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STATE OF OKLAHOMA



BOARD OF COSMETOLOGY AND BARBERING

MEMEBERS

Heather Sinclair, Chair
Krissy Miller, Vice-chair
Machele Calliccoat
Kyle Jarnagin
Ericka Jackson
Christie Luther
Annie Jo Gilbert
Joel Rogers
Carla Dame
Carla Wilkins

MINUTES OF THE MEETING

March 17, 2025

1. Call to Order

Acting Chair Heather Sinclair called the meeting of the State Board of Cosmetology and Barbering to order at 10:05 a.m. on Monday, March 17, 2025. The meeting was held at the State Cosmetology Board Office.

BOARD MEMBERS PRESENT

- Heather Sinclair
- Krissy Miller
- Machele Calliccoat
- Kyle Jarnagin
- Christie Luther
- Joel Rogers
- Carla Dame
- Carla Wilkins

BOARD MEMBERS ABSENT

- Annie Jo Gilbert

AGENCY MEMBERS PRESENT

- MiMi Casebolt, Interim Executive Director
- Matt Burton, Principal Assistant

LEGAL COUNSEL PRESENT

- Kylie Cooper, Assistant Attorney General

2. Quorum

A quorum was confirmed, and the meeting proceeded according to the agenda. This special meeting of the Oklahoma Cosmetology and Barbering Board has been convened in accordance with the Oklahoma Open Meeting Act.

3. Election of Board Officers

Election of Chair & Vice Chair:

- **Motion:** To elect Chair.
 - **Moved by:** Calliccoat
 - **Seconded by:** Rogers
 - **Nominations:** Rogers nominated Krissy Miller; Heather Sinclair nominated herself
 - **Vote:**
 - Sinclair: Sinclair
 - Calliccoat: Miller
 - Jackson: Sinclair
 - Luther: Sinclair
 - Jarnagin: Sinclair
 - Miller: Miller
 - Rogers: Miller
 - Dame: Sinclair
 - Wilkins: Miller
- **Outcome:** Heather Sinclair is elected Board Chair, 5-4.
- **Motion:** To elect Vice Chair.
 - **Moved by:** Calliccoat
 - **Seconded by:** Rogers

- **Nominations:** Callicoat nominated Krissy Miller; Luther nominated Shelly Callicoat; Shelly Callicoat recused herself
 - **Vote:** No vote was taken
 - **Outcome:** Krissy Miller is elected Board Vice Chair, uncontested.
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4. Return of Job Duties to Agency

Overview: Discussion regarding returning job duties, specifically hiring and firing, back to the Executive Director. The board had previously taken over these duties due to the Executive Director turnover. It was thought that all duties were given back to MiMi, except for legislation.

- **Motion:** To restore all agency operations oversight to the (Interim) Executive Director and executive leadership and restore the Board to an oversight committee.
 - **Moved by:** Rogers
 - **Seconded by:** Miller
 - **Vote:**
 - Callicoat: Yes
 - Jackson: Yes
 - Luther: Yes
 - Jarnagin: Yes
 - Miller: Yes
 - Rogers: Yes
 - Dame: Yes
 - Wilkins: Yes
 - **Outcome:** Motion passed
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5. Budget Report

Reported by Grace Clayton, Financial Manager OMES: Clayton reviewed the FY25 budget, variances, and proposed adjustments for FY26. Noted that the agency wants to change Investigation and Security Services to Legion Tech and increase it to \$29,900.

- **Motion:** To approve Budget Report.
 - **Moved by:** Luther
 - **Seconded by:** Miller
 - **Vote:**
 - Callicoat: Yes

Jackson: Yes
Luther: Yes
Jarnagin: Yes
Miller: Yes
Rogers: Yes
Dame: Yes
Wilkins: Yes

- **Outcome:** Motion passed
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6. Approval of Previous Board Minutes

Overview: Discussion regarding the Board minutes from January 21, 2025. Concerns raised about the accuracy of the minutes, specifically regarding motions made in executive session related to employee salaries. There was uncertainty pertaining to what was brought up and it was suggested that the minutes be tabled until the next meeting to allow for review of security camera audio to verify the motions and votes.

- **Outcome:** This item was tabled to be reviewed at the next meeting.
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7. Lobbyist Registrations

Overview: Currently, only Heather Sinclair registered as a lobbyist. Christie Luther has been advised against being a registered lobbyist due to potential impact on grant funding for schools.

- **Motion:** To approve Krissy Miller as second legislative liaison.
 - **Moved by:** Callicoa
 - **Seconded by:** Wilkins
 - **Vote:**
 - Callicoa: Yes
 - Jackson: Yes
 - Luther: Yes
 - Jarnagin: Yes
 - Miller: Yes
 - Rogers: Yes
 - Dame: Yes
 - Wilkins: Yes

- **Outcome:** Motion passed
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8. Board Member Devices and Government Emails

Overview: Discussion regarding board members using personal devices versus agency-provided devices and the use of government emails. Concerns raised about board members being too involved in day-to-day business, leading to agency-owned documents and data being stored on personal devices. Issue of board members not being able to access state emails. Suggestion to start moving everything back to the agency so that the agency starts having that control of updating things.

- **Motion:** No motion was made.
 - **Outcome:** No action was taken after discussion.
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9. Agency Update

Presented by MiMi Casebolt, Interim Executive Director:

- **Data from January and February**
 - Exams administered: 322 for January and February
 - Exam registrations: 430
 - Examination Exams & Renewals
 - Busy month/two months with exams
 - Had to return 250 renewal applications due to insufficient payments because applicants didn't know about the fee increase
 - Took in 17 reciprocity applications in February via Thentia and AS 400
 - Email addresses are needed to set up accounts, but many applicants don't provide them
- **AS 400 & Data Retrieval**
 - Concern that data on AS 400 may not be retrievable in the future
 - Applicants can set up accounts and get help from the agency to retrieve information from AS400 for now
 - Can't migrate data but can still access AS 400
- **Handling Applicants Without Emails**
 - Staff helps applicants set up accounts on iPads
 - For those who insist on not setting up an email, the staff proceeds with the application
 - Unique problem with students at the prison who don't have emails
 - Discussing how to oversee this process until families or students are released
- **Payment Issues & Staffing**
 - If applicants come in with a \$25 money order, an invoice is set up and they pay the correct amount (\$40)
 - Helping applicants set up their Thentia account in person

- Understaffing leads to complaints about not answering the phone
 - Staff spends 20-30 minutes walking people through setting up Thentia
 - **Licensing Staff & Support**
 - New licensing staff hired since January/February are performing well
 - Individual licenses opening up on Thentia caused them to fall behind
 - Possible utilization of Galt when other portals open
 - Establishment portal is coming in April
 - It will be added to the application and connect to the license portal, making it easier
 - **Mail-in Renewals & Communication**
 - Caught up on Thentia, now focusing on mail-ins
 - Balancing establishment, massage therapists, and other tasks is challenging
 - Emails are out of control, but someone is working on them daily
 - There is a misconception that people think when they mail them in, they will be contacted
 - The only contact given is when the license is mailed out
 - **Staffing & Inspections**
 - Fully staffed except for a full-time examiner
 - Examiner job posting will be put back up in April
 - Inspector resigned recently, and a job application has been posted
 - Currently we have 3 inspectors
 - Inspectors are being rotated for testing due to a busy testing schedule with Career Techs
 - **Motion:** No motion was made.
 - **Outcome:** No action was taken after discussion.
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10. Legislative Committee Update

Presented by Member Luther, Legislative Committee Chair:

- **House Bill 2735 (denial of licenses and criminal history) does not affect them**
- **Senate Bill 729 (Oklahoma Consumer Protection Act) prohibits operating massage therapy establishments with unlicensed therapists**
 - It was introduced February 3rd and is on the Senate floor
- **Senate Bill 644 (massage therapy Practice Act) is also on the Senate floor**
- **House Bill 2233 (massage therapy under the medical board) is being prepared to go to the Senate**
- **House Bill 2802 (professions and occupation licensing) was introduced on the Senate floor**
- **House Bill 1658 (laser hair practitioner) is going to the subcommittee or the policy committee**
- **House Bill 1030 (sunset) extends the termination date range from 7/21/24 to 7/1/28**
 - Passed the house on February 24th and is on the Senate floor
- **Senate Bill 545 (massage therapy to the chiropractic board) failed in committee**
- **Senate Bill 150 (Cosmo positions eligibility) about the cool-off period also failed in committee**

- **House Bill 2234: Massage therapy oversight, referred to Rules Committee 2-10-25**
 - **House Bill 1606: Massage therapy, referred to rules**
 - **Senate Bill 874: Mandates transfer of occupants professional occupational licensing to Service Oklahoma by 1231, 2030, including Healthcare Behavioral professions licenses**
 - Introduced on February 3rd of this year
 - No movement on the bill
 - **Senate Bill 532: Continuous education**
 - Second reading went to business and insurance on February 4th
 - **Senate Bill 319: Licensing pilot program**
 - Second reading was February 4th
 - Referred to the business and insurance and then over to the appropriation committee
 - **House Bill 1716: Cosmetology oversight act, written by Forrest Bennett, introduced February 3rd**
 - Met with Forrest Bennett on February 10th
 - No movement on the bill
 - **House Bill 1368: Human trafficking signs**
 - Introduced February 4th
 - Referred to appropriation and the budget for human services and the subcommittee
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11. Marketing Committee Update

Presented by Member Jackson, Marketing Committee Chair:

- **Marketing Committee Update**
 - **Goal is to introduce what the Board is doing in a positive direction**
 - **Putting things on Canva and sharing information**
 - **Informing licensees in a way where they don't feel attacked**
 - **Social Media Discussion**
 - Need to be careful that what is posted on the board's social media is representative of the board and not one specific board member
 - Posts should be factual and have all the details to avoid confusion
 - Focus on informative content
 - Confusion arose from a post about cosmetician licenses, which led to phone calls and negative comments
 - Cosmetician license was taken away by the state legislature, no new licenses are being issued
 - **Copy and paste rules or link to the actual bill to provide more information**
 - **Consider turning off comments and directing questions to the appropriate agency personnel**
 - **Suggests hiring someone for the position of social media manager**
- **Motion:** No motion was made.
- **Outcome:** No action was taken after discussion.

- **Motion:** To take a 5-minute break.
 - **Moved by:** Rogers
 - **Seconded by:** Calliccoat
 - **Vote:**
 - Calliccoat: Yes
 - Jackson: Yes
 - Luther: Yes
 - Jarnagin: Yes
 - Miller: Yes
 - Rogers: Yes
 - Dame: Yes
 - Wilkins: Yes
- **Outcome:** Motion passed; a 5-minute break was taken.
- **Motion:** To return from a 5-minute break.
 - **Moved by:** Calliccoat
 - **Seconded by:** Miller
 - **Vote:**
 - Calliccoat: Yes
 - Jackson: Yes
 - Luther: Yes
 - Jarnagin: Yes
 - Miller: Yes
 - Rogers: Yes
 - Dame: Yes
 - Wilkins: Yes
- **Outcome:** Motion passed, return to meeting.

12. Rules Committee Update

Presented by Member Calliccoat, Rules Committee Chair:

- **The Rules Committee had meetings in February and March**
 - In February, they discussed rules needing introduction before the November meeting
 - They addressed legislation and the need to add new rules as needed
- **Equipment and initial openings of schools were discussed**
 - A discrepancy was noted between the rule book stating classrooms must "seat 20 students" versus having "20 stations"
 - The committee wants to make it universal so that it would say "20 stations and 20 chairs"
- **Salon-based inconveniences were brought up, specifically regarding nursing homes or senior living centers**

- Existing schools are grandfathered in regarding equipment requirements unless they remodel or become new
 - Student contracts and student station numbers should match
- **The addition of Master Instructors was discussed; they wouldn't need a station and wouldn't be included in seating numbers**
- **The rule book states a minimum of 2,200 square feet of floor space, but doesn't specify how it's allocated**
 - The intention was for the 5 foot by 8 foot per student allocation to be on the lab floor
 - Inspectors should rely on the rule book, not past experiences, for consistency
- **Exam attempts were discussed**
 - The year for the exam starts on the end withdrawal date or completion date
 - If an applicant fails the practical or theory four times, they must show proof of 120 clock hours or equivalent credit hours
- **Library resources can be available digitally with proof**
- **A rule change from last year specified a maximum of 40 hours per week a student could get**
- **Unlicensed establishments, like tattoo shops and barbershops, were discussed**
 - Inspectors should educate and inform them that they have to apply for a license
 - They will have 30 days to do so
- **Board members should forward complaints to MiMi and avoid replying directly to complainants**
 - Board members cannot participate in hearings if they have information on the complaint
- **Locked establishments and inspectors' access were discussed**
 - If a license holder has a locking door, the license needs to be on the outside of the door
 - Citations can be mailed to the establishment
 - If a licensee refuses to accept a citation, the inspector will note "refused to sign" and give it to the agency
- **Head spas need rules**
- **Work Permits:**
 - It's unclear how long they are good for
 - The consensus was that no more than two work permits will be sent out
 - Work permits do not have an expiration date, and clear verbiage will be added
- **License Posting:**
 - The goal is to have a defined rule for how licenses should be posted, applicable to everyone
 - Licenses should be visible to the public, even in suites
- **Apprentices:**
 - Clarification is needed for apprentices' 120 review hours
 - The language is changing November 1st
- **Notification of the governor signing emergency rules:**
 - There is no notification date yet
 - The legislature has to approve all the rules first
- **Motion:** No motion was made.
- **Outcome:** No action was taken after discussion.

13. Testing Committee Update

Presented by Vice Chair Miller, Testing Committee Chair:

- **Updated tests were handed out to reflect potential emergency rule changes**
- **Reciprocity Test:**
 - Increased from 35/25 questions to 50 questions to cover more content
 - Multiple versions were made
- **Men's Barbering Test:**
 - Updated by Chair Sinclair
 - Final edits are being done
 - The format is being changed to be more black and white
 - A Rubix is being used with yes or no answers and no comments allowed
- **Eyelash Extension Test:**
 - Completed by Member Callicoat
- **Eyelash Certification and Blow-Drying Styling Certification Exams**
 - The eyelash certification exam tests safety and sanitation
 - Some questions are from available safety and sanitation resources
 - Some questions are from the Milady eyelash extension curriculum
 - The Blow-drying Styling Certification exam is similar to Member Callicoat's, using content from Pivot Point and Milady
 - A question was raised about increasing the number of questions from 35 to 50 for both exams, adding rules, regulations, and safety/sanitation/disinfection questions
 - This would use the same questions for both exams
- **Practical Exams and Training**
 - Vice Chair Miller is restructuring the practical exam for removing chemicals for non-chemical cosmetologists, using a template from Chair Sinclair
 - The mock application and perm/permanent wave have been removed from the cosmetology exam
 - The barber shaving practical exam is being developed with a writer from the Milady Barbering textbook, focusing on five shaving positions on a mannequin
 - The goal is to train inspectors/examiners on all exams to ensure consistency and transparency
 - Schools will be provided with the practical exams
 - Training sessions will be held in hubs around the state, similar to previous training sessions
- **Video Production of Practical Exams**
 - There was a previous board vote to pay for a production crew to video each portion of the practical exam, but it was never followed through
 - Member Luther has a contact who does communications for DOC and has a production company
 - New tests may require run-throughs, and Member Luther's contact could be used, considering costs and budget
 - A contact with Metro Tech was suggested

- Metro Tech can be a backup if Member Luther's contact doesn't work out for video production
 - The idea was that using a career tech would be less expensive than hiring a professional production team
 - Being proactive with video demonstrations would benefit instructors and students, especially with the new barber exam
 - Emails have been received requesting mock demonstrations
 - Practical exams are estimated to take 1.5 to 2.5 hours each
 - The new tests support House Bill 2141, but cannot be implemented without the emergency rules being signed
 - **Motion:** No motion was made.
 - **Outcome:** No action was taken after discussion.
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14. Budget Committee Update

Presented by Member Rogers, Budget Committee Chair:

- There have been several changes this year, including agency leadership and personnel at OMES, as well as an accelerated timeline
- The deadline for the fiscal year budget was moved up
- MiMi Casebolt and Matthew Burton had limited time to prepare the initial budget
- The committee met to review the budget, and MiMi Casebolt and Matthew Burton's suggestions had good rationale
- Questions were raised regarding Thentia expenses, salary verifications, board member travel, and operating expenses for the new spaces
- There were questions about how expenses were allocated across different budgets (IT, agency expenses, and inspection)
 - A meeting is scheduled with OMES on March 31st to address these questions
 - The goal is to get all questions answered and be on the same page by the May board meeting
- **Goal is to get on the right page to prove to the State next year that the Agency is being good stewards of their money**
- **Questions have been raised about travel and money being spent**
- **Thentia**
 - Paid Thentia ahead of time and have only spent 60% of that money
 - Trying to figure out when the agency will go completely live and have to start paying monthly
- **Thentia Contract**
 - Currently 60% fulfilled
 - Lacking the business portal, school portal, and inspection portal
 - Business portal is expected in April
 - They are honoring the contract and not charging more

- The contract will change upon renewal, moving to 35 cents per license (currently 20 cents)
 - The agency is sticking with 50,000 active licenses
 - Payment can be done monthly
 - **Budget**
 - Goal is to have everything in writing by the March 31st meeting
 - The date to get things to OMES is April 15th
 - Budget committee is having a meeting
 - A special meeting is planned for March 31st at 1 PM to vote on budget approval
 - **Motion:** No motion was made.
 - **Outcome:** No action was taken after discussion.
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15. Update on Leasing Agreement with the Shepherd Center

Overview:

- **Shepherd Center redlined the lease, removing the 30-day out clause and adding electricity costs**
 - Electricity costs were never discussed previously
- **Four options were presented:**
 - (1) 36-month lease, landlord pays for improvements, no 30-day out, tenant pays electricity (~\$5,300/month)
 - (2) 36-month lease, landlord pays for improvements and electricity, no 30-day out (~\$5,800/month)
 - (3) 12-36 month lease, tenant pays for improvements and electricity (~\$5,000/ month)
 - (4) 12-36 month lease, tenant pays for improvements, seeking landlord to pay electricity (~\$7,351/month)
- **OMES was primarily concerned with the 30-day out termination clause and the \$7,300 for the door**
- **The ownership of the Shepherd Center has changed, with a California-based company now managing the properties**
- **Option (4) is considered the better option due to control over AC and thermostat**
- **OMES does not want the 30-day out termination clause in the lease**
- **Electricity Costs and Lease Agreement**
 - The main concern is who will pay for the electricity, as the cost is uncertain
- **Option (4) is suggested, with the electricity costs being the responsibility of the other party**
- **Motion:** To approve option (4) for the lease agreement.
 - **Moved by:** Miller
 - **Seconded by:** Rogers

- **Vote:**
 - Calliccoat: Yes
 - Jackson: Yes
 - Luther: Yes
 - Jarnagin: Yes
 - Miller: Yes
 - Rogers: Yes
 - Dame: Yes
 - Wilkins: Yes
 - **Outcome:** Motion passed, but it was noted a length for the lease not mentioned in the motion.
 - **Motion:** To approve option (4) for the lease agreement for 36 months.
 - **Moved by:** Miller
 - **Seconded by:** Dame
 - **Vote:**
 - Calliccoat: Yes
 - Jackson: Yes
 - Luther: Yes
 - Jarnagin: Yes
 - Miller: Yes
 - Rogers: Yes
 - Dame: Yes
 - Wilkins: Yes
 - **Outcome:** Motion passed.
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16. Agency Move Related Quotes

Overview: Discussion of moving-related quotes, including Legion Technology quotes for moving servers and camera systems, Oklahoma Correctional Industries quotes for chairs and tables, and the physical move.

- **The current server is managed by OMES, and a recent power outage highlighted the need for better support**
 - Legion Tech helped resolve the issue after OMES closed a ticket without verifying that everything was working
- **The quote from Legion Tech is for purchasing a server and switch to be managed by them, addressing the issues with OMES's management**
- **OMES and Server Management**
 - There's a history of issues with OMES, where they previously required a switch to their services
 - Concerns exist about OMES's ability to manage the switch effectively

- OMES is protective of legislative data, which affects who can manage the server
 - Legion Tech can manage the internet coming into the building, preventing a repeat of the previous outage
 - **Additional Moving Expenses**
 - Oklahoma Correctional Industries (OCI) quote covers chairs and tables for the new rooms, not included in the moving expenses
 - Cameras and mics are needed in the new rooms due to the spacing
 - The agency needs to be brought up to date with technology for testing requirements
 - **The move is estimated to cost between \$80,000 and \$100,000**

 - **Motion:** To approve the quotes for Legion Tech and OCI.
 - **Moved by:** Miller
 - **Seconded by:** Rogers
 - **Vote:**
 - Callicoat: Yes
 - Jackson: Yes
 - Luther: Yes
 - Jarnagin: Yes
 - Miller: Yes
 - Rogers: Yes
 - Dame: Yes
 - Wilkins: Yes

 - **Outcome:** Motion passed.
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ADJOURNMENT

- **Time:** 12:41 PM

Outcome: Meeting adjourned.

End of Board Meeting Minutes for March 17, 2025.