

**COSMETOLOGY EXAMINING BOARD
MEETING MINUTES
June 22, 2015**

PRESENT: Kristin Allison, Vicky McNally, Lori Paul, Gail Sengbusch, Dianna Wachter

STAFF: Brittany Lewin, Executive Director; Kelly Williams, Bureau Assistant; Katie Paff, Rules Coordinator; Amber Cardenas, Legal Counsel and other Department staff.

CALL TO ORDER

Vicky McNally, Vice Chair, called the meeting to order at 9:41 a.m. A quorum of five (5) members was confirmed.

ADOPTION OF AGENDA

Amendments:

- Item F. should read Continuing Education Provider Application Process and add Item G. 1. Practice Matters a) Eyelash Extensions.

MOTION: Lori Paul moved, seconded by Kristin Allison, to adopt the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES OF APRIL 6, 2015

Corrections

- “Delete “with the exclusion of” from the motion below:”
- **MOTION:** Lori Paul moved, seconded by Dianna Wachter, to note that Gail Sengbusch disagrees ~~with the exclusion of~~ that emery boards and buffer blocks as single use and believes that they are disinfectable, which was discussed at today's meeting and supported by the scientific research of Doug Schoon. Motion carried unanimously.

MOTION: Kristin Allison moved, seconded by Gail Sengbusch, to approve the minutes of April 6, 2015, as corrected. Motion carried unanimously.

ADMINISTRATIVE MATTERS

ELECTION OF BOARD OFFICERS

BOARD CHAIR

NOMINATION: Kristin Allison nominated Vicky McNally for the Office of Board Chair. Nomination carried by unanimous consent.

Brittany Lewin called for other nominations three (3) times.

Vicky McNally was elected as Board Chair by unanimous consent.

VICE CHAIR

NOMINATION: Gail Sengbusch nominated Kristin Allison for the Office of Vice Chair.

Brittany Lewin called for other nominations three (3) times.

Kristin Allison was elected as Vice Chair by unanimous consent.

SECRETARY

NOMINATION: Kristin Allison nominated Lori Paul for the Office of Secretary.

Brittany Lewin called for other nominations three (3) times.

Lori Paul was elected as Secretary by unanimous consent.

2015 OFFICER ELECTION RESULTS	
Office of Chair	Vicky McNally
Vice Chair	Kristin Allison
Secretary	Lori Paul

APPOINTMENT OF LIAISONS

2015 LIAISON APPOINTMENTS	
DLSC Monitoring and PAP Liaison(s)	Lori Paul Alternate- Dianna Wachter
Credentialing Liaison(s)	Vicky McNally Alternate- Gail Sengbusch
Education and Exams Liaison(s)	Vicky McNally
Legislative Liaison(s)	Vicky McNally
2015 SCREENING PANEL APPOINTMENTS	
January-December 2015	Gail Sengbusch Kristin Allison

**CLEARINGHOUSE RULE 1-11 RELATING TO COSMETOLOGY SCHOOLING,
LICENSURE AND PRACTICE REQUIREMENTS**

MOTION: Vicky McNally moved, seconded by Kristin Allison, to reject Clearinghouse comment 1 regarding statutory authority and to accept all remaining Clearinghouse comments for Clearinghouse Rule 15-035 relating to cosmetology schooling, licensure, and practice requirements. Motion carried unanimously.

**LEGISLATIVE/ADMINISTRATIVE RULE MATTERS
COS 5 COSMETOLOGY RELATING TO COURSE OF INSTRUCTION UPDATE**

MOTION: Dianna Wachter moved, seconded by Vicky McNally, to appoint Vicky McNally to approve the Adoption Order for Clearinghouse Rule 15-020 relating to courses of instruction. Motion carried unanimously.

LEGISLATIVE LIAISON

MOTION: Lori Paul moved, second by Dianna Wachter, to designate the Chair to serve as the Legislative Liaison and give the Legislative Liaison authority to talk with the Legislature regarding statutory authority to provide services outside of a licensed establishment. Motion carried unanimously.

PRACTICE MATTERS

MOTION: Lori Paul moved, second by Vicky McNally to request that legal counsel review the Board's statutory authority to draft rules regarding eyelash extensions, and request the administrative rule coordinator to draft a Scope Statement regarding eyelash extensions for consideration at the next meeting. Motion carried unanimously.

CLOSED SESSION

MOTION: Kristin Allison moved, seconded by Lori Paul, to convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85 (1)(b), Stats.); to consider closing disciplinary investigation with administrative warning (ss.19.85(1)(b), Stats. and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and, to confer with legal counsel (s.19.85(1)(g), Stats.). Vicky McNally read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Kristin Allison – yes; Vicky McNally – yes; Lori Paul – yes; Gail Sengbusch – yes; Dianna Wachter – yes. Motion carried unanimously.

The Board convened into closed session at 11:07 a.m.

RECONVENE TO OPEN SESSION

MOTION: Lori Paul moved, seconded by Dianna Wachter, to reconvene into open session. Motion carried unanimously.

The Board reconvened into open session at 11:44 a.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION

MOTION: Lori Paul moved, seconded by Dianna Wachter, to affirm all motions made in closed session. Motion carried unanimously.

EDUCATION AND EXAMINATION MATTERS

MOTION: Lori Paul moved, seconded by Kristin Allison, to deny the CE Extension petition of M.L., because she has not demonstrated temporary and extreme hardship per Wis. Admin. Code § Cos 11.07. Motion carried unanimously.

MOTION: Lori Paul moved, seconded by Kristin Allison, to acknowledge that the Board does not have the authority to extend credential renewal deadlines. Motion carried unanimously.

PROPOSED FINAL DECISIONS AND ORDERS

MOTION: Lori Paul moved, seconded by Vicky McNally, to adopt the Proposed Final Decision and Order in the matter of disciplinary proceedings against Lamar D Skinner, Sr.- respondent, (DHA Case No. SPS-14-0099) (DLSC Case No. 14 BAC 079). Motion carried unanimously.

PROPOSED STIPULATIONS, FINAL DECISIONS AND ORDERS

MOTION: Lori Paul moved, seconded by Gail Sengbusch, to adopt the Findings of Fact, Conclusions of Law, Final Decision and Order in the matter of disciplinary proceedings against S.N.S.- respondent, DLSC Case No. 13 BAC 112. Motion carried unanimously.

DELIBERATION OF PROPOSED ADMINISTRATIVE WARNINGS

MOTION: Dianna Wachter moved, seconded by Lori Paul, to issue an Administrative Warning in the matter of DLSC case number 14 BAC 020 (T.T.D.). Motion carried unanimously.

CASE CLOSINGS

MOTION: Lori Paul moved, seconded by Dianna Wachter, to close the following cases according to the recommendations by the Division Legal Services and Compliance:

1. 13 BAC 160 (A.A.; J.R.K.; B.B.I.; B.B.) **Prosecutorial Discretion (P3)**
2. 14 BAC 015 (K.M.S.) **No Violation (NV)**
3. 14 BAC 018 (S.M.F.) **Insufficient Evidence (IE)**
4. 14 BAC 084 (T.J.H.; T.B.S.; J.M.D.; T.B.S.) **Prosecutorial Discretion (P3)**
5. 15 BAC 002 (T.P.; S.Z) **Prosecutorial Discretion (P1)**

Motion carried unanimously.

ADJOURNMENT

MOTION: Kristin Allison moved, seconded by Dianna Wachter, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:52 a.m.