

1 STATE OF ALASKA
2 DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT
3 DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING
4 BOARD OF BARBERS AND HAIRDRESSERS

5
6 MINUTES OF MEETING
7 January 24 – 25, 2022

8
9 By the authority of AS 08.01.070(2) and AS 08.86.030 and in compliance with the provisions of AS 44.62
10 Article 6, a scheduled meeting of the Board of Barbers and Hairdressers was held via teleconference,
11 videoconference and at State Office Bldg., 9th Floor, Conference Room A, January 24 - 25, 2022.

12
13 **Item 1. Call to Order/Roll Call**

14
15 Due to weather related flight delays, the meeting start was delayed.

16
17 The meeting of the Board of Barbers and Hairdressers was called to order by Michelle McMullin, Chair at
18 9:14 a.m. Members present were:

19
20 **Roll Call**

21
22 **Board Members Present, constituting a Quorum:**

23
24 Michelle McMullin, Nail Technician, Chairperson
25 Holly Andrews, Esthetician
26 Vershawn (Shawn) Idom, Barber
27 Khitsana Sypakanphay, Tattoo/Permanent Cosmetic Colorist
28 Tina Taylor, Hairdresser
29 Vacant, Public Member

30
31 **Absent from the meeting**

32
33 Connie Dougherty, Hairdresser/Esthetician – stated would be joining the meeting at 11:30
34 a.m. UNEXCUSED

35
36 **Present from the Division of Corporations, Business and Professional Licensing were:**

37
38 Cynthia Spencer, Records and Licensing Supervisor
39 Wanda Whitcomb, Licensing Examiner
40 Melissa Dumas, Administrative Officer
41 Colleen Kautz, Program Coordinator

42
43 **Members of the Public Present:**

44
45 None

46
47 **Item 2. Review/Amend agenda**

48
49 Board Chair, Michelle McMullin, requested the board to review the agenda changes and provide
50 amendments.

51 Cynthia Spencer informed the board that 2022 legislative guidance and the FY22 1st Quarter Budget
52 report had been added to Item 6. Ms. Spencer also informed the board that May 3-4, 2021 and October
53 4-5, 2021 meeting minutes had been added to Item 8.

54
55 Chair McMullin asked the board if there were any other amendments; hearing no additional
56 amendments, Chair McMullin polled the board. Hearing no objections, the agenda was approved.

57
58 **Item 3. Ethics Disclosure**

59
60 No ethics disclosures.

61 **Item 4. Public Comment**

62
63 No members of the public in attendance

64
65 **Item 5. New Business**

66
67 A. Review of Communications with Legislators

68
69 Chair McMullin asked board members if they had reached out to any legislators to find bill sponsors.
70 Board members stated they had not.

71
72 Chair McMullin stated she has been speaking with ?? and will be submitting updated legislation. Chair
73 McMullin informed the board that due to all the new members and time elapsed since legislation had
74 been initially submitted, she had requested additional time to ensure all board members had a chance
75 to review drafted legislation and have the opportunity to add or amend information.

76
77 Tina Taylor stated she cuts Senator Peter Micciche hair; Ms. Taylor stated she had not pushed any
78 legislation; however, Sen. Micciche had mentioned the legislation as he is a sponsor and stated he was
79 available to provide assistance to the board.

80
81 The board thanked Ms. Taylor and Chair McMullin stated she would visit Sen. Micciche office today or
82 tomorrow.

83
84 B. Review 2022 Legislative Guidance for Board Members

85
86 Ms. Spencer reviewed the 2022 Legislative Guidance for Board Members informational sheet. Ms.
87 Spencer cautioned board members that no more than two board members at a time could meet
88 up/with bill sponsors. Ms. Spencer also urged board members to create or update existing Bill Tracking
89 Management Facility (BTMF) accounts on the akleg.gov website. Ms. Spencer stated that the BTMF
90 system is an excellent way to stay current with legislation progress. Ms. Spencer informed the board
91 that bill sponsors may ask for a point of contact for legislation; using the chairperson is best and to also
92 include the board member licensed in that specific area is also recommended as that specifically
93 licensed individual will be the expert in that field and may be able to provide relevant service
94 information. Ms. Spencer also reviewed board member testimony and stated if any board member
95 needed assistance or had any questions/concerns to reach out to her, Wanda Whitcomb, or Director
96 Sara Chambers.

97
98 Chair McMullin asked if there were any additions to current proposed legislation. Hearing none, the
99 board moved on with the agenda.

100
101 The board was ahead of schedule, so Ms. Spencer provided a quick Alaska Commission on
102 Postsecondary Education (ACPE) update. Ms. Spencer stated ACPE just had their annual meeting;

103 several schools had their accreditation renewed and once the official report was received it would be
104 sent to board members.

105

106 *Recess The Board recessed at 10:40 a.m. for a short break; reconvened at 11:00 a.m.*

107

108 **Item 6. Division Business**

109

110 Melissa Dumas, Administrative Officer joined the meeting and reviewed her role with the board.

111

112 A. FY21 4th and FY22 1st Quarter Reports

113

114 Ms. Dumas reviewed the FY21 4th and FY22 1st Quarter Budget Reports with the board. Ms. Dumas
115 asked the board if there were any questions; hearing none; Ms. Dumas thanked the board for their time.

116

117 The board thanked Ms. Dumas for her time and reporting.

118

119 The board was ahead of schedule and moved to Item 8.

120

121 **Item 8. Administrative Business**

122

123 Ms. Spencer informed the board at Military Licensing legislation had passed and the Division is currently
124 drafting regulations for licensing programs. Ms. Spencer stated that this program may not need
125 updating as there are currently courtesy license and temporary permit options for applicants.

126

127 Ms. Taylor asked what the difference is between courtesy and temporary permitting. Ms. Spencer
128 responded a 30-day courtesy license is mainly for body piercers, tattooists, and permanent cosmetic
129 colorists who are coming into state for events such as the yearly Ink Masters events in Anchorage and
130 Fairbanks. Ms. Spencer stated the temporary permit is available for individuals applying for licensure via
131 “waiver of examination”; this permit is valid for six months and allows the holder to work in a licensed
132 shop without supervision.

133

134 *Recess The board recessed at 11:26 a.m. for lunch; reconvened at 1:00 p.m. Six board members in
135 attendance via roll call.*

136

137 **Item 8. Administrative Business**

138

139 A. Review/Edit Meeting Minutes

140

I. October 22, 2020

141

II. August 12, 2021

142

III. May 3 – 4, 2021

143

IV. October 4 – 5, 2021

144

145 The board reviewed meeting minutes.

146

147 Chair McMullin asked her name to be correctly spelled in the May 3 – 4, 2021 minutes, line 382. The
148 board had no other edits for the May 3 – 4, 2021 minutes. Chair McMullin requested a motion to accept
149 the meeting minutes.

150

**On a motion duly made by Holly Andrews, seconded by Khitsana Sypakanphay and
approved unanimously by poll of the board, the board approved May 3 - 4, 2021
meeting minutes with amendments.**

151

152

153

154 **On a motion duly made by Holly Andrews, seconded by Khitsana Sypakanphay and**

155 **approved unanimously by poll of the board, the board approved the August 12, 2021,**
156 **October 4 – 5, 2021, and October 22, 2020 meeting minutes as written.**

157
158 B. Document Signing

159
160 Chair McMullin signed adopted meeting minutes.

161
162 C. Correspondence

163
164 i. Representative McKay – Interpreter for National Written Exam.

165
166 The board reviewed the correspondence item and discussed the allowance of interpreters for the
167 written examination; the board reviewed Regulation 12 AAC 09. And determined no foreign language
168 interpreters are allowed per the National-Interstate Council of State board of Cosmetology (NIC)
169 requirements. The board requested staff reply to Representative McKay and provide verbal
170 examination information.

171
172 Ms. Whitcomb stated for the record, a verbal written examination is offered in line with regularly
173 scheduled written exam dates; this would involve the exam candidate and one of our proctors sitting
174 together with an English language examination booklet for 90 minutes (after the instructional portion).
175 The proctor will only read the questions and answers to the candidate in English, and the candidate is
176 responsible for selecting their answer and indicating their selection on the answer sheet.

177
178 ii. Alaska Commission on Postsecondary Education (ACPE) School Closure Notification.

179
180 The board reviewed the school closure notification for Alaska Nail & Skin Academy. Ms. Spencer
181 informed the board that there are no current students enrolled in this school; the most recent four
182 students had completed training and qualify for examination(s) once they submit applications.

183
184 Ms. Spencer also stated that this was the only school currently approved to teach the 12-hour
185 manicuring course on-line.

186
187 D. Application Review

188
189 i. Transfer of Out of Country Training

190
191 Ms. Whitcomb informed the board that this review is not for an application, but for a student currently
192 enrolled in a school who is requesting out of country training be accepted and applied to the
193 hairdressing curriculum requirements of regulation 12 AAC 09.160.

194
195 Ms. Spencer stated the 1,350 hours would directly transfer over to the school program this student was
196 currently enrolled in.

197
198 The board reviewed the provided transcripts for Yaidelice Ramos Figueroa and provided a breakdown of
199 what practical operations were still needed to meet the curriculum of regulation 12 AAC 09.160. The
200 board determined Yaidelice Ramos Figueroa must complete an additional 300 hours of training which
201 must include the following practical operations.

- 202 • Wet styling – must complete 120 practical operations
- 203 • Thermal styling – must complete 120 practical operations
- 204 • Permanent waving – must complete 30 practical operations
- 205 • Haircutting – must complete 160 practical operations
- 206 • Beard trimming – must complete 5 practical operations

256 Ms. Spencer reported that Ms. Zinn had retired, provided a box of documentation for this project and
257 that all board drafted suggestions had been submitted to DEC. Ms. Spencer informed the board that
258 she's not heard back from DEC.

259
260 Chair McMullin stated that with the onset of COVID, DEC probably had more immediate concerns than
261 updating the 18 AAC 23 regulations.

262
263 The board reviewed current Frequently Asked Questions (FAQ's) on their website. Ms. Spencer
264 informed the board that the currently posted FAQ's had not been updated in several years.

265
266 Ms. Spencer stated that she and Ms. Whitcomb would update the currently posted 40 FAQ's, however if
267 board members would like to rearrange the currently layout and/or add additional FAQ's they could
268 draft language/layout options for presentation at the next scheduled board meeting.

269
270 *Recess The Board recessed at 9:42 a.m. for a short break; reconvened at 9:53 a.m.*

271

272 Item 11. Investigations

273

274 Investigator Shauna Muraco and Probation Monitor Michele Hearn joined the meeting and greeted the
275 board.

276

277 A. Probation Report

278

279 Michele Hearn reviewed the probation report with the board reporting four individuals currently on
280 probation, two individuals have been released from probation, and two individuals who are non-
281 compliant or on hold with probation matters.

282

283 Chair McMullin asked the board if they had any questions. Hearing none, the board moved onto the
284 next item.

285

286 B. Investigative Memo/Board Report

287

288 Shauna Muraco presented the Investigative Report from September 21, 2021 to January 20, 2022. This
289 report contains investigations, complaints and intake reports since the last report. There are currently
290 50 open cases and 5 closed cases. The board had no questions about the investigative report.

291

292 Chair McMullin called for a motion to move to executive session.

293

294 **On a motion duly made by Khitsana Sypakanphay, seconded by Shawn Idom, and**
295 **approved unanimously by majority present, it was RESOLVED to enter Executive Session**
296 **under the authority of AS 44.62.310(C)(3) and Alaska Constitutional Right to Privacy**
297 **Provisions, for the purpose of discussing matters by law, municipal charter, or ordinance**
298 **are required to be confidential with staff to remain in session.**

299

300 Board entered executive session at 10:07 a.m. and returned from executive session at 10:30 a.m.

301

302 **On a motion duly made by Khitsana Sypakanphay, seconded by Shawn Idom, and**
303 **approved by roll call vote, it was resolved to adopt the consent agreement for case 2020-**
304 **000710, Dennis Millhouse/Trend Setters School of Beauty as written**

305

306 Chair McMullin asked for any discussion; hearing none, Chair McMullin requested a roll call vote.

- 307 **Michelle McMullin -Abstain**
- 308 **Holly Andrews - Yes**
- 309 **Vershawn Idom-Yes**
- 310 **Khitsana Sypakanphay-Yes**
- 311 **Tina Taylor-Yes**

312

313 The board thanked Ms. Muraco and Ms. Hearn for their time and assistance.

314

315 Chair McMullin quickly reviewed proposed legislative changes and stated Ms. Andrews, Ms.

316 Sypakanphay, and herself were heading to the Capitol building to meet with Representative Liz Snyder

317 hopefully Senator Peter Micciche.

318

319 *The Board adjourned at 10:30 a.m.*

320

321 **Respectfully submitted:**

DocuSigned by:



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Cynthia Spencer, Records & Licensing Supervisor

322

323

324

325

326 **Approved:**

DocuSigned by:



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Michelle McMullin, Chairperson
Board of Barbers and Hairdressers

327

328

329

330

331 Date: 10/3/2022

332