid to renew the shop license. Member Klemenhagen seconded this motion. Ayes 2, Nays 0. Motion carried.
- F. K. H. Request for reinstatement of Apprentice license. Member Iliff made a motion to deny this request. Member Klemenhagen seconded this motion. Ayes 2, Nays 0. Motion carried. Individual will need to sit for the apprentice examination.

## **Discussion**

### **Policies and Procedures for Public Requests for Board Action.**

The format used and presented to the board members to illustrate Correspondence issues was approved, but Executive Secretary Keith Maurer will revise the form. Board staff will continue to make recommendations based upon the research of Statute and Rules that apply to the situation. The Board can only waive Rule, not law.

### **Executive Secretary Report**

Executive Secretary, Keith Maurer, provided the board with updates on agency projects which included: review and stabilize staffing, work flow and processes to meet statutory, rule and Board requirements; update on renewal notifications-Apprentice and Masters have all been mailed out, school and instructor to follow; letterhead, licenses and forms are being revised; IT is working on web functionality; the GLSuite data base split is nearly complete and an informal funding request was made to MMB.

### **Schedule and Notification of Upcoming Board Schedule**

The December meeting has been cancelled.

The next regular public meeting of the Board of Barber Examiners will be on January 11, 2010. Complaint Committee Meetings will be scheduled as necessary.

### **Adjournment**

Chairman Plant adjourned the meeting at 8:50