

Annual Report

Fiscal Year 2016

BOARD OF BARBERS AND HAIRDRESSERS



**DIVISION OF CORPORATIONS, BUSINESS
AND PROFESSIONAL LICENSING**

This annual performance report is presented in accordance with
Alaska statute AS 08.01.070(10).

Its purpose is to report the accomplishments, activities, and the
past and present needs of the licensing program.

**BOARD OF BARBERS AND HAIRDRESSERS
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Identification of the Board

Board Member	Date Appointed	Term Expires
Kevin McKinley, Chairperson Tattooist Permanent Cosmetic Colorist Body Piercer	Mar 01, 2012	Mar 01, 2020
Glenda Ledford Barber	Mar 01, 2010	Mar 01, 2018
Jeannine Jabaay Public	Apr 22, 2013	Mar 01, 2017
Derrick Slaughter Barber	Jan 10, 2014	Mar 01, 2017
W. Mae Canady Hairdresser Esthetician	Jan 23, 2016	Mar 01, 2020
Michelle Black Hairdresser	Mar 01, 2016	Mar 01, 2020

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Identification of Staff

Cynthia Spencer – Licensing Examiner

Department of Commerce, Community & Economic Development
Division of Corporations, Business and Professional Licensing
Post Office Box 110806
Juneau, Alaska 99811-0806
(907) 465-2550

Mary Sikes – Licensing Examiner

Department of Commerce, Community & Economic Development
Division of Corporations, Business and Professional Licensing
Post Office Box 110806
Juneau, Alaska 99811-0806
(907) 465-2550

Sher Zinn – Records and Licensing Supervisor

Department of Commerce, Community & Economic Development
Division of Corporations, Business and Professional Licensing
Post Office Box 110806
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Jun Maiquis – Regulations Specialist

Department of Commerce, Community & Economic Development
Division of Corporations, Business and Professional Licensing
Post Office Box 110806
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(907) 465-2550

Dawn Bundick – Investigator

Department of Commerce, Community & Economic Development
Division of Corporations, Business and Professional Licensing
550 W 7th Ave, Ste 1500
Anchorage, Alaska 99501-3567
(907) 269-8160

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Narrative Statement

The Board of Barbers and Hairdressers conducted three (3) face-to-face meetings and three (3) teleconferences in fiscal year 2016.

State Investigators Al Kennedy, Dawn Bundick, John Clark, and Jeanette Akers joined meetings in person and via teleconference.

The Board adopted several changes in regulation and were instrumental in assisting the passage of Legislation, Senate Bill 165, addressing the configuration of the Board by removing one barber seat, adding a nail technician seat and one "any license" seat.

The Board will be requesting at least one face to face meeting to be held in Juneau, AK each year at the start of legislative session so they may continue to address needed legislative changes.

The Board worked to bolster the industry, updated regulations, reviewed the investigative reports, and dealt with issues in all vocations under our Board and conducted office business.

The Board will continue to work with the Division regarding their Fiscal decline. The Board, despite their recommendations to not lower fees for FY13-14, had lower fees for the period which assisted in leaving the Board with a substantial decrease in their Fiscal budget. The Division raised fees effective September 1, 2015.

The Board continues to support Investigative Staff in obtaining permission to conduct business not only in the Anchorage/Wasilla areas but also in Fairbanks, Juneau and throughout Southeast Alaska.

The Board will continue to strive to provide the best services and public protection it can.

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Budget Recommendations for FY 2017 (continued)

Board Meeting Date	Location	# Board	# Staff
Oct 03, 2016	Anchorage	7 (pending new appointment)	1
	<input checked="" type="checkbox"/> Airfare:		\$487.40
	<input checked="" type="checkbox"/> Hotel:		\$99.00
	<input checked="" type="checkbox"/> Ground: Mileage		\$175.61
	<input checked="" type="checkbox"/> Other: M&IE, Taxi, Parking		\$420.00
Total Estimated Cost:			\$1,182.00

Board Meeting Date	Location	# Board	# Staff
Jan 23, 2017	Juneau	7 (pending new appointment)	1
	<input checked="" type="checkbox"/> Airfare:		\$2,000.41
	<input checked="" type="checkbox"/> Hotel:		\$2,207.88
	<input checked="" type="checkbox"/> Ground: Taxi		\$300.00
	<input checked="" type="checkbox"/> Other: M & IE		\$888.00
Total Estimated Cost:			\$5,396.00

Board Meeting Date	Location	# Board	# Staff
May 08, 2017	Anchorage	7 (pending new appointment)	1
	<input checked="" type="checkbox"/> Airfare:		\$487.40
	<input checked="" type="checkbox"/> Hotel:		\$99.00
	<input checked="" type="checkbox"/> Ground: Mileage		\$175.61
	<input checked="" type="checkbox"/> Other: M & IE, Taxi, Parking		\$420.00
Total Estimated Cost:			\$1,182.00

Board Meeting Date	Location	# Board	# Staff
TBD x 2	Teleconference Originate Juneau	7 (pending new appointment)	1
	<input type="checkbox"/> Airfare:		\$0.00
	<input type="checkbox"/> Hotel:		\$0.00
	<input type="checkbox"/> Ground: Taxi		\$0.00
	<input checked="" type="checkbox"/> Other: Estimated cost for two teleconferences		\$200.00
Total Estimated Cost:			200.00

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Budget Recommendations for FY 2017 (continued)

Travel Required to Perform Examinations

Not applicable

Date	Location	# Board	# Staff
TBD – As needed	Anchorage, Fairbanks, Juneau	1	0

Description of meeting and its role in supporting the mission of the Board:

Examination Proctor training is required for new proctors prior to using them for exams. In Fairbanks & Juneau, senior proctors provide training; in Anchorage a Board member in Anchorage will provide training. When training is scheduled all proctors in the area attend for refresher and updated information.

<input type="checkbox"/> Airfare:	\$0.00
<input type="checkbox"/> Hotel:	\$0.00
<input checked="" type="checkbox"/> Ground: Mileage	\$30.00
<input type="checkbox"/> Conference:	\$0.00
<input checked="" type="checkbox"/> Other: Proctor payments (attendees & trainer)	\$1,000.00

Total Estimated Cost: **\$1,030.00**

Out-of-State Meetings and Additional In-State Travel

Not Applicable

Date	Location	# Board	# Staff
Fall 2016	TBD	1	0

Description of meeting and its role in supporting the mission of the Board:

National Association of Barber Boards (NABBA). Attendance of this annual meeting allows for the gathering of information on the administrative level regarding database, other State licensure requirements, statutory/regulatory updates or changes, informational exchange, addressing common State Board licensing issues, sharing of resources, networking with other State agencies. Gain information/knowledge on new techniques and equipment which may affect Alaska and require changes in regulations, license requirements, etc. Typically a 4-+5 day meeting.

<input checked="" type="checkbox"/> Airfare:	\$1,000.00
<input checked="" type="checkbox"/> Hotel:	\$500.00
<input checked="" type="checkbox"/> Ground:	\$40.00
<input checked="" type="checkbox"/> Conference:	\$200.00
<input checked="" type="checkbox"/> Other: M&IE)	\$100.00
<input type="checkbox"/> Direct Third-Party Offset:	\$0.00
<input type="checkbox"/> Reimbursed Third-Party Offset:	\$0.00

Net Total Estimated Cost: **\$1,840.00**

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Budget Recommendations for FY 2017 (continued)

Out-of-State Meetings and Additional In-State Travel

Date	Location	# Board	# Staff
September 29-30, 2016	Tampa, FL	1	1
Description of meeting and its role in supporting the mission of the Board:			
Attendance of this annual National Interstate Council of State Boards of Cosmetology (NIC) National meeting allows for the gathering of information on other State licensure requirements, statutory/regulatory updates or changes, informational exchange, addressing common State Board licensing issues, sharing of databases (FL just began using an internal credential evaluation database which Alaska may get to access). Gain information/knowledge on new techniques and equipment which may affect Alaska and require changes in regulations, license requirements, etc. This is typically a 4 day meeting. National Interstate Administrators meeting estimate 1 day pre & 1 day post travel.			
<input checked="" type="checkbox"/> Airfare:			\$2,453.00
<input checked="" type="checkbox"/> Hotel:			\$1,000.00
<input checked="" type="checkbox"/> Ground: Taxi/Shuttle			\$60.00
<input checked="" type="checkbox"/> Conference:			\$900.00
<input checked="" type="checkbox"/> Other: M& IE			\$200.00
<input type="checkbox"/> Direct Third-Party Offset:			\$0.00
<input type="checkbox"/> Reimbursed Third-Party Offset:			\$0.00
Net Total Estimated Cost:			\$4,613.00

Out-of-State Meetings and Additional In-State Travel

Date	Location	# Board	# Staff
October 1-3, 2016	Tampa, FL	1	1
Description of meeting and its role in supporting the mission of the Board:			
Attendance of this annual National Interstate Council of State Boards of Cosmetology (NIC) Regional & Administrators meeting allows for the gathering of information on other State licensure requirements, statutory/regulatory updates or changes, informational exchange, addressing common State Board licensing issues, sharing of databases (FL just began using an internal credential evaluation database which Alaska may get to access). Gain information and knowledge on new techniques and equipment which may affect Alaska and require changes in regulations, license requirements, etc. This is typically a 4 day meeting. National Interstate Council Annual Meeting estimate 1½ days pre & post travel.			
<input checked="" type="checkbox"/> Airfare:			\$2,453.40
<input checked="" type="checkbox"/> Hotel:			\$1,000.00
<input checked="" type="checkbox"/> Ground: Taxi/Shuttle			\$60.00
<input checked="" type="checkbox"/> Conference:			\$900.00
<input checked="" type="checkbox"/> Other: M&IE			\$200.00
<input type="checkbox"/> Direct Third-Party Offset:			\$0.00
<input type="checkbox"/> Reimbursed Third-Party Offset:			\$0.00
Net Total Estimated Cost:			\$4,613.00

Out-of-State Meetings and Additional In-State Travel

Date	Location	# Board	# Staff
Spring 2017	TBD	1	1

Description of meeting and its role in supporting the mission of the Board:

Attendance of this annual National Interstate Council of State Boards of Cosmetology (NIC) Regional & Administrators meeting allows for the gathering of information on other State licensure requirements, statutory/regulatory updates or changes, informational exchange, addressing common State Board licensing issues, sharing of databases (FL just began using an internal credential evaluation database which Alaska may get to access). Gain information and knowledge on new techniques and equipment which may affect Alaska and require changes in regulations, license requirements, etc. This is typically a 4 day meeting. National Interstate Council Annual Meeting estimate 1½ days pre & post travel.

<input checked="" type="checkbox"/> Airfare:	\$2,453.40
<input checked="" type="checkbox"/> Hotel:	\$1,000.00
<input checked="" type="checkbox"/> Ground: Taxi/Shuttle	\$60.00
<input checked="" type="checkbox"/> Conference:	\$900.00
<input checked="" type="checkbox"/> Other: M&IE	\$200.00
<input type="checkbox"/> Direct Third-Party Offset:	\$0.00
<input type="checkbox"/> Reimbursed Third-Party Offset:	\$0.00

Net Total Estimated Cost: \$4,613.00

Non-Travel Budget Requests

- Not Applicable Resources Examinations
 Membership Training Other

Product or Service	Provider	Cost Per Event
National Assoc of Barber Boards Membership (NABBA)	NABBA	\$250.00

Description of item and its role in supporting the mission of the Board:

Annual membership dues. Being a member of NABBA allows the Board to keep current with national standards and practices.

Non-Travel Budget Requests

- Not Applicable Resources Examinations
 Membership Training Other

Product or Service	Provider	Cost Per Event
National Interstate Council of State Boards of Cosmetology, Inc. (NIC)	NIC	\$310.00

Description of item and its role in supporting the mission of the Board:

Annual membership dues. Being a member of NIC allows the Board to keep current with National standards and practices; allows the use of the NIC written and practical examinations; allows member States an ease of sharing license information (verifications/certifications).

Non-Travel Budget Requests

- Not Applicable Resources Examinations
 Membership Training Other

Product or Service	Provider	Cost Per Event
Schroeder Measurement Technologies, Inc (SMT)	SMT	\$1,000.00

Description of item and its role in supporting the mission of the Board:

Grading of National written examinations. Per AS 08.13.040, 13.080, 13.090, 13.100 a written examination is required for applicants who don't qualify for reciprocity/credentials.

Non-Travel Budget Requests

- Not Applicable Resources Examinations
 Membership Training Other

Product or Service	Provider	Cost Per Event
Practical & Written Examinations – Anchorage, AK	State of AK	\$800.00

Description of item and its role in supporting the mission of the Board:

Product or service:

Examinations 12 per year in Anchorage: Anchorage examinations – this is an **estimated** cost, see below for breakout:

Practical Examination:

Three lead proctors average 9.25 hours each.
 Mileage may be included for proctors traveling from Wasilla and Soldotna.
 Rental/cleaning fee for Academy of Hair Design.
 Priority Mail OR FedEx mailing two boxes to Anchorage, one box on return.

Written Examination:

Two proctors, one lead one assistant; average 2.5 hours.
 Mileage may be included for proctors traveling from Wasilla and Soldotna.
 Rental for ballroom at The Coast International Inn.

Non-Travel Budget Requests

- Not Applicable Resources Examinations
 Membership Training Other

Product or Service	Provider	Cost Per Event
Practical & Written Examinations – Fairbanks, AK	State of AK	\$600.00

Description of item and its role in supporting the mission of the Board:

Product or service:

Examinations 3 per year in Fairbanks: Fairbanks examinations – this is an **estimated** cost, see below for breakout:

Practical Examination:

Three lead proctors average 6.25 hours each.
Priority Mail OR FedEx mailing one box to Fairbanks, one box on return.

Written Examination:

One proctor; average 2.5 hours.

Non-Travel Budget Requests

- Not Applicable Resources Examinations
 Membership Training Other

Product or Service	Provider	Cost Per Event
Practical & Written Examinations – Juneau, AK	State of AK	\$600.00

Description of item and its role in supporting the mission of the Board:

Product or service:

Examinations 3 per year in Juneau: Juneau examinations – this is an **estimated** cost, see below for breakout:

Practical Examination:

Three lead proctors average 6.25 hours each.

Written Examination:

Staff proctors the written examination in the State Office Bldg.

Summary of FY 2017 Fiscal Requests

Board Meetings (includes teleconferences)	\$7960.00
Exam Costs	\$15230.00
Out-of-State and Additional In-State Travel	\$15679.00
Dues, Memberships, Resources, Training	\$250.00
Total Potential Third-Party Offsets	\$0.00
Other:	\$0.00
Total Requested:	\$39,119.00

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Recommendations for Proposed Legislation for FY 2017

- No Recommendations**
The Board has no recommendations for proposed legislation at this time.

- Recommendations**
The Board has the following recommendations for proposed legislation:

AS 08.13.160(d)(2)(5): Clarify language by adding: A person licensed by another licensing jurisdiction in a field of practice licensed by this chapter while demonstrating techniques or products to persons who hold a current license in the same or similar field of practice as the demonstrator.

The Board feels that clarification is needed to ensure that those attending demonstrations hold current licenses in a similar field of practice as the demonstrator.

Current language: (5) a person licensed by another licensing jurisdiction in a field of practice licensed by this chapter while demonstrating techniques or products to a person holding licenses or permits under this chapter.

AS 08.13.220(5) provide clarifying language defining superfluous hair to provide clear direction on what types of hair removal can be provided by estheticians under limited esthetics in subsection (8). Superfluous hair would be defined as head to toe, not limited to neck and face.

(5) "esthetics" means the use of the hands, appliances, cosmetic preparations, antiseptics, or lotions in massage, cleansing, stimulating or similar work on the scalp, face or neck, including skin care, make-up, and temporary removal of superfluous hair, for cosmetic purposes for a fee;

AS 08.13.070(4) License Required. A person may not: (4) teach or permit an employee or another person being supervised to teach in a school of barbers, hairdressing, manicuring, or esthetics or supervise an apprentice in barbering, hairdressing, manicuring or esthetics without an Instructors license.

AS 08.13.070(8) License Required. Reword to read "obtain, attempt to obtain, or assist to obtain...."

AS 08.13.070(a) License Required. A person may not: addition to Statute with the addition of "provide false or inaccurate information to a representative of the Board, an Inspector, or a Licensing Official in an attempt to obtain or renew a license.

AS 08.13.070, 08.13.082 & 08.13.220(13): Separate the Tattoo and Permanent Cosmetic Color license into two separate licenses.

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Regulation Recommendations for FY 2017

No Recommendations

The Board has no recommendations for proposed regulations at this time.

Recommendations

The Board has the following recommendations for proposed regulations:

12 AAC 09.130: repeal (a)(1) – (4) and replace with “complete application”.

12 AAC 09.180(a)(2) repeal (2)(A) - (C) and replace with “complete application”.

12 AAC 09.190(a)(1) make (A) be (B) and change (A) to read “complete application”.

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Goals and Objectives

Part I

FY 2016's goals and objectives, and how they were met:

1. Conduct three one-day, face-to-face meetings and teleconferences as needed.
2. Have an operating budget so that the Board can accomplish their goals.
3. Have representation on the National Level.
4. Continue to be attentive to the School and Instructor responsibilities to the student, i.e., applications and record keeping filed in a timely manner.
5. Take steps to educate the legislature on the concerns of our profession, i.e., sanitation and public safety, any statute change necessary to separate the professions, and the separation of the Tattooing and Permanent Cosmetic Coloring license.
6. Resubmit Senate Bill 247, which will increase public safety by requiring a National Standard of education for manicurists.
7. Continue to have increased Investigative staff time to address complaints and concerns of the public.
8. Increase support staff for licensing to properly handle the growing volume of licensees, apprentice and student paperwork.
9. The Board met three times for face to face meetings and four teleconferences during FY16. The January 2016 meeting was held in Juneau to help facilitate legislation which was submitted for the 2016 session.
10. Due to Division decision to increase fees the Board managed to keep their budget in the black.
11. The Board continues to maintain representation at a National level including sending the Board appointed member and staff to the National Interstate Council of State Boards annual Regional and Administrative meetings.
12. The Board continues to be attentive to the school & instructor responsibilities to the student by addressing ongoing issues as they arise, suggesting legislation & updating regulations to keep up with our growing industry.
13. The Board was instrumental in drafting and assisting in the passing of Senate Bill 165 by reconfiguring the makeup of the Board by adding a nail technician/manicurist seat, removing one barber seat bringing the total number of seats to seven.
14. The Board continues to take steps to educate the Legislature on the serious concerns of our profession. The Board will continue to be proactive by addressing the separation of the tattoo & permanent cosmetic colorist license as well as reconfiguration of the Board to accommodate all professions regulated by the Board.
15. The Board recognizes that increased investigative staff time has been allowed for follow through on complaints, open cases, and current investigative issues. This has greatly alleviated many of the complaints being received. Ongoing investigative staff time will be needed to maintain current levels of public safety.
16. The Board members continue to have authority to conduct shop/salon and school inspections, which allows for increased accountability for proper licensing of shops, practitioner, apprentices and students.
17. The Board still supports obtaining additional staff to assist the licensing examiner.

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Goals and Objectives

Part II

FY 2017's goals and objectives, and proposed methods to achieve them.

Describe any strengths, weaknesses, opportunities, threats and required resources:

1. Conduct three one-day, face-to-face meetings, one of which will be held in Juneau, and will be scheduled to coincide with the first week of Legislative Session (January) and teleconferences as needed.
2. Have an operating budget so that the Board can accomplish their goals.
3. Have representation on the National Level.
4. Continue to be attentive to the School and Instructor responsibilities to the student, i.e., applications and record keeping filed in a timely manner.
5. Take steps to educate the legislature on the concerns of our profession, i.e., sanitation and public safety, any statute change necessary to separate the professions, and the separation of the Tattooing and Permanent Cosmetic Coloring license.
6. Continue to have increased Investigative staff time to address complaints and concerns of the public.
7. Increase support staff for licensing to properly handle the growing volume of licensees, apprentice and student paperwork.
8. Update service and practices of estheticians to meet current industry standards and practices.
9. Update practical and theoretical training requirements for tattooing/permanent cosmetic coloring to reflect a total of 1000 hours.

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Sunset Audit Recommendations

Date of Last Legislative Audit: 9/1/2010
Board Sunset Date: 6/30/2019

Audit Recommendation:	The Division of Corporations, Business, and Professional Licensing's (CBPL) Chief Investigator should take steps to ensure complaints and cases are investigated in a more timely fashion.
Action Taken:	The investigative staff has worked diligently to investigate complaints and cases in a timelier manner. The Board has been very proactive in trying to work with the Division to receive a Board dedicated investigator.
Next Steps:	This issue is ongoing due to the lack of investigative services.
Date Completed:	Ongoing.

Audit Recommendation:	The current public member should surrender her hairdresser license or be removed from the public member Board position.
Action Taken:	The public member referenced in the audit has since resigned her position and the Governor's office has appointed two new public members since the date of the Audit.
Next Steps:	N/A
Date Completed:	N/A