

**Oregon Health Licensing Agency
Board of Cosmetology
Minutes of March 3, 2008**

MEMBERS PRESENT

Mike Snook, Chairperson
Debora Masten, Practitioner
Patricia Hall, Practitioner
Linda Bergmann, Practitioner
Deely Klarr, Practitioner
Judith Petersen, Practitioner
Herb Hirst

STAFF PRESENT

Susan Wilson, Director
Richard McNew, ASD Manager
Tim Molloy, ROD Manager
Samantha Patnode, Licensing Supervisor
Mike Simpson, Program Analyst

MEMBER ABSENT

All present

GUESTS

Cynthia Shaw
Tiffany Lippold
Brittney Welch

CALL TO ORDER

Michael Snook, Chair, called the meeting of the Board of Cosmetology to order on Monday March 3, 2008 at 9:04 a.m. at the Oregon Health Licensing Agency, 700 Summer Street NE, Rhoades Conference Room, Salem, Oregon.

Ms. Wilson introduced Mr. Herb Hirst who was recently appointed to the Board of Cosmetology by the Governor. Mr. Hirst gave an overview of his experience in state government including OHLA boards.

Cynthia Shaw, from the North West Institute of Esthetics, announced that the school has been approved by the NCEA to have their national exam offered at her location in Oregon.

APPROVAL OF AGENDA

MOTION

Mr. Snook made a motion to approve the agenda for March 3, 2008. Ms. Klarr seconded the motion. The motion passed with Mr. Hirst, Ms. Petersen, Ms. Masten, Ms. Hall, and Ms. Bergmann, voting aye.

APPROVAL OF MINUTES

MOTION

Ms. Klarr made a motion to approve the minutes from November 5, 2007, and Ms. Masten seconded the motion. The motion passed with Mr. Snook, Mr. Hirst, Ms. Petersen, Ms. Hall, and Ms. Bergmann, voting aye.

REPORTS

DIRECTOR'S REPORT

Ms. Wilson gave an overview of the Agency's 2009 legislative concepts including amendments to the cosmetology statutes which will allow for advanced technologies and establishing standards for these advanced procedures; such as NCEA identifiable advanced courses which meet a standard which will be approved by the board and agency. Mr. Snook said this will provide training more advanced than manufacturers training and examination to meet the baseline standards. Notably this would be covered for all fields of practice. Referring back to the NIC symposium language from September, post graduate study following the passing of the basic esthetics course. There needs to be parameters for consumers and practitioners looking for direction in the use of new emerging technologies such as lasers and advanced devices.

Agency housekeeping changes will also be included in the legislation to continue unifying the agency programs. Questions were clarified for board members including who would have the jurisdiction to approve the post graduate education. Ms. Wilson clarified that the Board would approve the post graduate education. Questions were raised for meeting the new standards and being tested to make sure candidates meet the minimum standards. Example: New tanning bed regulation; all persons who want to provide tanning services are required to take training and meet certain standards. Ms. Masten clarified that we would have to look at a grandfathering system for a certain period of time if they meet a baseline standard, to protect the public.

Ms. Wilson reported on the Oregon Legislative 2008 special session. Representative Mitch Greenlick, House Chairperson of the Healthcare Committee, called in specific agencies to explain how they do business. Ms. Wilson was asked to testify how OHLA operates as a central licensing department. Rep. Greenlick is very interested to see how we process complaints and inspections. Legislative staff will be working with OHLA to look at our processes and successes.

Ms. Patnode referred to the flier regarding the April 18, 2008, OHLA All Board Meeting at the Red Lion Hotel in Salem, where there will be discussion on the future of OHLA and the Agency's strategic planning.

ADMINISTRATIVE SERVICES REPORT

Mr. McNew provided an overview of the internal review that draws on outside resources and other agencies expertise and assistance to recommend efficiencies in restructuring OHLA accounting models, human resources and information technology. He explained that restructuring is an important step in preparing for future growth and expansion without having to increase fees and add staff when a new program is added to the central agency's administrative oversight.

Focusing on revenues, Mr. McNew reported that the 2007-09 current agency-wide revenue was \$1,843,618. He pointed out the new reporting tools for agency-wide expenditures and revenues based on actual figures. He noted that the members will be provided information on an on-going basis.

Mr. McNew reported that the Agency will be charging new applicants an application fee for each field of practice on the front end rather than charging the currently licensed. The Agency will be looking at reciprocity fees and non-credentialed application costs. Cost allocations will be reported at the April 18, 2008 meeting.

Mr. Simpson, Program Analyst, explained the percentage of new license issued and renewals completed online for July through January, 2008 and pointed out the increase for the months of February and June 2008. He explained that the agency is working on ways to encourage licensees to renew online and is considering providing incentives for future use of the online renewal system.

Mr. Simpson explained all statistics for enforcement, examinations, active licenses, and inspections.

REGULATORY OPERATIONS

Mr. Molloy explained in more detail the specifics of the reports for regulatory operations. He also reviewed how the Agency was implementing a plan to streamline the Regulatory Operation Division (ROD). Mr. Molloy also explained how the division is currently encouraging licensees who are issued citations to attend a class, as opposed to just paying the fine; the goal being to prevent future violations of Oregon laws and rules. Discussion centered on recouping costs associated with providing training, especially if the classes are offered at various sites throughout the state and expanded to allow access to anyone interested in attending the training class, i.e. school personnel, business owners or licensees who were not cited for any violations of laws/rules. The Board also discussed repeat offenders.

Mr. Molloy discussed several forms regarding client records for facility owners, updated cosmetology inspection processes, self-inspection check lists for licensees, and cross training all inspectors to improve efficiency. He reported that the division has reworked the way that the entire process takes place, starting with receiving complaints all the way through issuing citations. He noted that the key to success in ROD is constant communication.

OUTREACH AND COMMUNICATION

Board members had some concerns about what was printed in the most recent edition of Northwest Stylist. The newspaper had information printed in it regarding the use of different classes of lasers, that was apparently not up to date and generating a lot of phone calls to board members. Mr. Bohot was unable to attend, so Ms. Patnode presented his reports regarding the Laser Safety Position Statement, OHLA's new partnerships, web site updates, and the Agency's new hours and services. The Laser Safety Position Statement is currently a draft for Board review.

SYMPOSIUM

Ms. Wilson and Ms. Patnode reviewed the dates and agenda for the upcoming symposium on March 16 & 17, 2008, in Portland, Oregon. Board members discussed concerns and informed Ms. Patnode on whether or not they would be attending.

COMMITTEES AND REPORTS

Mr. Hirst expressed interest in serving on the subcommittees for Legislative Rules and Product Safety/Public Protection.

MOTION

Mr. Hirst made a motion that he be added to the subcommittees for *Legislation and Rules* and *Product Safety/Public Protection*. Ms. Klarr seconded the motion. The motion passed with Mr. Snook, Ms. Hall, Ms. Bergmann, and Ms. Masten voting aye.

The meeting adjourned at 12:47 p.m.

I attest that the Board of Cosmetology minutes of March 3, 2008, are a true and accurate reflection of the matters discussed and the views of the participants.

(Signature on file)

Kathryn Helton, Board and Qualification Specialist

Date