



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

DATE: Tuesday October 18, 2022
TIME: 10:00 AM
LOCATION: Virtual via Teams

BOARD MEMBERS: Sylvia Garcia, Public School, Vice-chair
Lara Olsha, Master Esthetician
Shawna Martin, Manicurist
Iyana Thomas, Hair Design
Shari Reiter-Johnson, Public Member
Tovi Wilkins, Apprentice Salon (Late)
Geri Merklin, Cosmetology (Absent)
Curtis Rice, Barber (Absent)
Frank Trieu, Private Schools, Chair (Absent)
Lacey Nygard, 750 Hour Esthetician (Absent)

STAFF PRESENT: Debra Allen-Bâ, Assistant Administrator
Sandra Gonzales, Program Manager
Andrea Nygard, Administrator

1. Call to Order

Vice Chair Sylvia Garcia called the meeting to order at **10:00 AM**.

1.1. Introductions

Program Specialist Sandy Baur called roll and all Board Members were present except Tovi Wilkins who arrived later, Geri Merklin, Curtis Rice, and Lacey Nygard who were absent, and Frank Trieu who was excused.

1.2. Order of Agenda

Board Member Shari Reiter-Johnson made a **MOTION** to approve the order of the agenda as presented. Board Member Shawna Martin **SECONDED**, and it was **APPROVED**.

1.3. Approval of Minutes: June 7, 2022

Board Member Martin made a **MOTION** to approve the Minutes of the June 7, 2022 Meeting as presented. Board Member Reiter-Johnson **SECONDED**, and it was **APPROVED**.

1.4. Review of Communications

None.

2. New Business

2.1. 2023 Board Meeting Schedule

Ms. Baur presented the proposed meeting schedule for 2023.

Board Member Martin made a **MOTION** to approve the 2023 board meeting schedule as presented. Board Member Lara Olsha **SECONDED**, and it was **APPROVED**.

Ms. Baur informed the Board that staff would send out calendar invitations and place holders in the coming weeks.

2.2. Mission Statement

Vice Chair Garcia read the Board's Mission Statement. No action was taken.

2.3. Vision Statement

Vice Chair Garcia read the Board's Vision Statement. No action was taken.

3. Old Business

3.1. Review Action Items List

Ms. Baur reviewed the Master Action Item List with the Board.

4. Committee Reports

4.1. Advisory Board Charter

Ms. Baur provided an update on the status of the Board charter. She said that it is being aligned with the other eight (8) boards and commissions under the Business and Professions Division (BPD) and will undergo a legal review before being returned to the Commission for final review and approval.

Vice Chair Garcia said she is excited to see the charter come together because she feels the Board is a bit rudderless right now. She believes the charter will help provide direction.

5. Department of Licensing Report

5.1. Program Operations

5.1a Board Training Workshop

Ms. Baur said Board staff will be conducting an annual board training on the Open Public Meetings Act (OPMA), Ethics in Public Service, Parliamentary Procedures, and Public Disclosure. She said staff is excited to provide the training and proposed the Board decide on a date and time for a special meeting for this training.

Board Member Martin asked if the training would be available online and Ms. Baur said yes, it will be conducted virtually.

The Board discussed agreed to hold the special meeting on December 12, 2022, at 1:00 PM.

Board Member Martin made a **MOTION** to **APPROVE** holding the Board Training Workshop on December 12, 2022, at 1:00 PM. Board Member Reiter-Johnson **SECONDED**, and it was **APPROVED**.

ACTION ITEM: Staff to send meeting invite for December 12, 2022, Special Meeting.

5.1b Virtual Inspections

Department of Licensing (DOL) Program Manager Sandra Gonzales introduced herself to the Board and provided an update on the process for virtual inspections for cosmetology schools. She explained that this process would transition into the Centralized Investigations and Audits Unit (CIAU) and that she would work with that unit to provide training to bring renewal inspections back to pre-covid levels.

Vice Chair Garcia asked when salons will return to in-person inspections. Ms. Gonzales said that would be up to CIAU, which is currently in a transition period. She said they will determine the best method moving forward. Board Member Thomas asked if this was regarding inspections for salons. Ms. Gonzales said this was for cosmetology schools only.

5.1c Licensee Counts

Ms. Baur provided updated counts, current as of September 22, 2022, for licensees under the cosmetology program.

5.1d Budget/Fee Increases

Ms. Baur provided a report of the proposed fee increases for the program and the process moving forward with the increase.

Board Member Martin said she had previously reached out to DOL expressing concerns about fees as well as friction in the new licensing system when attaching endorsements and access for licensing professionals. She said the endorsements should be listed on the license and should not be so difficult for students to find as they currently are. She added it's okay to pay the higher fees, but not if it is going to be a fight every time to get the endorsements added to licenses.

Ms. Baur will add an **AGENDA ITEM** for the next meeting: Discuss listing endorsements on licenses.

5.1e Business & Professions Functional Alignment update, continued: Regulatory Compliance UCC and Firearms (RCUF) Presentation

Administrator Andrea Nygard provided a presentation regarding the RCUF unit and what they do. She explained how this relates to board and commission work and the role they play within the Business and Professions Division (BPD).

5.2. Legislation (none)

Vice Chair Garcia asked how an advisory committee could start legislation. She explained what she believed the process to be as anyone in the state can reach out to the Legislature to find out what they need and can then begin reaching out to others to begin building support. She said that when a bill gets opened up, changes can be made and people can jump on because the law gets reopened.

Ms. Baur will add an **AGENDA ITEM** for the next meeting: Training on the life of a bill.

6. Other Business

6.1. Any Other Business

Board Member Martin said she wanted to discuss medical nail technicians which Washington State currently does not recognize. She said that there is a lot of interest in getting this recognized by the state and she would like to talk about the process for this. She said that this would involve discussing the medical side of esthetics for nail technicians and a lot of nail technicians are interested in working more closely with doctors and want to be a part of that process for their clients. Ms. Baur added an action item for the Board to discuss this and the potential of establishing a subcommittee to work on this item.

6.2. Schedule next meeting

Discussed during agenda item 5.1.a Board Training Workshop.

6.3. Action Items from This Meeting

ACTION ITEM: Staff to send meeting invite for December 12, 2022, Special Meeting.

6.4. Agenda Items for Next Meeting

AGENDA ITEM: Discuss listing endorsements on licenses.

AGENDA ITEM: Training on the life of a bill.

7. Public Comment Opportunity

Denise with the Washington Laser Institute addressed the Board. She said she had been told there would be an agenda item to discuss National Esthetician Certification Advanced (NCEA) training at this meeting. She said she would like to see this discussed at the next meeting and asked about licensing information. She also asked several questions regarding legislative changes for master esthetic licensing. During the same comments, Dr. Emily Sabbagh addressed the Board and discussed the need

to elevate the educational platform and NCEA's online program. She said this has not been properly removed and she was highly concerned with programs putting efforts into didactic and clinical training. She expressed concerns about the liabilities involved.

Vice Chair Garcia asked that this be added as an **AGENDA ITEM** to the next meeting for Board discussion.

There were no other comments from the public.

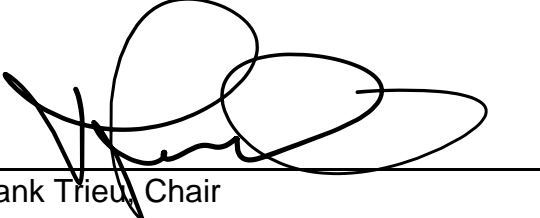
8. Adjournment

Vice Chair Garcia adjourned the meeting at **10:44 AM**.

Next Meeting:

April 27, 2023 at 10:00 AM
Remote via Microsoft Teams

Submitted by: 
Debra Allen-Ba, Assistant Administrator 04-27-2023
Date

Approved by: 
Frank Trieu, Chair 04-27-2023
Date