

MISSISSIPPI BOARD OF COSMETOLOGY AND BARBERING
Board Meeting Minutes
July 29, 2024
239 North Lamar Street, 12th Floor, Jackson, MS 39201

I. Welcome and Call to Order

- A. Catherine Bell, Special Assistant Attorney General, called the meeting to order at 9:00 a.m. Catherine Bell called for a roll call. May the record reflect that there was a quorum present for voting purposes.

Members present:

Warren Rossi

Bennie Lee Adkins

Clelly Farmer

Michael McBunch

Linell Palmer, Jr.

Dr. Justin Turner, designee of the Mississippi State Health Officer

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

Sharon Clark, Executive Director, MS State Board of Cosmetology

Angela Waters, Interim Executive Director, MS State Board of Barber Examiners

Ruby Lowery

There were members of the public present.

B. Invocation

II. Agenda Approval

Warren Rossi moved to accept agenda with the following amendments:

I. B. Invocation

III. A. Security Administrator Appointment.

Michael McBunch provided a second. The motion carried by unanimous approval.

III. Election of Board Chair and Vice Chair

Michael McBunch moved to nominate Warren Rossi as President. Clelly Farmer provided a second. Clelly Farmer moved to close the nominations. Linell Palmer, Jr. provided a second. The motion carried with the following vote:

Warren Rossi - abstention

Bennie Lee Adkins - aye

Clelly Farmer - aye

Michael McBunch - aye

Linell Palmer, Jr. - aye

Dr. Justin Turner - aye

Michael McBunch moved to nominate Benny Lee Adkins as the Vice President of the Board. Clelly Farmer provided a second. The motion carried with the following vote:

Warren Rossi - aye
Bennie Lee Adkins - abstention
Clelly Farmer - aye
Michael McBunch - aye
Linell Palmer, Jr. – aye
Dr. Justin Turner – aye

Michael McBunch moved to select Ruby Lowery and Warren Rossi as Security Administrators. Clelly Farmer provided a second. The motion carried with the following vote:

Warren Rossi - abstention
Bennie Lee Adkins - aye
Clelly Farmer - aye
Michael McBunch - aye
Linell Palmer, Jr. – aye
Dr. Justin Turner – aye

IV. Board Minutes Approval / Corrections

Bennie Lee Adkins moved to approve the June 23, 2024, and June 28, 2024, minutes from the Mississippi State Board of Cosmetology as well as the June 11, 2024, and June 17, 2024, minutes from the Mississippi State Board of Barber Examiners. made a motion to approve the Board Minutes. Linell Palmer, Jr. seconded the motion. The motion carried by unanimous approval.

V. Financial Report

A. Denise DeRossette with Cornerstone provided the financial report. Bennie Lee Adkins moved to approve the financial report pending audit. Linell Palmer, Jr. provided a second. The motion carried by unanimous approval.

Michael McBunch moved to approve the FY26 Budget with level funding. Linell Palmer, Jr. provided a second. The motion carried by unanimous approval.

B. S Clark Rental Car Approval

Linell Palmer, Jr. moved to approve the FY24 automotive rental for Sharon Clark. Michael McBunch provided a second. The motion carried by unanimous approval.

Michael McBunch moved to approve the FY25 automotive rental for Sharon Clark and for an office policy to be established on spending authority limits. Bennie Lee Adkins provided a second. The motion carried by unanimous approval.

VI. Agenda Request Form

- A. Morgan Littlejohn – Illume Academy
Illume Academy requested approval of a nighttime class of Cosmetology. The class schedule will be Monday thru Thursday 5:00 p.m. – 10:00 p.m. Make up hours will be provided Fridays from 5:00 p.m. – 10:00 p.m. Linell Palmer, Jr. moved to approve the nighttime class for Cosmetology at Illume Academy based on the provided operating schedule. Bennie Lee Adkins provided a second. The motion carried by unanimous approval.
- B. Anna Nguyen and Anh Nguyen
Anna Nguyen and Anh Nguyen requested consideration of her violation received regarding the pedicure cleaning logs. The Board took no action.
- C. Trulawnia Ward
Ms. Ward requested that the Board allow credit for previously disallowed hours from her time as a student with Art of Hair Academy. The Board took no action.

VII. Old Business

- A. Cosmetology Hearings
Clelly Farmer moved to table the rescheduling of hearings for complaint 2024-08-18995-01; 2004-02-66427-1; and 2024-01-65462-1. Linell Palmer, Jr. provided a second. The motion carried by unanimous approval.
- B. Cornerstone Agency Setup Contract – a copy of which is attached hereto
Bennie Lee Adkins made a motion to approve the contract with Cornerstone. Michael McBunch provided a second. The motion carried by unanimous approval.
- C. Badge Pass Service Agreement – a copy of which is attached hereto
Michael McBunch made a motion to approve the Badge Pass Service Agreement. Linell Palmer, Jr. provided a second. The motion carried by unanimous approval.
- C. Cosmetology Practical Exam Evaluator Contractors – a copy of which is attached hereto
Bennie Lee Adkins made a motion to approve the contract of Gayle Lunsford and Tammy Parkerson. Clelly Farmer seconded the motion. The motion carried by unanimous approval.

The Board requested that Catherine Bell request an ethics opinion to determine if the Board may contract with an individual who was an employee of the Mississippi State Board of Cosmetology as well as individuals who sat on the Board of the Mississippi State Board of Cosmetology.

- E. W-9 Approval

Bennie Lee Adkins moved that Ruby Lowery as Security Administrator could sign the W-9. Dr. Justin Turner seconded the motion. The motion carried by unanimous approval.

F. Agency Compensatory Time

Michael McBunch moved to approve the payout of FLSA time for the employees of the legislatively dissolved Mississippi State Board of Cosmetology. Linell Palmer, Jr. provided the second. The motion carried by unanimous approval.

Bennie Lee Adkins moved to permit employees of the legislatively dissolved Mississippi State Board of Cosmetology and the Mississippi State Board of Barber Examiners to either use or lose agency compensatory time by December 31, 2024. Dr. Justin Turner provided the second. The motion carried by unanimous approval.

G. Lease Agreements – a copy of which is attached hereto

Linell Palmer, Jr. moved to approve the lease agreements for Robert E. Lee and E. L. Bolton Building and for Ruby Lowery as the Security Administrator to sign on behalf of the Board. Dr. Justin Turner provided the second. The motion carried by unanimous approval.

I. MS Independent Beautician and Barber Association

Michael McBunch moved approved the June 12-13, 2024 MIBBA conference for six (6) hours of continuing education for Barbers. Linell Palmer, Jr. provided the second. The motion carried by unanimous approval.

VIII. License / Work Permits / Approval Letter Report

Ruby Lowery and Angela Welch provided the license report to the Board. A copy of the presented licensees and permits holders is attached hereto. Linell Palmer, Jr. moved to approve all licensees and permit holders as presented for license or permit. Michael McBunch provided a second. The motion carried by unanimous approval.

A. Student (Out of State) Transfer Application

Bennie Lee Adkins moved to deny the application of Andy Tran. Clelly Farmer provided a second. The motion carried by unanimous approval.

B. UROLA Testing Application

Linell Palmer, Jr. moved to deny the application of Huong Nguyen. Warren Rossi provided a second. The motion carried by unanimous approval.

IX. New Business

A. Executive Director Recruitment

CLOSED DETERMINATION / EXECUTIVE SESSION

Michael McBunch moved to enter closed session to determine if the Board has reason to enter Executive Session. The vote was unanimous. The motion carried.

Clelly Farmer, seconded by Michael McBunch, moved that the Board had reason to go into Executive Session pursuant to MISS. CODE ANN. § 25-41-7, personnel matters relating to the recruitment and selection of an Executive Director. The vote was unanimous. Motion carried.

Within Executive Session the following action was taken:

Clelly Farmer, seconded by Michael McBunch, moved to post the opening for an Executive Director with the State Personnel Board (SPB) for a three day opening with Denise DeRossette with Cornerstone assisting Warren Rossi with the posting and any requirements of SPB. Once the application time ends, all applicants will be provided to Warren Rossi who will disseminate to the Board. After review of all applicants, the Board will hold a special call meeting at a date and time to be later set and noticed to make the selection for Executive Director. The vote was unanimous. Motion carried.

Benny Lee Adkins moved to return to open session. Clelly Farmer provided the second. The vote was unanimous. Motion carried.

Catherine Bell provided the Executive Session actions taken.

B. Mission Statement

Bennie Lee Adkins moved to approve the mission statement as follows:

The mission of the Mississippi State Board of Cosmetology and Barbering is to:

- a. Regulate the instruction and practice of Cosmetology, Barbering, Esthetics, and Nail Technology;
- b. Establish rules and regulations and procedures relating to qualifications for licensure;
- c. Administer licensure examinations;
- d. Set sanitation requirements for operations within schools and establishments; and
- e. Set standards of practice of the benefit of the consumer and for the protection of the public's health and safety.

Linell Palmer, Jr. provided a second. The motion carried by unanimous approval.

B. Board Logo

Dr. Linell Palmer, Jr. moved to pay the graphic design quote and accept the logo as designed by Rossi Studios. Clelly Farmer provided a second. The motion carried with the following vote:

Warren Rossi - abstention

Bennie Lee Adkins - aye

Clelly Farmer - aye
Michael McBunch - aye
Linell Palmer, Jr. – aye
Dr. Justin Turner – aye

D. Agency Acrylic Sign and Door Sign

Michael McBunch moved to approve the replacement of both the agency door sign and acrylic sign at entry to reflect the correct name of the Board. Clelly Farmer provided a second. The motion carried by unanimous approval.

E. DataLynk Contract – a copy is attached hereto

Michael McBunch moved to approved both the \$8,750 renewal for DataLynks system and the \$8,500 for the data conversion of licensing information from Mississippi State Board of Barber Examiners to the DataLynks system. Clelly Farmer provided a second. The motion carried by unanimous approval.

F. Bank Account

Linell Palmer, Jr. moved to approve the setup of the new bank account at Trustmark for the agency and to empower Ruby Lowery to establish same. Bennie Lee Adkins provided a second. The motion carried by unanimous approval.

G. Approved Methods of Payment

Linell Palmer, Jr. moved to approve personal and business checks, money orders, cashiers' checks, and credit card, with processing fees paid by customer, as accepted methods of payment that the Board will accept. The Board will not accept cash. Michael McBunch provided a second. The motion carried by unanimous approval.

H. Licensing Paper / Badge Pass Cards

Bennie Lee Adkins moved to table the license discussion. Linell Palmer, Jr. provided a second. The motion carried by unanimous approval.

I. Statement of Economic Interest

Catherine Bell discussed that each Board Member would need to complete a statement of economic interest with the Ethics Commission.

X. Compliance

A. Inspectors

Linell Palmer, Jr. will provide training for the three (3) Compliance Inspectors who were previously employed by the Mississippi State Board of Cosmetology so that the individuals may perform Barber inspections.

B. Electric File Curriculum Approval – Sylvina Buckley

Linell Palmer, Jr. moved to approve the electric file curriculum presented by Sylvina Buckley. Dr. Justin Turner provided a second. The motion carried by unanimous approval.

- C. Electric File Curriculum Approval – Aubrie Howell
Linell Palmer, Jr. moved to approve the electric file curriculum presented by Aubrie Howell. Dr. Justin Turner provided a second. The motion carried by unanimous approval.

Linell Palmer, Jr. moved to table the removal of the electric file certification requirement. Michael McBunch provided a second. The motion carried by unanimous approval.

- D. MDOC Instructor
Richard Thompson provided confirmation that the Barber program will be not operating until a replacement can be selected for the Barber school at Central MS Correctional Facility in Pearl.

XI. Licensure Examination

CLOSED DETERMINATION / EXECUTIVE SESSION

Benny Lee Adkins moved to enter closed session to determine if the Board has reason to enter Executive Session. The vote was unanimous. The motion carried.

Linell Palmer, Jr., seconded by Michael McBunch, moved that the Board had reason to go into Executive Session pursuant to MISS. CODE ANN. § 25-41-7, personnel matters relating to the recruitment and selection of barber practical exam evaluators. The vote was unanimous. Motion carried.

Within Executive Session the following action was taken:

Bennie Lee Adkins, seconded by Linell Palmer, Jr., moved to accept as barber practical exam evaluators the following Richard Brown, Sr., Tommy Jenkins, Oddie Shelby, and Timothy Burns. The following applicants were denied C. Johnson and R. Armstrong. The following applicants were tabled pending the receipt of additional information Patricia Roberts and Angela Di Donna. The vote was unanimous. Motion carried.

Linell Palmer, Jr. moved to return to open session. Bennie Lee Adkins provided the second. The vote was unanimous. Motion carried.

Catherine Bell provided the Executive Session actions taken.

Dr. Justin Turner left the meeting at 1:01 pm.

- B. Practical Exam Evaluator Contract

Linell Palmer, Jr. moved to contract with practical exam evaluators at the rate of \$105 per day plus mileage. Michael McBunch provided a second. The motion carried by unanimous approval.

C. Examination Fees

Linell Palmer, Jr. moved to table the discussion of examination fees. Michael McBunch provided a second. The motion carried by unanimous approval.

D. SMT/Prometric Contract Amendment

Bennie Lee Adkins moved to complete a contract amendment with SMT/Prometric to include translations of the theory examination to Vietnamese, Korean, and Spanish; however, an applicant may request additional languages if needed. Linell Palmer, Jr. provided a second. The motion carried by unanimous approval.

Michael McBunch moved to complete a contract amendment with SMT/Prometric to include the theory examination for barbering. Linell Palmer, Jr. provided a second. The motion carried by unanimous approval.

E. UROLA Examination

Linell Palmer, Jr. moved to approve the creation and translation of a Law and Sanitation examination for the Barbers and Barber Instructors. Bennie Lee Adkins provided a second. The motion carried by unanimous approval.

F. Barber Examination Test Dates

The Board requested that dates for the testing location at Hinds Community College in September and October be obtained for a potential barbering practical examination.

G. Barber Permits

Michael McBunch moved to approve the six (6) month practice permits for barber students who meet the Board criteria, including completion of all required hours and payment of a fee, but have not yet successfully completed both the theory and practical exams for licensure. Bennie Lee Adkins provided a second. The motion carried by unanimous approval.

XII. Curriculum and Instruction

Clelly Farmer moved to table the curriculum discussion. Linell Palmer, Jr. provided a second. The motion carried by unanimous approval.

XIII. Continuing Education

A. MS Gulf Coast Community College CTE Program - August 1, 2024

Linell Palmer, Jr. moved to approve Sharon Clark to speak at the CTE Program. Clelly Farmer provided a second. The motion carried by unanimous approval.

- B. MS Cosmetology and Barber Association – September 9, 2024
Bennie Lee Adkins moved to approve four (4) hours of continuing education for cosmetology, barbering, nail technology, esthetics, and instructor licenses at the MCBA to be held on September 9, 2024 in Jackson. Linell Palmer, Jr. provided a second. The motion carried by unanimous approval.

Bennie Lee Adkins moved to approve travel expenses and per diem and for Sharon Clark to attend and speak at MCBA. Linell Palmer, Jr. provided a second. The motion carried by unanimous approval.

- C. National Association of Barber Boards of America – September 15, 2024
Michael McBunch moved to approve a Board member's attendance, per diem, and travel expenses for the NABBA. Warren Rossie seconded the motion. The motion carried with the following vote:

Warren Rossi - aye
Bennie Lee Adkins - no
Clelly Farmer - no
Michael McBunch - aye
Linell Palmer, Jr. - aye
Dr. Justin Turner – absent

XIV. Formal Complaints

CLOSED DETERMINATION / EXECUTIVE SESSION

Linell Palmer, Jr., moved to enter closed session to determine if the Board has reason to enter Executive Session. The vote was unanimous. The motion carried.

Linell Palmer, Jr., seconded by Bennie Lee Adkins, moved that the Board had reason to go into Executive Session pursuant to MISS. CODE ANN. § 25-41-7 (d) investigative proceedings regarding allegations of misconduct or violation of law. The vote was unanimous. Motion carried.

Within Executive Session the following action was taken:

FC20240624-001 was assigned to Clelly Farmer for investigation.

FC20240716-001 was assigned to Michael McBunch for investigation.

Linell Palmer, Jr. moved to return to open session. Bennie Lee Adkins provided the second. The vote was unanimous. Motion carried.

Catherine Bell provided the Executive Session actions taken.

XV. Board Meetings

A. Board Meeting for the remainder of the fiscal year are set as follows:

August 26, 2024
September 30, 2024
October 28, 2024
November 25, 2024
December 30, 2024
January 27, 2025
February 24, 2025
March 31, 2025
April 21, 2025
May 19, 2025
June 30, 2025

Linell Palmer, Jr. moved to approve per diem and expenses of Board members on travel days. Bennie Lee Adkins provided a second. The motion carried by unanimous approval.

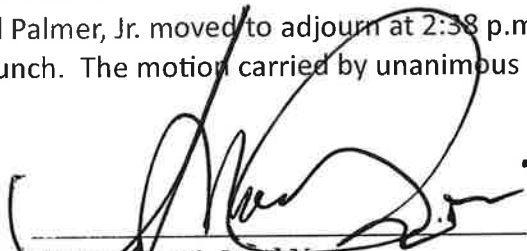
B. Board Training

The Board will meet on Sunday, September 29, 2024, at 9:00 am for Board training before the Mississippi Cosmetology and Barbering Council meeting that same day at 1:00 pm.

XVI. Adjournment

Linell Palmer, Jr. moved to adjourn at 2:38 p.m. A second was provided by Michael McBunch. The motion carried by unanimous approval.

APPROVED:



Warren Kossi, President