

Board of Cosmetologists **Minutes** **July 7, 2014**

A meeting of the State Board of Cosmetologists was held on Monday, July 7, 2014, in the 2nd floor conference room, Department of Labor, Licensing and Regulation Building, 500 North Calvert Street, Baltimore, Maryland 21202.

The following members were in attendance:

Ms. Clairee Britt-Cockrum, Chair, Industry Member
Ms. Sharon Bunch, Consumer Member
Ms. Carmel Owens, Industry Member
Ms. Maxine Sisserman, School Owner Member
Ms. Lisa Lane-Treadwell, Industry Member
Ms. Piccola Winkey, Industry Member

Not in attendance:

Ms. Christina Roberts, Vice Chair, Consumer Member

Also in attendance:

Mr. Shirley Leach, Executive Director
Mr. Brian Logan, Assistant Executive Director
Mr. Eric London, Assistant Attorney General

Meeting called to order

The meeting was called to order at 10:05 a.m. by Ms. Clairee Britt-Cockrum.

Approval of Agenda

A motion was made and seconded to approve the agenda; and the Board voted unanimously to approve.

Approval of Minutes

A motion was made and seconded to approve the minutes of the June 2, 2014 meeting of the Board; and the Board voted unanimously to approve.

Introduction of Ms. Piccola Winkey, Board Member

The Board was introduced to Ms. Piccola Winkey, the newly appointed Industry Member. Ms. Winkey, a licensed cosmetologist, advised that she has a background in corrections and was very interested in the Cosmetology Board. The Board welcomed Ms. Winkey and thanked her for volunteering her time to the State of Maryland.

Informal Conference –Gena Williams-Conviction

An informal conference was scheduled for Ms. Gena Williams, who submitted an application for a cosmetologist's license and disclosed a previous criminal conviction. Although proper notice was sent to Ms. Williams as to the date and time to appear, Ms. Williams failed to appear at the

Board meeting. The Board directed that Ms. Williams be asked to attend next month's Board meeting.

Clarissa Marquina- Request to Restart Apprenticeship

An informal conference was held for Ms. Clarissa Marquina to allow her to restart the apprentice program. After hearing Ms. Marquina's explanation for her inability to complete the program to the Board's satisfaction, the Board voted unanimously to approve Ms. Marquina's reinstatement into the program. The Board also directed that Ms. Marquina and her new sponsor attend the next apprentice orientation program.

Informal Conference-Nicole Loy-Conviction

An informal conference was held for Ms. Nicole Loy, who submitted an application for renewal of her cosmetologist's license and disclosed a previous criminal conviction on the application. After Ms. Loy explained her conviction to the Board's satisfaction, the Board voted unanimously to approve Ms. Loy's application.

Informal Conference-Crystal Brawner-Conviction

An informal conference was held for Ms. Crystal Brawner, who submitted an application for an original esthetician's license and disclosed a previous criminal conviction on the application. After Ms. Brawner explained her conviction to the Board's satisfaction, the Board voted unanimously to approve Ms. Brawner's application.

Informal Conference-Ashley Novak-Conviction

An informal conference was held for Ms. Ashley Novak, who submitted an application for a cosmetologist's license and disclosed a previous criminal conviction on the application. After Ms. Novak explained her conviction to the Board's satisfaction, the Board voted unanimously to approve Ms. Novak's application.

Informal Conference-Shanaya Edwards-Conviction

An informal conference was held for Ms. Shanaya Edwards, who submitted an application for a cosmetologist's license and disclosed a previous criminal conviction on the application. After Ms. Edwards explained her conviction, the Board voted unanimously to approve Ms. Edwards' application on the condition that she provides to the Board's staff a true test copy of the conviction.

Querida Lewis- Moran-Conviction

The Board reviewed a letter from Ms. Querida Lewis-Moran. Ms. Moran, who purports to be a licensed cosmetologist in West Virginia, inquired as to the steps needed to obtain a Maryland license. Ms. Lewis Moran also divulged that she has a previous conviction. The Board directed its staff to contact Ms. Lewis-Moran and advise her as to the steps needed to apply for a Maryland license.

Qasim Ali -Request for Waiver of Examination Requirement

The Board discussed a certification of Ms. Qasim Ali, a licensed cosmetologist in the State of Missouri. Prior to rendering a decision, the Board directed that its staff provide more background information to clarify that State's licensing requirements.

Aberlardo Castillo-Request for Waiver of Examination Requirement

The Board discussed the certification for Ms. Aberlardo Castillo, a licensed cosmetologist in New York. After holding discussion, the Board concluded that Ms. Castillo would not qualify for the waiver of the examination requirement, but she would have the opportunity to enter into an apprenticeship or attend a Maryland approved school.

Amy Hill -Request for Waiver of Examination Requirement

The Board discussed a certification of Ms. Amy Hill, a licensed cosmetologist in the State of North Carolina. Prior to rendering a decision, the Board directed that its staff to provide more background information to clarify that State's licensing requirements

Discussion-Names on Licenses

Chairman Clairee Britt-Cockrum expressed concerns over individuals using aliases when working in a salon. Ms. Britt-Cockrum advised that when a complaint is filed listing an individual with an alias, if the inspector conducts the inspection and that individual is not present, the inspector cannot effectively investigate the complaint. Ms. Britt-Cockrum questioned if the proposed regulation requiring the license to be laminated would quell the problem. Assistant Executive Director Brian Logan advised that the Board has already voted to promulgate regulations requiring that the license be laminated, but the proposed regulatory change has not been finalized.

The Board directed that its staff provide an update to all proposed regulations at the next Board meeting.

Discussion-Clarification of Conviction Disclosures

Noting the number of conviction disclosures at today's Board meeting, Ms. Maxine Sisserman advised that in the past, the Board's staff would require a true test copy of the conviction, a letter from the probation officer and a letter of explanation, in order for a Board member to properly review an application. Ms. Sisserman requested its staff to ensure all proper documentation is received before it is sent to a Board member for review and an applicant is invited for an informal conference. Executive Director Shirley Leach advised that she will coordinate with the Board's staff to ensure that the packets are complete before being reviewed by a Board Member.

Discussion-Licensing Categories

The Board discussed if there is a need for another licensing category, specifically a waxing only category. Board Counsel, Assistant Attorney General Eric London, reminded the Board that at the last month's meeting Michael Vorgetts, Acting Commissioner, Occupational and Professional Licensing, had advised that any new legislation should be sent to his office.

Old Business

Shirley Leach- Executive Director- Complaint Update

Executive Director Shirley Leach updated the Board on the current strategy to clear the inspection/complaint backlog. Ms. Leach advised that the current number of open complaints is down to 230 when compared to 600 in November of 2013. Ms. Leach also proposed that on an administrative level, staff can automatically close a file, once an inspection results in no violations. Ms. Leach further advised that the office will only initiate inspections when warranted. Ms. Leach also advised that the Board will be obtaining office personnel and that she has been approved to hire four more inspectors effective fiscal year 2015.

Discussion-Continuing Education

Board Chair, Ms. Britt-Cockrum advised that she would like to see continuing education classes for those individuals that obtained their license under the apprenticeship program. After holding considerable discussion, the Board decided to continue discussion for its next Board meeting.

Discussion- Mobil Salons

Board Chair, Ms. Britt-Cockrum noted that she has observed mobile salons and Ms. Owens noted there was a news broadcast concerning a mobile salon. Board Counsel, Assistant Attorney General Eric London, advised that this is more of an enforcement issue and if the Board becomes aware of such practices then its staff can open a complaint.

Request by Board-Formatted Certification Response Letter

As noted in last month's Board meeting minutes, the Board directed its staff to develop a more comprehensive letter to send to individuals requesting a waiver of the examination requirement through endorsement. Executive Director Shirley Leach provided a draft of the revised response letter for the Board to approve. The Board noted that the new template was a major improvement and advised its staff to use the new draft letter moving forward.

Monthly Regulation Update

Assistant Executive Director Brian Logan advised there have been no updates on the proposed regulations.

Request by Board-Inspector Standard Operational Procedure Manual

Executive Director Shirley Leach submitted a proposed Operation Procedure Manual for the Board's inspectors. Ms. Leach advised the purpose of the manual is to reduce inspection processing time and to encourage uniformity.

Board elections

The Board was reminded that pursuant to Business Occupation Professions Article, §5-203, the Board is required to elect a chairman annually.

Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting; and the meeting was adjourned at 12:44 p.m..

Approved By:

Clairee Britt-Cockrum
Chair