

**Arkansas Department of Health  
Cosmetology Technical Advisory Committee**

March 21, 2011

9 a.m.

Freeway Medical Building  
5800 W. 10<sup>th</sup> Street, Ste. 906, Little Rock, AR

**Cosmetology Technical Advisory Members:**

*Present:*

Susan Collins-Burrough, Chair  
Nellie Hopper, Secretary  
Jacquelyn Reynolds

Tracy Akard, Vice-Chair  
Jim Butenshoen  
Kathy Havner

*Not Present:* Cathy Caver

**ADH – Cosmetology Staff Members:**

*Present:*

**Kelli Kersey, Cosmetology Section Chief**  
**Rick Hogan, ADH Attorney**  
**Rose Horner, Cosmetology Inspector**  
**Lavonne Lester Cosmetology Inspector**  
**Pat Jackson, Cosmetology Inspector**  
**Anastashia Flowers, Administrative Specialist**

**Donnie Smith, Director for CHP**  
**Michelle Rudolph, Administrative Specialist**  
**Brenda Morgan, Cosmetology Inspector**  
**Vera Wood, Cosmetology Inspector**  
**Teri Cravotta, Administrative Specialist**

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**Proceedings:**

· *Meeting called to order* at 9:04 a.m. by Chair, Susan Collins-Burrough.

· *Meeting Minutes* – Chair Collins-Burrough opens the meeting with asking the members if they have received their minutes and if they have gone over them. Jim Butenshoen makes the motion to approve the minutes from the January meeting and Nelli Hopper Seconds. Motion approved.

· *Paid Violations* - Each committee member was given a list of paid violations and a request was made for another column to be added, in which would specify what type of violation it was. Chair Collins-Burrough asks if there were any repeat individuals or salons, Chief Kersey states that repeaters will not be viewed until the inspectors have visited the salons for a second time.

Committee Member Havner asks why were there some violations that were more expensive than others, Chief Kersey stated the breakdown of fees. Committee Member Butenshoen makes motion to approve the listing of paid violations and all members approved.

· *Kathy Havner NIC Update* - Chairman Collins-Burrough requested that Committee Member Havner give an update regarding the NIC meeting she attended in August 2010 in Seattle. Committee Member Havner stated that the meeting was very professional, informative, and they gave her a better insight of the Cosmetology profession. She was very interested in the subject of trafficking in the industry. Chairman Collins-Burrough described the process of what individuals do when trafficking occurs. The former Director of the Ohio Board of Cosmetology conducted the presentation on trafficking. Committee Member Havner explained a scenario that the presenters gave and how our inspectors need to be pay special attention to this subject. She also stated that there was good information on Health and Safety and the practices that we should use when cleaning stations and establishments. She feels that the Cosmetology Inspectors need to attend the conferences to become better educated on how to have better practices on inspections for health and safety issues, to become more aware of changes in the industry, and information regarding Cosmetology as a whole.

Committee Member Akard suggests that we have to be more serious on the subject of health and safety and it needs to be our number one objective. Chairman Collins-Burrough asks Chief Kersey to talk with Deborah Norton (NIC Director) regarding meetings and classes for the inspectors and staff. Chairman Collins-Burrough stated there will be a presentation at the regional meeting in April regarding more information on these subjects.

***Program Update*** provided by Section Chief Kelli Kersey:

Chief Kersey addressed the Committee regarding the process of violations and how the office is currently handling them. A dialogue begun regarding how the violations were processed from the inspectors, to the office, and the outcome at the CTAC meetings. Chief Kersey asked Staff Member Rudolph, who is currently processing violations to explain the process. Chief Kersey introduces Donnie Smith, the Director of the Center for Health Protection in the Health Department, with Renee Mallory out of the office, he was in attendance on behalf of the Center. He explains more in depth the department's plans in creating more positions for staff to help process information more efficiently, the details of the current and new computer software as it deals with violations, and processes that can help the Section in the future.

Staff Member Rudolph provided each committee member and inspectors a handout of the violations that were in process and a breakdown of regional areas, the types of violations, and other pertinent information. Committee members asked questions ranging from better ways to enforce the rules to what can we do to fix the current practices in the area of violations.

· *Question regarding the Arkansas State Board of Health* - Committee Member Havner asked about a representative from the Cosmetology Technical Advisory Committee to be on the Arkansas State Board of Health. She asks Attorney Hogan what is the process to be appointed and how another seat can be created for representation. ADH Attorney Rick Hogan explains that it would need to be brought before the Board of Health or a legislative change to obtain representation.

· *Exam Pass/Fail Rate* - Chief Kersey states that Chairman Collins-Burrough had asked about the exam pass/fail rate for the state of Arkansas. Chief Kersey provides each committee member and inspectors a handout of the number of those that have passed and failed from the written and practical exam. Committee Member Havner asks what was considered a “no show”, and Staff Member Cravotta answered that a person who has no id, without supplies, late, and not in dress code. Committee Member Akard asks how long had it been since there was a person who tested to become an Electrologist, and Staff Member Cravotta stated that it may have been over a year.

*Chairman Collins-Burrough requests that a 15 minute break be taken before re-convening the meeting.*

***Sub-Committee Update on Aestheticians*** provided by Sub-Committee Members:

· Chairman Collins-Burrough asks about the report from the Aesthetician Sub-Committee. Attorney Hogan stated that he was in the process of scheduling a meeting. The sub-committee agreed to meet on Friday, March 24<sup>th</sup>, at 9 a.m. at the Hot Springs Beauty College.

Chairman Collins-Burrough asks about threading, and Attorney Hogan suggests that a sub-committee be created for rules that need to be updated or changed. All members of the committee will be a part of the sub-committee and the sub-committee will have a special meeting to discuss various matters.

***Public Comments:***

· School Owner Dorothy House Public comments on the office giving accurate and concise information to the public when calling and visiting the office. Chief Kersey stated that the office is in the process of hiring a full-time Receptionist who will be trained efficiently to give out valid information.

School Owner Chris Strawn asked about a new federal regulation on the ability to obtain a statement or something noted on the school licenses that they have the authorization to teach post secondary education. Chairman Collins-Burrough stated that there used to be letters that were given in this effect. Attorney Hogan asked if someone could forward him documentation regarding this matter. Chairman Collins-Burrough stated that it would be good for some of the committee members to attend the next meeting of the American Association of Cosmetology Schools to learn more rules such as this.

Committee Member Jacquelyn Reynolds asked about selling retail products (purses, CD's, etc.) within the salon and if you need to have a license for this or is it against the law to do this. Chairman Collins-Burrough states that we do not regulate retail.

Inspector Lester commenting about the ability to utilize the Prosecuting Attorney's office regarding violations and unlicensed practitioners that constantly move and they do not receive a violation letter or notice of hearing. Attorney Hogan stated that you would need to contact Attorney Hogan, fill out an affidavit with the Prosecuting Attorney's Office and follow through with that office.

- Meeting adjourned.

- Minutes submitted by Administrative Specialist III, Michelle Rudolph.