

**BARBER AND COSMETOLOGY EXAMINING BOARD  
MEETING MINUTES  
JANUARY 30, 2012**

**PRESENT:** Janice Boeck, Rodney Gottfredsen, Susan Kolve-Feehan, Jeffrey Patterson and Howard Twait

**EXCUSED:** Cheryl Pearse

**STAFF:** Denise Aviles, Bureau Director; Yolanda McGowan, Legal Counsel; Karen Rude-Evans, Bureau Assistant; and other Department staff

**GUESTS:** Gerri Reuter, SWTC; Hafeezah Ahmad, BAS/DWD; Jan Studesville, Just Nails; Melissa Altenberg; Kristin Allison, Hair Directions; Dan Gramor

**CALL TO ORDER**

Janice Boeck, Board Chair, called the meeting to order at 9:50 a.m. A quorum of 5 members was confirmed.

**ADOPTION OF AGENDA**

**Amendments**

- Item E2 – Remove from agenda (open session) and insert as Item K2h (closed session)
- Item E3 (open session) and Item J3 (closed session) – Removed from agenda
- Item E4 – Insert 10 BAC 045 – Exclusive Cuts (open session), and at Item J4 (closed session)
- Item F4b – should be moved to Item F5c
- Item F5b – insert “Review and Consider Modification Request of JCRAR Regarding BC 9, 11”

**MOTION:** Rodney Gottfredsen moved, seconded by Susan Kolve-Feehan, to adopt the agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES – DECEMBER 5, 2011**

**MOTION:** Rodney Gottfredsen moved, seconded by Howard Twait, to approve the minutes of December 5, 2011 as published. Motion carried unanimously.

**EXECUTIVE DIRECTOR MATTERS**

**Election of Officers**

**MOTION:** Rodney Gottfredsen moved to retain the same slate of officers for 2012. Motion failed for lack of a second.

**NOMINATION:** Rodney Gottfredsen nominated Jeffrey Patterson for Chair.

Janice Boeck called for nominations a total of three times. Hearing no additional nominations, a vote was called.

Jeffrey Patterson was elected Chair by unanimous vote.

**NOMINATION:** Jeffrey Patterson nominated Susan Kolve-Feehan for Vice Chair.

Janice Boeck called for nominations a total of three times. Hearing no additional nominations, a vote was called.

Susan Kolve-Feehan was elected Vice Chair by unanimous vote.

**NOMINATION:** Jeffrey Patterson nominated Rodney Gottfredsen for Secretary.

Janice Boeck called for nominations a total of three times. Hearing no additional nominations, a vote was called.

Rodney Gottfredsen was elected Secretary by unanimous vote.

The new officers took their positions at this time.

<b>2012 ELECTION RESULTS</b>	
<b>Chair</b>	Jeffrey Patterson
<b>Vice Chair</b>	Susan Kolve-Feehan
<b>Secretary</b>	Rodney Gottfredsen

### **Board Appointments**

**Screening Panel:** Cheryl Pearse, Janice Boeck (with Rodney Gottfredsen as alternate), Jeffery Patterson

**Sanitation Committee:** Janice Boeck (with Howard Twait as alternate), Jeffrey Patterson, Rodney Gottfredsen, Susan Kolve-Feehan,

**Exams Liaisons:** Susan Kolve-Feehan, Jeffrey Patterson

**CE Liaisons:** Janice Boeck (with Howard Twait as alternate), Jeffrey Patterson

**PAP Liaison:** Rodney Gottfredsen

**Monitoring Liaison:** Rodney Gottfredsen

### **Annual Policy Review**

Denise Aviles reviewed the Department policies with the Board. Board members were asked to complete the signature page and return it to the Bureau Assistant.

## **PRESENTATION OF PROPOSED STIPULATIONS, FINAL DECISIONS AND ORDERS**

The Board did not require presentations from DOE staff.

## **BOARD DISCUSSION**

### **Division of Enforcement Matters**

There were no items to discuss.

### **Education and Examination Matters**

Aaron Knautz briefly reviewed the written exam with the Board. A new vendor contract is in process and should be signed in the near future.

### **Credentialing Matters**

There were no items to discuss.

**Practice Question Matters****a. Continued Discussion Related to the Application of Eyelash Extensions**

Yolanda McGowan reviewed the process for introducing legislation. This discussion will be carried over to the next meeting.

**Legislation/Administrative Rules Matters****a) Update Regarding the Continuing Education Rule/ Review and Consider Modification Request of JCRAR Regarding BC 9, 11**

Yolanda McGowan reviewed the history of the continuing education rule.

**MOTION:** Rodney Gottfredsen moved, seconded by Howard Twait, to modify the proposed rule BC 9, 11 regarding continuing education requirement to four (4) CE hours per biennium period. Motion carried unanimously.

**MOTION:** Rodney Gottfredsen moved, seconded by Howard Twait, to require two (2) CE hours of safety and sanitation and two (2) CE hours of law. Motion failed.

**MOTION:** Susan Kolve-Feehan moved, seconded by Janice Boeck, to require three (3) hours CE of safety and sanitation and one (1) CE hour of law. Motion carried unanimously.

**MOTION:** Rodney Gottfredsen moved, seconded by Janice Boeck, to adopt CR 11-011 related to continuing education for barbering and cosmetology professionals as modified on the record of today's meeting, subject to approval of the JCRAR. Motion carried unanimously.

Yolanda McGowan noted, as a reminder, that CE must be taken after the renewal date in 2013 to be counted for the 2015 renewal.

**b) Update on BC-6 Regarding the Supervision of Apprentices**

Yolanda McGowan reviewed BC-6 with the Board. Hafeezah Ahmad, DWD, answered questions regarding the apprenticeship program. The discussion was tabled at this time.

**Liaison/Committee Reports**

There were no reports.

**Speaking Engagement, Travel, Public Relation Requests**

There were no requests to review.

**INFORMATIONAL ITEMS**

There were no informational items.

**NEW BUSINESS**

There was no new business to discuss.

## PUBLIC COMMENTS

Kristen Allison thanked the Board for their work on the CE rule. She suggested requiring a timer for online CE courses to ensure licensees are spending sufficient time on these courses.

## CLOSED SESSION

**MOTION:** Rodney Gottfredsen moved, seconded by Howard Twait, to convene to closed session to deliberate on cases following hearing (s. 19.85(1) (a), Stats.; consider closing disciplinary investigation with administrative warning (s. 19.85(1)(b), Stats. and 440.205, Stats., to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.; and, to confer with legal counsel (s. 19.85(1)(g), Stats.). Roll Call Vote: Janice Boeck - yes; Rodney Gottfredsen - yes; Susan Kolve-Feehan - yes; Jeffrey Patterson - yes; and Howard Twait - yes. Motion carried unanimously.

Open session recessed at 11:20 a.m.

## RECONVENE TO OPEN SESSION

**MOTION:** Rodney Gottfredsen moved, seconded by Susan Kolve-Feehan, to reconvene in open session. Motion carried unanimously.

Open session reconvened at 12:37 p.m.

## VOTING ON ITEMS CONSIDERED/DELIBERATED IN CLOSED SESSION

### PROPOSED STIPULATIONS, FINAL DECISIONS AND ORDERS

**MOTION:** Susan Kolve-Feehan moved, seconded by Howard Twait, to adopt the Findings of Fact, Conclusions of Law, Final Decision and Order, in the matter of **10 BAC 010** and **10 BAC 045**. Motion carried unanimously.

**MOTION:** Rodney Gottfredsen moved, seconded by Janice Boeck, to adopt the Findings of Fact, Conclusions of Law, Final Decision and Order of Default in the matter of **10 BAC 045 against respondents Exclusive Cuts and Michael J. Patton**. Motion carried unanimously.

## MONITORING

**MOTION:** Rodney Gottfredsen moved, seconded by Janice Boeck, to approve the following payment plans. Motion carried unanimously.

**a) Hoang Nguyen d/b/a Supreme Nails**

- Within 30 days of the date of the Order, Hoang Nguyen and Supreme Nails must each make a payment of \$500.
- Every 30 days thereafter a payment of \$250 must be received from both Hoang Nguyen and Supreme Nails
- Failure to make any scheduled payments will result in revocation of licenses.
- Cannot re-petition for modifications for at least 6 months

- b) **Karen Bui d/b/a Fancy Nail** (Ms. Bui made a personal appearance.)
- To deny the request for a reduction in the amount of costs and forfeiture
  - Within 30 days of the date of the Order, Karen Bui must pay \$300
  - Every 30 days thereafter a payment of \$200 must be received
  - Failure to make any scheduled payments will result in revocation of licenses.
  - Cannot re-petition for modifications for at least 6 months
- c) **Fantastic Sams (Ed Lamb)**
- Within 30 days of the date of the Order, Ed Lamb must pay \$250
  - Every 30 days thereafter a payment of \$100 must be received
  - Failure to make any scheduled payments will result in revocation of licenses.
  - Cannot re-petition for modifications for at least 6 months
- d) **Tina Vu d/b/a Super Nails & Spa**
- Within 30 days of the date of the Order, Tina Vu must pay \$400
  - Every 30 days thereafter a payments of \$260 must be received
  - Failure to make any scheduled payments will result in revocation of licenses.
  - Cannot re-petition for modifications for at least 6 months
- e) **Sara Bukachek**
- The Board did not consider the request from Sara Bukachek as she has not complied with the petitioning requirements as set forth in the Order. No Board action was taken.

#### CASE CLOSINGS

- MOTION:** Howard Twait moved, seconded by Janice Boeck, to close the following cases according to the recommendations by the Division of Enforcement:
- |               |               |
|---------------|---------------|
| a. 10 BAC 010 | f. 11 BAC 037 |
| b. 10 BAC 042 | g. 11 BAC 115 |
| c. 10 BAC 048 | h. 11 BAC 157 |
| d. 10 BAC 088 | i. 11 BAC 159 |
| e. 11 BAC 019 |               |
- Motion carried unanimously.

#### CITATIONS

- MOTION:** Susan Kolve-Feehan moved, seconded by Ronald Gottfredsen, to issue citations in the following cases according to the recommendations by the Division of Enforcement:
- a. 10 BAC 088
  - b. 10 BAC 134
  - c. 11 BAC 037
  - d. 11 BAC 111
  - e. 11 BAC 154
  - f. 11 BAC 160

g. 11 BAC 161 (2)  
Motion carried unanimously.

**REVIEW AND APPROVAL OF MODIFIED BC-6 DRAFT**

**MOTION:** Janice Boeck moved, seconded by Susan Kolve-Feehan, to approve the modified draft of BC-6 as discussed at the meeting today. Motion carried unanimously.

The draft will be sent to the legislature and after a review period, a public hearing will be set at the Department.

**OTHER BUSINESS**

Yolanda McGowan thanked Janice Boeck for her service on the Board.

**ADJOURNMENT**

**MOTION:** Rodney Gottfredsen moved, seconded by Howard Twait, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 12:56 p.m.