



DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT  
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING  
BOARD OF BARBERS AND HAIRDRESSERS

CONDENSED MINUTES OF THE MEETING HELD JULY 10, 2025

By the authority of AS. 08.01.070(2) and AS08.86.030 and in compliance with the provisions of AS 44.64, Article 6, a scheduled board meeting was held via teleconference/Zoom, July 10, 2025.

**July 10, 2025:**

**Attendance**

**Members Present:** Chair Kevin McKinley, Willie Mae Canady, Jessica Pestrikoff, Jennifer (Jenn) Lombardo, Shannon Thompson, Danielle Desarae Hager

**Staff Present:** Cynthia Spencer, Barbara Denney, Damen Bennett Licensing Examiners, Lacey Derr, Program Coordinator, Division Director Sylvan Robb, Sara Chambers, Boards and Regulations Advisor

**Public Present via Zoom:** There were 4 members of the public present

**1. Call to Order/Roll Call**

The board was called to order at 10:05 a.m. by Chair Kevin McKinley.

Chair McKinley informed the board Jessica Pestrikoff would join the board by 10:30 a.m.

**2. Review Agenda**

Chair Kevin McKinley asked if there were any amendments to the agenda; hearing none a motion to approve was made requested.

**Motion: 1<sup>st</sup> Jenn Lombardo– 2<sup>nd</sup> Mae Canady**

Approve July 1, 2025, meeting agenda as written.

**Motion Approved by majority**

**3. Ethics Disclosure**

The board reviewed the Ethics packet provided.

Board members present stated they had no conflicts to disclose.

Chair McKinley introduced new board member Danielle Desare Hager. Desarae Hager greeted the board and stated she is an instructor at Galena Interior Learning Academy and is excited to be on the board.

Chair McKinley introduced new licensing examiner Damen Bennett.

Chair McKinley stated he had forgot to disclose that board member Shannon Thompson works out of his Anchorage 5<sup>th</sup> Avenue shop as a “booth renter”; Chair McKinley clearly stated Ms. Thompson is not an employee.

**4. Strategic Planning and Prioritization Processes. Topics will include but not be limited to the following:**

- Body Art Courtesy License(s) for Alaska Shops
- Tiered Esthetician License
- Update Fine Schedule/Matrix
- Update 12-Hour and Manicurist with Advanced Endorsement Licenses
- Update Current Statutes and Regulations

Chair McKinly briefly reviewed body art courtesy licenses and stated due to issues with all shop licensing, including temporary shop licenses all technically being “brick and mortar” facilities, additional assistance from Dept. of Law is needed before starting a project. Chair McKinley stated this had been a topic of discussion during his previous tenure with the board but had not been resolved.

Chair McKinley that he felt this matter was not as important as other issues at this time and would be fine with shelving this conversation until a later date.

Chair McKinley asked Jenn Lombardo for her input regarding body art training, 12 AAC 09.169(c), practical operations, when conducting practical operations that may take 8 hours how do you give credit, would an 8-hour operation be considered 1 practical operation in either of the required 50 practical operation section; how do you calculate this time.

Chair McKinley stated that quarterly reports have been an issue for many years specifically submitting these reports as required by regulations. Chair McKinley stated this has been a matter with the investigative unit and the matter had also been discussed at meetings during 2017 or 2019. Chair McKinley stated he had thoughts to either do away with the quarterly report requirements or adjust submitting these reports to allow their submission with completion or termination forms. Chair McKinley stated he felt this matter should be addressed as it is causing difficulties for the Division with licensing and investigative staff. Chair Mckinley continued if training document changes occurred the changes should be applied to all training programs.

Chair McKinly stated the other topic he would like to address is the fine matrix/schedule; if time allowed the board could discuss this later.

Chair McKinley and Ms. Lombardo briefly discussed training tracking for body arts and how to give credit for practical operations. Ms. Lombardo stated she counts hours, for example a trainee observes 30 minutes of a tattoo, they will get credit for 30 minutes; however, if a tattoo takes longer, she will track the time the trainee observes.

Chair McKinley asked board members for their input on quarterly reports.

Mae Canady stated for hairdressing, if someone is having problems submitting reports every 3-months, she doesn't feel an extension for submitting the reports wouldn't fix the submitting timely problems. Ms. Canady also stated that changing the quarterly report submission to the end of training would create more problems.

Desare Hager stated that as an instructor in a high school setting sometimes the 3-month quarterly submission dates coincide with school breaks so some reports may not be submitted until well after the 3-month quarterly report submission dates. Ms. Hager stated school starts in August, then break for Christmas, and then school ends in May; school is out June – July which results in submission delays. Ms. Hager also stated that she won't know which students need to be terminated until school starts in August. Ms. Hager urged the board to keep this in mind for other schools.

Ms. Lombardo stated she really didn't have an opinion regarding changes as she does not have a lot of apprentices, submitting reports timely has not been an issue; however she can imagine for a school or someone with multiple apprentices, there may be problems submitting reports on time. Ms. Lombardo stated she would like Ms. Spencer's opinion on this matter.

Shannon Thomspson stated that she's in a similar situation and opinion as Ms. Lombardo. Ms. Thompson stated that having fewer apprentices, she's able to keep up with paperwork. Ms. Thompson also asked for Ms. Spencer's opinion.

OLE Cynthia Spencer stated that staff is seeing many cases of quarterly reports, completion of training, and termination of training forms not being submitted in accordance with regulations (12 AAC 09.180, 09.185, 09.190); staff has been submitting referrals to the investigative unit, including very recent referrals, however when cases have been presented to board members for review, board members except for every once in a while, find no violations of regulations which reflects board members are not enforcing their own statutes and regulations. OLE Spencer continued, staff are required to follow set statutes/regulations, however, if board members aren't enforcing their statutes/regulations the board needs to address this issue and possibly change statutes/regulations by removing or changing training documentation submission requirements.

Chair McKinley asked OLE Spencer how a matter would be escalated to the Investigative Unit; for example, you receive a report with issues which result in escalation to the Investigative Unit. OLE Spencer stated this was correct; staff follows statutes/regulations and would submit up the chain of command if timely submission matters were reflected.

Chair McKinley asked OLE Spencer what commonly triggers an escalation to the Investigative Unit; late submissions or a student checking on their training?

OLE Spencer informed the board that as this program is not proactive, an escalation would occur if, but not limited to, training documents received past regulatory requirements, not having training documents if student contacts staff, the inability to obtain corrected training documents, or the receipt of an examination application and file review reflects no training documents or missing training documents outside of regulatory submission requirements, or receiving a training enrollment application and during processing it is noted the person providing training has associated apprentice/trainee files that are missing training documentation.

Chair McKinley asked if self-reporting would trigger an escalation; for example, a person notifies you that a student moved on and the person forgot to submit the training documents.

OLE Spencer stated that this typically wouldn't trigger an escalation; staff would work with the person to obtain all outstanding training documents. OLE Spencer informed the board that this would trigger an internal time frame of typically a week which all outstanding training documents should be received by, if that date passes staff would make an additional attempt to obtain the documents or obtain corrected training documents; if after 2-weeks from first contact with the person training documents or corrected training documents are not received, the matter would be escalated.

Chair McKinley stated, reading back through the minutes, one thing that had been discussed was notifying someone that training documents were overdue, then a 30-day clock would start for them to submit outstanding training documents; is this being done, was it ever done.

OLE Spencer stated that staff doesn't have enough time or resources to constantly monitor student, apprentice, and trainee files for training documentation submissions.

Sara Chambers, Boards and Regulations Advisor, interjected and informed the board that they had set aside 2-hours today to go over strategic planning, and the board is in the weeds on a particular topic which is maybe a few meetings from now the scope of strategic planning. Ms. Chambers asked if the Board's intention is to go through the bullet list reflected on the agenda and work on those items or would they actually like to work through the strategic planning process. M. Chambers stated that there would not be enough time today to finish a strategic planning process but the goal would be to take a very high, level strategic view of all the priorities not just a few, and put them into a framework where the board can then put them on a future agenda, and work through them in a in a future board meeting agenda rather than working through them today. Ms. Chambers continued what she's observing is the meeting is unfolding in a way that was different than what we had planned for, which is fine, if that's the Board's wish, but she wants to check to make sure the board meets the expectations and goals for today.

Chair McKinley thanked Ms. Chambers and stated he had one last question before moving forward. Chair McKinley asked if investigative training for board members would be helpful and pointed out that investigative training was on a meeting agenda.

OLE Spencer informed the board that they would be receiving investigative training during the August 13, 2025, board meeting.

Chair McKinley asked Ms. Chambers how she would like to proceed with this meeting; continue reviewing the bullet points on the agenda.

Ms. Chambers stated they could go through the bullet points and work on those items, however, this will not be strategic planning, if the board would like to switch to actually working on a strategic plan, folding those items into the plan she'd be happy to lead and assist the board with this process.

Chair McKinley asked Ms. Chambers to continue on with strategic planning.

Ms. Chambers introduced herself and thanked the board for their time and began reviewing strategic planning and strategic planning documents.

Ms. Chambers informed the board that the plan for today is to walk through a strategic planning process and the goal of a strategic plan. Ms. Chambers continued, the concept of a strategic plan is to Align the board with its mission and vision; help the board prioritize tasks and objectives, ensure the board remains aware of its goals and the steps needed to achieve them, and keep the strategic plan at the forefront during meetings and decision-making processes. Ms. Chambers stated that the strategic plan should guide the board's work and decisions, board members should refer to the strategic plan when planning meetings, reviewing agendas, and considering public comments.

Ms. Chambers acknowledged the continuous and sometimes fluid nature of the board's work and that this board consisted of several previous board members and several new board members. She welcomed new board members and recognized the ongoing efforts of current members. Ms. Chambers highlighted the board's struggle to stay organized and prioritize topics, emphasized the importance of taking action on prioritized items, such as proposing legislation, working on regulation changes, and clarifying expectations for licensees and applicants. She encouraged board members to give themselves grace while also stressing their responsibility to stay on top of priorities and noted that not all requests for changes are of equal priority and that even quieter voices may bring up important issues. She reinforced that a strategic plan helps in determining and maintaining priorities.

Ms. Chambers informed the board that the strategic planning process involves writing down goals and may take several days to complete; during this meeting she will be writing down items identified by the board. She reminded the board that they operate within the statutes established by the State legislature, which serve as their playbook. Ms. Chambers reminded the board that their responsibilities include interpreting statutes, working with the division, and ensuring clarity and relevance of regulations. She stated that the board may need to propose changes to outdated requirements to the legislature.

Ms. Chambers outlined three ways for the board to proceed:

1. Actively work on priorities, set plans, assign roles, and follow through with actions.
2. Risk holding back progress by not addressing priorities, leading to industry problems.
3. Face potential outcomes like being reduced to an advisory role if the board neglects its duties.

Ms. Chambers stressed the importance of maintaining public trust through diligent work and decision-making. She acknowledged past struggles but encouraged moving forward with honesty and dedication and thanked board members for their service and commitment despite challenges. Ms. Chambers emphasized the importance of being proactive and responsible as State public officials and encouraged board members to embrace the challenge and improve outcomes through intentional and thoughtful decision-making. Ms. Chambers compared the process with other challenging tasks in life, highlighting the need for consistent, active steps to achieve progress.

Ms. Chambers introduced the process of examining the board's mission, vision, and management of past issues. Ms. Chambers informed the board that the first step involves developing a mission statement (who the board is and what it does) and a vision statement (the board's future role and purpose). She asked board members to review past meeting minutes and identify important items and public concerns; the goal is to prioritize these items, determine their relevance, and decide on necessary actions. Ms. Chambers stated examples include addressing outdated regulations and considering recent concerns from licensees and the board will create an activity list to manage priorities and allocate resources effectively.

Ms. Chambers discussed the importance of assessing activities and using metrics to evaluate success and consideration of stakeholders' perceptions and available resources is crucial. She stated conducting a SWOT analysis (Strengths, Weaknesses, Opportunities, Threats) helps prioritize important issues, identifying illegal or unsafe industry practices and outdated requirements is part of the process. She stated the board will categorize activities into areas such as licensing, examination, enforcement, and regulations, setting specific, measurable goals is essential for achieving initiatives and determining success.

Ms. Chambers highlighted a recent success with the aesthetics appliances device definition, which clarified standards for estheticians.

She emphasized the importance of setting specific goals and breaking them down into actionable steps. Ms. Chambers briefly discussed the need for assigning roles, conducting research, and collaborating with stakeholders. She stressed the importance of evaluating outcomes through key performance indicators (KPIs) to ensure goals are met and encouraged continuous assessment and adjustment to maintain successful outcomes and address any issues.

Ms. Chambers asked the board if they had any questions before moving on. Hearing none, Ms. Chambers continued. Ms. Chambers emphasized the importance of having clear mission and vision statements to guide the board's work. She noted that some board members may not fully understand their roles, leading to mission creep and wasted resources and suggested involving stakeholders in the strategic planning process and seeking public input on the plan. She highlighted the importance of considering public interest, including licensees and consumers of services.

Ms. Chambers stressed the importance of being aware of personal biases during strategic planning and explained that biases are natural and everyone has them, but they can affect decision-making. She encouraged board members to check their biases and consider different perspectives and shared an example of a board chair making a decision based on gut feeling rather than regulations and collective experience. Ms. Chambers emphasized the need for decisions to be based on statutes, regulations, and collective professional experience. She also emphasized the importance of using data and stated outcomes to measure success. She encouraged looking at other boards and professions, for examples of defined outcomes and metrics and highlighted the need for measurable outcomes rather than gut feelings. Ms. Chambers suggested setting dates for evaluating the effectiveness of regulations and making necessary adjustments. She stressed the importance of continuous evaluation to ensure successful outcomes and address any issues.

Ms. Chambers suggested starting with listing activities and getting them on a page. She emphasized the importance of capturing all activities found in research and mentioned that the document could be long and would be reformatted and shared later. Ms. Chambers asked board members who completed their homework to share their list of activities.

Ms. Lombard asked when referring to "activities," does Ms. Chambers mean the specific tasks or actions that the board needs to undertake to achieve its goals. Ms. Chambers responded that she was referring to reading meeting minutes that had been assigned to board members and creating a list of items that have been identified as things that need to be worked on. Ms. Lombardo thanked Ms. Chambers and stated she had started a list.

Ms. Hager stated she had reviewed her meeting minutes and wasn't certain if she had pulled correct items to address.

Ms. Chambers informed the board that one item she would like to add to strategic planning will be presented by Director Sylvan Robb.

The board paused strategic planning to move onto Item 5.

## **5. Delegation of License Issuance (Robb/Saviers)**

Director Robb greeted the board, stated she was having technical difficulties, and thanked the board for their patience.

Director Robb informed the board that the Department of Law has indicated that the board does not have the authority to delegate the issuance of licenses to the division. She stated currently, staff issue licenses once applicants meet qualifications and complete the checklist. Director Robb stated in fiscal year 2024, the board issued 1,050 new licenses, averaging about 20 new licenses per week; if the board were to take on this workload, it would be a significant increase in responsibilities, more than any other board currently handles.

Director Robb informed the board that they could seek a change in the statute to give the board the authority to delegate license issuance to the division, allowing the current process to continue with clear legal backing; or the board could consider other ways to manage the workload, such as changes in statutes that could reduce the number of new licenses requiring board review.

Director Robb asked if the board had any questions; hearing none she continued. Director Robb informed the board that they are set to sunset on June 30, 2027; the division of legislative audit will start auditing the program in January of the coming year to ensure compliance before the sunset date. She informed the board that the audit is expected to highlight the issue of license issuance not being fully compliant with the statute due to the division handling this work. Director Robb suggested that the board can either take on the workload of issuing licenses or seek a statutory change to allow the division to continue this work. She cautioned that the workload may vary, with some weeks exceeding 20 licenses and others being less.

Ms. Hager asked would the board have to verify all information/documentation for an application, or will that be done by the division? She continued, will the division say all forms were submitted properly and the board just approves an application.

Director Robb thanked Ms. Hager for her question and stated, board members would not be handling items as they arrive in the office, staff would review all information and ensure applicants meet licensure requirements; complete application packets would be put into the OnBoard system, giving board members about two weeks to review and vote on whether to grant a license based on statutory requirements.

Ms. Hager asked if a board approval requires a consensus vote or a single board member's approval.

Director Robb stated that a majority/quorum vote by all board members is required to approval an application. Ms. Hager thanked Director Robb for clarifying.

Ms. Chambers confirmed a majority vote from the board would be required to approve each license; if any board member identifies an issue or has questions, the application can be tabled for a future meeting and would be presented to the board for consideration.

Chair McKinley asked Director Robb and Ms. Chambers to clarify if the board can continue with the current process of having the division issue licenses while pursuing the statutory change? He stated this would help ensure there's no disruption in the licensing process during the transition period.

Director Robb informed the board that the Department of Law's interpretation indicates the current process does not meet statutory requirements; however, the board can continue with the status quo if it shows awareness of the issue and takes steps to remedy it. She continued, this includes seeking a statutory change to authorize delegation, ensuring the industry continues to function smoothly without halting license issuance. Director Robb suggested the board needs to make a motion to seek a statutory change, specifying the change to authorize the board to delegate license issuance to the division and to consider whether to address this and other potential statute changes as one comprehensive motion or as individual motions as issues arise during strategic planning.

Chair McKinley asked Director Robb to provide some insight into the potential risks of combining multiple statute changes into one comprehensive bill versus addressing them individually? Specifically, how might this impact the speed and likelihood of the bill passing through the legislature?

Director Robb stated simpler bills are easier to pass, as they present fewer opportunities for discussion, confusion, or amendments; the legislature meets in two-year cycles, with the next session starting in January 2026 being the second year of the current cycle. Director Robb stated bills introduced in the second year must pass within that session or start over in the next cycle. She continued, introducing a bill in January 2027 would allow two full years for it to pass, providing more time for consideration and approval.

Director Robb emphasized the importance of ensuring compliance with the statute and noted staff issuing licenses has been a long-standing practice.

Director Robb informed the board that their next audit will start in January 2026; the audit is part of the regular process when a board sunsets. She informed the board that every board has a sunset date, and this is not unique to this board; the maximum extension during the sunset process is 8 years; extensions can range from 2 to 8 years, but never just one year due to the time needed for the audit. She stated the legislative audit provides information to the legislature for decision-making on board extensions. Ms. Robb stated the audit is expected to highlight the issue of license issuance not being fully compliant with the statute due to the division handling this work.

Chair McKinley raised concerns about the board's performance affecting audit timing and mentioned a previous instance where the board's audit was moved up by 2 years due to performance issues. Chair McKinley emphasized the need to address these issues quickly and inquired about the possibility of getting travel approval for board members to go to Juneau for legislative projects.

Director Robb explained that travel approval is generally granted for board members to testify at hearings or meet with legislators to seek a sponsor for bills; however, with current restrictions due to the Governor's Administrative Order 358, which limits travel, in-state travel is not entirely prohibited, but it must meet specific requirements and receive permission. Director Robb noted that the situation could change before the legislative session starts in January.

Ms. Lombardo suggested bundling three important statute changes with the proposed statute change to allow the division to continue issuing licenses:

- Removing microneedling from the tattoo definition.
- Adding the term "current state of Alaska license" to statute 08.13.130.
- Adding the ability for barbers and non-chemical barbers to practice and teach hair braiding.

Ms. Canady agreed with Ms. Lombardo's list and added the importance of the two-tier aesthetics license, which has also been on the list for a while.

Director Robb mentioned that as the board works through its strategic plan, the list of statute changes will be finalized, confirmed, and potentially expanded. She emphasized the importance of considering the board's priorities and the best ways to serve the industry.

Ms. Hager asked if it would be beneficial to have a motion ready to address the delegation of licensing before the audit, as this is a significant issue and inquired about the strategy of passing simpler bills first, such as the delegation and hair braiding statutes, and then introducing additional changes later.

Director Robb responded that having a solution in place would look better for the legislative audit and suggested having a motion ready by mid-fall to start seeking a sponsor and be prepared for the legislative session in January. Director Robb noted the importance of taking advantage of the full legislative session due to the high number of competing priorities and to have a completed strategic plan in place.

Ms. Chambers recommended scheduling additional short meetings to work through the major sections of the strategic plan and identify the highest priorities. She suggested follow-up meetings this summer to categorize and make actionable steps and emphasized the importance of not cluttering a bill but addressing all necessary changes. Ms. Chambers advised having a vote and plan by fall to be prepared for the legislative session and mentioned the availability of resources and templates to help with the process. She also suggested having a proposal ready by October to shop around for potential sponsors.

Chair McKinley thanked Ms. Chambers and asked Director Robb if she had anything else to share.

Director Robb thanked the board for their time and effort in developing a strategic plan and highlighted the importance of having a strategic plan to support legislative changes and improve industry regulation. Director Robb encouraged the board to continue their efforts and use the strategic plan as a helpful tool.

The board thanked Director Robb for her time and turned the meeting over to Ms. Chambers.

Ms. Chambers thanked the board and asked Ms. Lombardo to rephrase and provide additional details for the three statute changes Ms. Lombardo had previously mentioned.

Ms. Lombardo reiterated her suggestions of bundling three important statute changes with the proposed statute change to allow the division to continue issuing licenses:

- Removing microneedling from the tattoo definition.
- Adding the term "current state of Alaska license" to statute 08.13.130.
- Adding the ability for barbers and non-chemical barbers to practice and teach hair braiding.

Ms. Lombardo provided additional details and stated that removing hair braiding from the barber and non-chemical barber licenses was done in error during the board's last statutory change; she provided statutes 08.13.080 and 08.13.160.

Ms. Chambers invited Ms. Lombardo and other board members to suggest any additional statute changes for discussion and emphasized the goal of compiling a comprehensive list of potential changes within the next 20 minutes.

Ms. Lombardo mentioned a summary of a current legislation project from the meeting minutes of 11/8/23 on page 5 and inquired if the project went to legislation and what happened to it. She also noted that the updated statutes for items 2, 3, and 4 have already been drafted and can be found in multiple sections of meeting minutes and hoped that having the drafts ready would make the process easier.

Ms. Chambers acknowledged the existing drafts and mentioned the plan to put them together and add the information to the list and suggested setting a date for working on the legislative project to discuss the history and future steps. Ms. Chambers stated that she had added the bullet points from the agenda to the board's strategic planning document.

Ms. Chambers asked the board if they had any brief details, statutory citations, or regulatory citations to add to the list and invited board members to provide any additional information that would help create a breadcrumb trail on the topics. She asked if the board was satisfied with the current list or if they wanted to add more details before moving forward.

Chair McKinley asked Ms. Chambers if she also included information that was included in the list of suggested statute and regulation changes, she had emailed board members. Ms. Chambers responded she had the information under # 10. Ms. Chambers proposed adopting the discussion points and working on formatting the information after the meeting. She informed the board that she planned to get the formatted information back to the board in a manageable format. Ms. Chambers mentioned incorporating the running list of statutes and regulations that OLE Spencer has been keeping and suggested discussing the next steps at a follow-up strategic planning meeting.

Ms. Chambers invited other board members to suggest any additional changes or topics based on their research, meeting minutes, and knowledge, and emphasized the importance of capturing all relevant items for discussion. She encouraged board members to add anything important, whether it is a statute, regulation, or any other topic discussed by the board.

Ms. Canady asked if the board had discussed taking responsibility for making changes without going through the legislature and inquired if this topic had been discussed previously.

Ms. Chambers asked if Ms. Canady was referring to moving certain statutes into regulation so the board could make changes through the regulatory process. Ms. Canaday responded that Ms. Chambers was correct. Ms. Chambers mentioned that this topic had been discussed previously, with the board identifying areas more appropriate for board management rather than the state legislature and she would be adding this to their strategic planning list.

Ms. Chambers asked board members if there was anything else they would like to add.

Ms. Lombardo mentioned the need to update the tattoo exam, as some questions are outdated and the board had previously selected new questions to be added, but to the best of her knowledge the exam had not been updated with the new questions. Ms. Lombardo stated the board had spent a lot of time drafting proposed changes to the Department of Environmental Conservation (DEC) regulations, which have not been updated since 2002, to reflect changes in the industry and suggested revisiting this matter.

Ms. Lombardo proposed requiring tattooers to be licensed for more than one year before taking on an apprentice, aligning with other industries and reflecting public consensus and expressed a personal preference for having in-person meetings at least once a year, as they are effective and help board members get to know each other better.

Ms. Chambers thanked Ms. Lombardo for her suggestions and asked board members to make additional suggestions.

Chair McKinley raised the issue of accepting out-of-state training for tattoo applicants while not allowing tattoo schools in Alaska, suggesting this needs to be examined.

OLE Spencer informed the board that the National Exams for tattooing, permanent cosmetic coloring, and esthetician theory exams will be reviewed during the August meeting. OLE Spencer noted that one major issue with the state board exam is the unavailability of study materials.

Ms. Chambers thanked OLE Spencer and added examination review to the strategic planning worksheet. Ms. Chambers stated that there were 9 minutes left for this meeting and asked if board members had any additions for strategic planning.

Ms. Hager stated she had reviewed 2004 and 2025 meeting minutes and noted unresolved issues with the Medical Spa Services Work Group, including tiered esthetician licenses and training requirements. She suggested creating videos to streamline paperwork processes, as previously discussed but not completed. Ms. Hager also noted that tattoo instructor requirements do not align with other licensed instructor requirements and mentioned the idea of having Town Hall meetings to gather more public testimonies.

PC Lacey Derr suggested updating outdated statutes and regulations that require training documentation to come directly from instructors or schools and asked the board to consider updating statutes/regulations to allow students, apprentices, and trainees to be able to submit training documentation directly to this office or through the online licensing system to streamline the process and remove unnecessary restrictions.

Ms. Lombardo stated she had some follow-up to her and Chair McKinley's previous conversation regarding body art training documents. Ms. Lombardo stated there's confusion about where to record the number of hours for practical operations; the current form only has space for the number of practical operations, not the hours. Ms. Lombardo suggested adding a section to the form to include both the number of operations and the hours spent on them. She continued, the regulation requires 270 hours of theory and 150 hours of practical training but doesn't specify how the remaining hours should be allocated. Ms. Lombardo proposed that the language in the regulations be clarified to specify how the remaining hours should be divided, or that the forms be updated to include a section for these extra hours without needing to categorize them as theory or practical.

Ms. Chambers thanked Ms. Lombardo for her insights and efforts in identifying outdated, confusing, or necessary changes in the regulations. Ms. Chambers highlighted a suggestion from the chair about board members periodically reviewing regulations and statutes relevant to their license type to identify needs proactively and this process could be added to the strategic plan.

Ms. Chambers proposed incorporating a method for periodically assessing relevance and identifying needs into the strategic plan; this would involve setting expectations for board members and staff regarding their roles in managing this process. She suggested organizing two additional 2-hour meetings to develop a basic strategic plan. She encouraged board members to set dates for these meetings to avoid scheduling conflicts.

M. Chambers mentioned a comprehensive list of current regulations needing updates, compiled by OLE Spencer and she referenced a tiered esthetician license, which would require a statute change and be a significant project.

Chair McKinley asked Ms. Chambers to clarify what she meant by 2 additional meetings.

Ms. Chambers suggested organizing two additional 2-hour meetings to develop a basic strategic plan and encouraged board members to set dates for these meetings to avoid scheduling conflicts. She proposed scheduling one 2-hour meeting in the next couple of weeks and another in a few more weeks, either before or after next month's meeting.

The board briefly discussed the upcoming August 13, 2025, meeting and scheduling additional meetings for strategic planning.

Ms. Chambers proposed scheduling one 2-hour meeting before the August meeting to put more structure around the plan. Ms. Chambers stated the August meeting could then include time for discussing statutory changes with Director Robb and narrowing down additional statutory changes.

The board and Ms. Chambers continued to briefly discuss strategic meeting dates.

Board members present agreed, by roll call, to schedule a strategic planning meeting on Wednesday, August 20, 2025, from 10:00 a.m. – Noon.

Board members present agreed, by roll call, to schedule a strategic planning meeting on Wednesday, September 10, 2025, from 10:00 a.m. – Noon.

Chair McKinley reminded board members of their November 5, 2025, meeting and asked Ms. Chambers if the board should also set additional strategic planning meetings prior to the next legislative session January 2026.

Ms. Chambers emphasized the importance of getting legislative documentation prepared and all necessary steps completed by the November meeting. She suggested that the November meeting should be adequate for finalizing these tasks, and an additional December meeting might not be necessary if the work is completed on time.

Chair McKinley thanked Ms. Chambers and asked board members if they had anything else to discuss before adjourning this meeting.

Ms. requested a detailed list of tasks to complete before upcoming meetings, similar to the previous meeting's preparation. This would help ensure board members are well-prepared, especially for discussions related to the strategic plan.

Ms. Chambers pledged to attend all meetings and assist in formatting and organizing the work done at each meeting and will provide board members with the next steps and preparation tasks ("homework") to maximize productivity. Ms. Chambers also stated she will also coordinate with the chair, OLE Spencer, and PC Derr to ensure the August meeting and subsequent meetings are well-paced and aligned with the strategic plan and legislative work.

The board thanked Ms. Chambers for her time and assistance.

## 6. Adjourn

The chair declared the board off the record at 12:19 p.m.

DocuSigned by:  
**Cynthia Spencer**  
B3AB3FBE72ED4BD...  
Cynthia Spencer, Licensing Examiner III

DocuSigned by:  
*Kevin McKinley*  
965F57FBB7D0496...  
Kevin McKinley, Chairperson  
Board of Barbers and Hairdressers

Date: 8/14/2025