

**Mississippi State Board of Cosmetology  
Special Called Telephonic Board Meeting Minutes  
April 25, 2024**

**Location for Public Access:**

**Robert E. Lee Building, 239 N Lamar Street, Suite 301, Jackson, MS 39201**

I. Welcome and Call to Order

Warren Rossi, Chairman of the Mississippi State Board of Cosmetology, called the meeting to order at 4:01 p.m. on April 25, 2024. Jewel Stewart performed the roll call. May the record reflect that there was a quorum present for voting purposes.

Members present telephonically:

Warren Rossi, Chairman  
Debbie Coker, Vice-Chairman  
Jewel Stewart, Secretary  
Hilda Bills, Member

Also present telephonically:

Catherine Bell, Special Assistant Attorney General / Counsel for the Board

Also present at the public access location:

Ruby Lowery, Deputy Director  
Sharon Clark, Executive Director

There were no members of the public present.

II. Agenda Approval

Debbie Coker moved to accept the amended agenda. Hilda Bills provided a second. The motion carried by unanimous approval.

III. New Business

A. Industry Day – May 20

Jewel Stewart moved to approve Industry Day to be held in Jackson, Mississippi on May 20, 2024, for four (4) continuing education hours for all licensure categories regulated by the Board. Hilda Bills seconded the motion. The motion carried by unanimous approval.

B. Electric File Monitoring

Hilda Bills moved to approve the changes to the Electric File Course offerings that are as follows:

- The Electric File Course must contain (1) Board approved course Sign In Sheet completed as per Board instructions, (2) Electric File Video Viewing, (3) Distribution of workbook, (4) Review of workbook with

students – method of review (oral, PowerPoint, etc.) at the discretion of course provider, (5) Written test passed, and (6) Student successful demonstration of electrical file proficiency.

- The Board must review and approve the course before it may be offered.
- Only one (1) class can be held by a course provider per day.
- Each class is limited to twenty (20) participants.
- Course attendance must be taken on the Board approved Sign In Form.
- On the Sign In Form, the following fields must be typed: Name, Registration Number, Expiration Date, and Address. On the date of the class, participants will sign in on the pre-filled Sign In Form.
- Participants must hold an active Mississippi license in Cosmetology and/or Nail Technology. Holders of a work permit or out of state license will not receive Certification in Mississippi for attendance of the course.
- On the day of the class, please verify participant's identity via a form of photo identification. Registrant's name on the Mississippi license issued by the Board must match the name on the photo identification used.
- Upon completion of the course, the Sign In Sheet must be signed by the course instructor. Then, email the Sign In Sheet to Sharon Clark.
- The Board may, but is not required to, attend any approved Electric File Course.
- To obtain Board approval of a scheduled Electric File Course, the following information must be sent to Sharon Clark:
  - Copy of all class materials (video and workbook),
  - Location of class,
  - Date and time of class, and
  - Name and license number of the course instructor.

Debbie Coker seconded the motion. The motion carried by unanimous approval.

C. Program Measures – New Board

Debbie Coker moved to approve the program measures requested by Legislative Budget Office for the upcoming FY25 Fiscal Year for the new Board. Warren seconded the motion. The motion carried by unanimous vote.


D. Budget Recommendations

Sharon Clark discussed budget recommendations for the remainder of Fiscal Year 2024.

IV. Adjournment

Hilda Bills moved to adjourn at 4:20 p.m. A second was provided by Jewel Stewart. The motion carried by unanimous approval.

APPROVED:

  
Warren Rossi, Chairman

  
Jewel Stewart, Secretary