



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

DATE: Thursday October 26, 2023
TIME: 10:00 a.m.
LOCATION: Virtual via Microsoft Teams

**BOARD MEMBERS
PRESENT:** **Frank Trieu**, Private Schools, Chair
Sylvia Garcia, Public School, Vice Chair
Shawna Martin, Manicurist, Board Member
Tovi Wilkins, Apprentice Salon, Board Member
Iyana Thomas, Hair Design, Board Member
Erica Cooper Deaton, Master Esthetician
Siobhan Hilderbrand, Cosmetologist

**BOARD MEMBERS
ABSENT:** **Lacey Reyes-Nygard**, 750 Hour Esthetician, Board Member

**STAFF MEMBERS
PRESENT:** **Sandy Baur**, Program Specialist
Sandra Schaefer, Program Specialist
Jason Lenn, Program Specialist
Julia Manely, Assistant Administrator
Sandra Gonzales, Program Manager

1. Call to Order

Chair Frank Trieu called the meeting to order at **10:03 a.m.**

2. Roll Call

Program Specialist Sandra Schaefer called roll and all Board members were present, except for Board Member Lacey Reyes-Nygard.

3. Approval of Agenda

Chair Trieu requested to move agenda item 7.1. to after item 4. to ensure there would be a quorum for a vote.

Board Member Shawna Martin made a **MOTION** to approve the agenda with the proposed change. Vice Chair Sylvia Garcia **SECONDED** the motion, and it was **APPROVED** by a vote of 7-0.

4. Approval of Minutes

4.1. Approval of July 27, 2023, Minutes

Board Member Martin made a **MOTION** to approve the meeting minutes for July 27, 2023, as presented. Vice Chair Garcia **SECONDED** the motion, and it was **APPROVED** by a vote of 7-0

7. New Business

7.1 2024 Calendar Review

Staff will present the proposed 2024 calendar for Board approval.

Item 7.1. was moved at the request of Chair Trieu.

Ms. Schaefer shared the proposed 2024 meeting dates with the Board.

Chair Trieu said, at the request of the Chairs, the proposed dates would all be Mondays, instead of Thursdays, to provide a more equitable attendance option for members of the cosmetology industry.

Board Member Martin made a **MOTION** to approve the 2024 meeting dates as proposed. Board Member Iyana Thomas **SECONDED** the motion, and it was **APPROVED** by a vote of 7-0.

5. Awards/Recognition

5.1. Introduction of Military and Military Spouse Liaison Jason Lenn

Jason Lenn will introduce himself to the Board and provide a summary of his position and how it relates to the industry.

Program Specialist Jason Lenn introduced himself to the Board. He detailed his role of Military Spouse and Military Spouse Liaison for DOL and how it related to the industry. He informed the Board of training that would become available for Board members soon.

Chair Trieu asked what the application process would look like for someone in the cosmetology profession. Mr. Lenn said, since House Bill (HB) 1009 came into place, DOL began putting into practice expedited or temporary licensing options for those from other jurisdictions or applying for licenses. He said he was working through the process to get people back to work as quickly as possible.

5.2. Board Member Announcements

Staff will announce updates to board membership.

Ms. Schaefer shared the reappointments for Sylvia Garcia, and Shawna Martin. She also announced newly appointed Board members Erica Cooper Deaton and Siobhan Hilderbrand.

5.3. Recognition of Departing Members

Staff and Board Members will recognize Curtis Rice, Geri Merklin, and Lara Olsha for their years of service to the Board.

Chair Trieu spoke kind words of appreciation to Curtis Rice, Geri Merklin, and Lara Olsha for their service with the Board.

6. Old Business

6.1. Combined License Prints

Staff will provide data on fees, how instructors can ensure they are licensed to teach vs. operate and work in salons, and how the state differentiates between licenses.

Program Specialist Sandy Baur said to obtain an instructor license in the cosmetology industry, a licensee would first need to have an established professional license. She said once an instructor license is gained, the licensee could operate under the instructor license.

Ms. Baur said licensees were responsible for either renewing their professional licenses or allowing them to expire. If the professional and instructor licenses both become expired for more than a year, both licenses would be canceled. In this scenario, the licensee would need to reinstate the professional license before they could renew the instructor license. The licensee may be required to retake exams and/or earn continued education hours.

Board Member Martin asked whether the DOL website clearly stated the need to apply separately for instructor and operator licenses, and also information regarding requirements to reinstate expired licenses. Assistant Administrator Julia Manley said she would research what information was on the DOL website.

Board members and staff discussed issues and concerns regarding instructor/operator licenses, including the discrepancy between the information Ms. Baur provided and historical practice of the industry, whether portability of licenses to other states would be impacted, and professional endorsements on instructor licenses.

ACTION ITEMS: Staff to verify whether there is clear information on the DOL website regarding the need to apply separately for instructor and operator licenses, and information regarding requirements to reinstate expired licenses.

ACTION ITEM: Staff to participate in the next Business Practices Subcommittee meeting to discuss combined licensing.

6.2. Candidate Information Booklet (CIB) Update

Staff will provide an update on the cosmetology and instructors' CIB changes.

Ms. Baur said the Cosmetology Practical exam, National Interstate Council of State Boards of Cosmetology (NIC) Instructor Theory exam, and the NIC Instructor Practical exam would be updated in early 2024. Ms. Baur said Prometric DL Roupe would host an examination overview webinar on November 29, 2023 and updated exams would be implemented about three months after the overview.

Board Member Cooper Deaton asked who could attend the webinar and Ms. Baur said schools and apprentice salons would be invited.

6.3. Inspection Modalities

Staff will provide information on whether there is a choice between inspection modalities, and whether a business ownership change would impact which option is available to that business.

Ms. Baur said DOL had stopped self-certification inspections and that virtual and in-person inspections were the options available at that time. She said DOL was planning to increase their inspector staff to conduct more in-person inspections.

Ms. Baur said a change in salon ownership did not require an inspection, but the new owner would be inspected within two years, as stated in statute. She said there was an option for a pre-inspection, upon request to DOL, which could be conducted virtually or in-person.

6.4. Endorsement on Licenses - State Reciprocity Agreements

Staff will provide information on reciprocity agreements with different states as they relate to endorsements on licenses.

Ms. Baur said the new Military Spouse and Military Spouse Liaison, Mr. Lenn, would be researching state reciprocity agreements. She said his research would aid in moving forward with reciprocity.

7. New Business (Moved up to follow agenda item 4: *Approval of Minutes*)

7.1. 2024 Calendar Review

Staff will present the proposed 2024 calendar for Board approval.

See above, following agenda item 4: *Approval of Minutes*

8. Reports

8.1. Subcommittee Reports

8.1.1. Business Practices Subcommittee

An update will be provided regarding renewal fees for retired cosmetologists.

This agenda item was not discussed.

8.1.2. Education Subcommittee

An update will be provided regarding the progress and outreach efforts regarding updating the Manicurist title to Nail Technician.

Board Member Martin provided a medical nail tech indorsement update. She said a survey had been prepared and it would be sent to stakeholders via Listserv.

Board Member Martin said DOL was working on possible issues with implementation of HB 1017 for the new referral system and had asked to temporarily pause referring students for testing.

8.2. Central Investigations and Audits Unit Reports

8.2.1. Complaint Status Report

Ms. Baur presented the data from the complaint case counts report.

8.3. Licensee and Customer Support Services Reports

8.3.1. Licensee Count Report

Ms. Baur presented the data from the licensee counts reports.

8.4. Boards, Commissions, and Outreach Reports

8.4.1. Master Action Item List

Ms. Schaefer reviewed the Master Action Item List for the Board. Vice Chair Garcia asked whether subcommittee research on license print fees could remain on the agenda. Ms. Baur said it would become part of the subcommittee report out.

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.

A written public comment was submitted anonymously, and Ms. Baur read it out loud during the meeting: The public commenter stated they have experience with, and are in favor of, self-certification. Regarding change of ownership, the new owner should be required to get a new salon license. Additionally, criteria for self-certification (history of no serious violations) should be attached to the salon license number so that new owners are automatically scheduled for in-person inspections. The commenter also requested the addition of a non-operator salon owner Board member seat for a louder voice/representation at the DOL.

NeEltae Scott addressed the Board and said that three minutes was not long enough for public comment. He expressed frustration with the process of reapplying for a license, specifically around losing certifications and instructor hours when a license lapses for over three years. He gave the example that the medical industry does not have the same rule as the cosmetology profession and asked why cosmetology licensees must reapply when other professions don't have to reapply. He said there should not be a time period on credentials and licenses once they are earned. He would like to see DOL log training hours of professionals into a database.

Markiesha Lawson addressed the Board and said that it needed to be communicated clearly to the public what an instructor needed in order to operate, and that it was imperative to keep up with both instructor and operator licenses. She said it was important for licensees to know they needed to keep both licenses active, especially in the even they need to gain licensure in a different state.

Board Member Martin asked, regarding HB 1017, where the confusion on registration for the test was occurring. Licensing Program Manager Sandra Gonzales said students who were within 100 hours of completing their requirements were automatically referred for testing. DOL had sent an email asking schools not to click on a box that read, "I certify the student has graduated and completed", because it was creating an error message. She said DOL was working on fixing the error.

10. Conclusion

10.1. Announcements

Ms. Schaefer said an agenda item requested by Board Member Thomas, discussion on developing a new program for ethnic hair services, had not been on the agenda. She said it would be on the next meeting's agenda. Chair Trieu deferred Board Member Thomas' request to the Education Subcommittee.

10.2. Requests for Future Agenda Items

Board Member Martin requested an agenda item to discuss the renewal process for operator and salon shop owner on the DOL website due to an overwhelming response from the public about their frustrations.

10.3. Review of Action Items and Items for Next Meeting

Ms. Schaefer reviewed the action items captured in the meeting.

- Staff to verify whether there is clear information on the DOL website regarding the need to apply separately for instructor and operator licenses, and information regarding requirements to reinstate expired licenses.
- DOL staff to participate in the next Business Practice Subcommittee meeting to discuss combined licensing.
- Staff to add ethnic care services topic to the Education Subcommittee

Ms. Baur said members of the industry could bring topics of discussion to the Board, by contacting Board Members individually or emailing DOLBoards@dol.wa.gov.

11. Adjournment

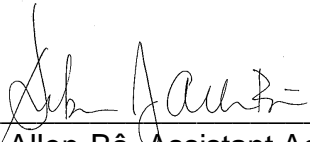
Chair Trieu adjourned the meeting at **11:20 a.m.**

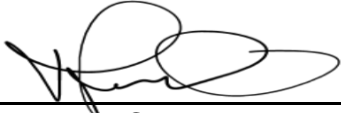
Next Board Meeting:

April 8, 2024

10:00 a.m.

Virtual via Teams

Submitted by: 
Debra Allen-Bâ, Assistant Administrator 4/08/2024
Date

Approved by: 
Frank Trieu, Chair 4/08/2024
Date