

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

May 16, 2011

9 a.m.

Freeway Medical Building  
5800 W. 10<sup>th</sup> Street, Ste. 801, Little Rock, AR

**Cosmetology Technical Advisory Members:**

*Present:*

Tracy Akard, Vice-Chair  
Cathy Caver  
Jacquelyn Reynolds

Jim Butenshoen  
Jacquelyn Reynolds

*Not Present:*

Nellie Hopper, Susan Collins-Burrough, and Kathy Havner

**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**

**Teri Cravotta, Administrative Specialist**  
**Michelle Rudolph, Bus. Oper. Spec.**  
**Brenda Morgan, Cosmetology Inspector**  
**Vera Wood, Cosmetology Inspector**  
**Patricia Woods, Receptionist**

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**Proceedings:**

· ***Meeting called to order*** at 9:03 a.m..

· ***Meeting Minutes*** – Jim Butenshoen made a motion to accept the March 21<sup>st</sup> meeting minutes and Cathy Caver seconded the motion. Motion approved.

· ***Paid Violations*** – Jim Butenshoen made a motion to approve the listed paid violations and Cathy Caver seconds the motion. Motion approved.

Kelli Kersey informs the committee the Chairman Susan Collins-Burrough would not be able to attend the meeting.

· ***Aesthetician Sub-Committee Update*** - Attorney Rick Hogan reported on the Aesthetician Sub-Committee meeting that was held on March 25, 2011 at the Hot Springs Beauty College. Attorney Hogan commended Committee Member Akard on her school and the expertise that Ms. Andrea Fuentes provided to the sub-committee. Section Chief Kelli Kersey gives a summary of the information that was discussed and explains that there needs to be further study prior to changing the rules and regulations. Attorney Hogan stated that everyone that attended the meeting concluded that it would take time to research and should go forward with amending the

rules and regulations. Committee Vice-Chair Tracy Akard stated that we need to develop something further and the introductory meeting was to explore what is currently being used. Attorney Hogan stated that with all of the on-going changes within the equipment that is being used that our rules will need to be changed and he requested that Andrea Fuentes make another presentation to the sub-committee to start changes in the rules and laws for the Cosmetology Section. Committee Member Jim Butenshoen makes a motion that the sub-committee do further research in order to change the rules and Committee Member Cathy Caver seconds the recommendation.

- **Hearings** begin at 9:20 and minutes on attachment.
- **Break** – Vice Chairman Akard calls for a ten minute break.

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

Chief Kersey introduces the new Receptionist for the Cosmetology Section, Patricia Woods. She informed the committee that applications are in for the Administrative Specialist III position, and we are requesting two other positions to assist current staff.

Vice Chairman Akard asks about the new computer system (CLIPS), and Chief Kersey stated that a demonstration of the new system would be done at the June 20, 2011 School Overview. The school overview will give school owners the opportunity to view and train on the CLIPS system. Member Butenshoen asks about the conversion of data and other components that will be associated with the transferring of information. Chief Kersey states that all information will be converted at one time and testing will begin the end of May. She also explains that the Section will have its own server.

· **NIC Regional Meeting** provided by Section Chief Kelli Kersey:

Section Chief Kelli Kersey and Committee Chair Susan Collins-Burrough attended the NIC Regional Meeting on April 1-3, 2011 in Nashville, TN. Chief Kersey stated that other states expressed the same issues that we are dealing with (buying hours, threading, braiding, etc.). She stated that the barbicide representative, Leslie Roste, commended Arkansas on doing a good job with enforcing the rules and regulations.

Vice Chairman Akard asks if the inspectors would be able to travel to the NIC meeting August 27-29, 2011 and Chief Kersey stated that we are planning on including the inspectors going to the conferences.

Chief Kersey gave a summary of the Inspector training session on April 18, 2011. This training was administered by Attorney Hogan, Branch Chief Renee Mallory, and Chief Kersey. The Inspectors were trained on how to conduct more in-depth inspections, thorough inspections, and writing summary inspections. Attorney Hogan stated he was impressed with the vast knowledge that the inspectors possessed and has plans for more trainings in the future.

Committee Member Butenshoen informed the committee that the students from his school placed first at the Skills USA Competition in Hot Springs and they would be able to go to Nationals in Kansas City.

· *Public Comments* (none contributed)

· Meeting adjourned.

· Minutes submitted by Administrative Specialist III, Michelle Rudolph.