



**STATE OF WASHINGTON
DEPARTMENT OF LICENSING
COSMETOLOGY, HAIR DESIGN, BARBERING,
ESTHETICS, AND MANICURING ADVISORY BOARD
MEETING MINUTES**

DATE: Thursday, July 27, 2023
TIME: 10:00 AM
LOCATION: Virtual via Microsoft Teams

BOARD MEMBERS: **Frank Trieu**, Private Schools, Chair
Sylvia Garcia, Public School, Vice Chair
Shawna Martin, Manicurist, Board Member
Geri Merklin, Cosmetology, Board Member
Tovi Wilkins, Apprentice Salon, Board Member (absent)
Lara Olsha, Master Esthetician, Board Member
Curtis Rice, Barber, Board Member
Iyana Thomas, Hair Design, Board Member (late)
Lacey Reyes-Nygaard, 750 Hour Esthetician, Board Member

STAFF MEMBERS: **Sandy Baur**, Program Specialist
Sandra Schaefer, Program Specialist

1. Call to Order

Chair Frank Trieu began the meeting without a quorum at 10:03 AM, stating no Board business would be conducted until a quorum was reached. A quorum was reached during agenda item 5, Awards/Recognition.

Chair Trieu officially called the meeting to order at **10:10 AM** and revisited agenda items 2-4. No additional changes were made to the order of the agenda.

2. Roll Call

Chair Trieu, Vice Chair Garcia, Board Member Reyes-Nygaard, Board Member Merkin, Board Member Martin, Board Member Rice, Board Member Olsha, Board Member Wilkins, Board Member Thomas

Program Specialist Sandra Schaefer called roll and all Board Members were present except for Board Member Tovi Wilkins, who was absent.

3. Approval of Agenda

3.1. Approval of July 27, 2023 Agenda

Vice Chair Sylvia Garcia made a **MOTION** to approve the agenda as presented. Board Member Shawna Martin **SECONDED** the motion, and it was **APPROVED** by a vote of 8-0.

4. Approval of Minutes

4.1. Approval of April 27, 2023 Minutes

Board Member Martin made a **MOTION** to approve the meeting minutes for April 27, 2023 as presented. Board Member Geri Merklin **SECONDED** the motion, and it was **APPROVED** by a vote of 8-0

5. Awards/Recognition

Program Specialist Sandy Baur introduced the Department of Licensing (DOL) Director, Marcus Gasper, to the Board.

Director Gasper shared his work history and provided an outline of what he and DOL would be working on in the following years.

Board Member Iyana Thomas joined the meeting at 10:08 AM during Director Gasper's introduction.

6. Old Business

None.

7. New Business

7.1. Endorsement on Licensees

Staff will provide an update on listing endorsements on licenses.

Ms. Baur explained that professional licenses and instructor licenses were different types of licenses. If a licensee held multiple professional licenses, they could choose a combined license print which would show all license types and numbers held by the licensee.

Chair Trieu and Board member Martin asked several questions about the update.

ACTION ITEM: Staff to research Chair Trieu and Board Member Martin's questions and follow up at the next meeting.

7.2. Renewal Fees for Retired Cosmetologists

The Board will discuss this item and assign it to Changing Business Practices Subcommittee for further research.

Chair Trieu said this item was assigned to the Changing Business Practices Subcommittee, and that the subcommittee would have continued discussions on the topic.

7.3. Candidate Information Booklet (CIB) Updates

Staff will provide a high-level overview of updates to the cosmetology and instructors' CIBs.

Ms. Baur said the Education Committee submitted their feedback to the National Interstate Council of State Board of Cosmetology (NIC) and DL Roope. A summary of the changes would be provided to the schools and apprentice shops.

7.4. House Bill (HB) 1017 Implementation Plan

Staff will provide an update regarding the implementation plan for [House Bill 1017](#).

Ms. Baur gave an update for HB 1017. She shared that students could test within 100 hours of completing their coursework and eligible students and apprentices have been referred to DL Roope to schedule their exams. DOL would maintain communication with schools and apprentice programs to ensure a smooth process moving forward.

7.5. Recruitment Update

Staff will provide details on the current recruitment for a Public Member, as well as the upcoming recruitment for members whose terms expire in October 2023.

Ms. Baur said there was a recruitment for a public member. She clarified that the public member needed to be a consumer of, but not affiliated professionally with, any industry represented by the Cosmetology Board.

Ms. Baur said there were five Board Members whose terms would expire October 5, 2023 and that any Board Members who would like to continue serving on the Board should submit a letter of interest to DOL staff.

Ms. Baur directed anyone else interested in serving on the Board to email DOLBoards@dol.wa.gov to request further application information.

8. Reports

8.1. Subcommittee Reports

8.1.1. Education Subcommittee

Update on the progress the subcommittee has made working on pathways for Medical Nail Technician licensure and outreach to public members regarding House Bill 1017.

Chair Trieu spoke about House Bill 1017 and the implementation process with schools.

Board Member Martin said the Education Committee thoroughly reviewed the updated Candidate Information Booklets (CIBs) and commented that the verbiage had been condensed, making the booklet easier to read. Vice Chair

Garcia said there would be a virtual overview. Chair Trieu said the projected timeline of January 2024 should be sufficient to prepare students.

8.2. Staff Reports

8.2.1. Complaint Case Counts

Staff will provide data on the status of current and closed complaint cases.

Ms. Baur presented the data from the Complaint Case Counts report.

8.2.2. Licensee Counts

Staff will provide data on the current licensees by age, status, and county.

Ms. Baur reviewed the data from the licensee counts as of January 1, 2023, with the Board. She also shared that, starting in 2024, the Department would provide more detailed information in this report.

8.2.3. Inspection Updates

Staff to provide update on self-certification.

Ms. Baur said the three modalities that the Centralized Investigations and Audit Unit use for inspections are virtual, self-certification and field visits. She explained the process of the three modalities.

ACTION ITEM: Staff to clarify whether there is a choice between inspection modalities, and whether a business ownership change would impact the available options.

8.2.4. Review of Master Action Items

Staff will provide a review of current and ongoing action items.

Ms. Schaefer reviewed the Master Action Item List for the Board.

9. Public Comments

The public may address the Board on matters within the Board's jurisdiction, either verbally during the meeting or by submitting written comments. Verbal comments are limited to one three-minute comment. Written comments are limited to no more than 500 words and must be emailed to DOLBoards@dol.wa.gov no less than two business days prior to the meeting with the subject line "Public Comment: Cosmetology Board."

In response to all public comments, the Board is limited to requesting that the matter be added to a future agenda for discussion or directing staff to study the matter further. Inflammatory comments and language will not be permitted.

There were no public comments submitted via email or in person.

10. Conclusion

10.1. Announcements

Staff and Board Members will provide information, updates, and news impacting the industry. This will be informational only; no discussion or action will be taken.

Ms. Baur shared with the Board that there was an article published by the Greater Kitsap Chamber called The Power of Love and Connection: A Barber's Story that features Board Member Tovi Wilkins and encouraged everyone to read it.

10.2. Requests for Agenda Items

Board Members will request staff to add items to the next meeting agenda, or master action item list, based on public comments and other discussion from this meeting.

There were no requested agenda items from the Board. Ms. Schaefer shared an agenda item she captured during the meeting.

- Business Practice Subcommittee report out: renewal fees for retired cosmetologists.

10.3. Review Action Items

Staff will review the new action items from this meeting.

Ms. Schaefer reviewed the action items she captured during the meeting.

- Ms. Baur to research questions regarding *Endorsement on Licenses*.
 - How the state differentiates between teaching and operating licenses.
 - How instructors can ensure they have the correct licensure to teach, vs. to operate/work in salons and spas.
 - Whether there are additional fees associated with the combined license print.
 - Reciprocity agreements with different states.
- Starting in 2024, staff to provide additional information on Licensee Count Report: breakdown of renewals and new issues by industry.
- Staff to clarify whether there is a choice between inspection modalities, and whether a business ownership change would impact the available options.

11. Adjournment

Chair Trieu adjourned the meeting at **11:03 AM**.

Next Board Meeting:

October 26, 2023

10:00 AM


Virtual via Microsoft Teams

Submitted by:


Debra Allen-Bâ, Assistant Administrator

10/26/2023
Date

Approved by:


Frank Theu, Chair

10/26/2023
Date