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STATE OF OKLAHOMA



BOARD OF COSMETOLOGY AND BARBERING

MEMEBERS

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

MINUTES OF THE MEETING

March 31, 2025

1. Call to Order

Chair Heather Sinclair called the meeting of the State Board of Cosmetology and Barbering to order at 1:04 p.m. on Monday, March 31, 2025. The meeting was held at the State Cosmetology Board Office in Suite 18.

BOARD MEMBERS PRESENT

- Heather Sinclair
- Krissy Miller
- Kyle Jarnagin
- Annie Jo Gilbert
- Joel Rogers
- Carla Wilkins

BOARD MEMBERS ABSENT

- Machele Callicoa
- Ericka Jackson
- Christie Luther
- Carla Dame

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. Approval of Previous Board Minutes, January 21, 2025

Overview: Discussion regarding the Board minutes from January 21, 2025. The minutes were tabled from the previous meeting to allow for review of security camera audio to verify the motions and votes. After review, it was determined this inquiry was actually relating to the November 18, 2024, meeting; therefore, no changes were made.

- **Motion:** To approve January 21, 2025, meeting minutes.
 - **Moved by:** Miller
 - **Seconded by:** Wilkins
 - **Vote:**
 - Jarnagin: Yes
 - Gilbert: Yes
 - Miller: Yes
 - Rogers: Yes
 - Wilkins: Yes
- **Outcome:** Motion passed.

4. Approval of Previous Board Minutes, March 17, 2025

Overview: The minutes were reviewed, and no changes or corrections were proposed.

- **Motion:** To approve March 17, 2025, meeting minutes.
 - **Moved by:** Wilkins
 - **Seconded by:** Jarnagin
 - **Vote:**
 - Jarnagin: Yes
 - Gilbert: Yes
 - Miller: Yes
 - Rogers: Yes
 - Wilkins: Yes
 - **Outcome:** Motion passed.
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5. Approval of FY '26 Budget and Purchase Orders

Overview: There was a meeting regarding the budget on the morning of this meeting with the Budget Committee and OMES ABS to discuss the finalization of the FY '26 budget and also to review and finalize the FY '26 purchase orders. Budget Committee Chair Rogers gave a report about the business discussed. The budget and purchase orders were optimized, specifically: salaries, the upcoming agency move encumbrances, Thentia, security systems, rent, and remodeling for the new suite.

- **1st Motion:** To approve FY '26 budget.
 - **Moved by:** Rogers
 - **Seconded by:** Gilbert
 - **Vote:**
 - Jarnagin: Yes
 - Gilbert: Yes
 - Miller: Yes
 - Rogers: Yes
 - Wilkins: Yes
- **Outcome:** Motion passed.

- **2nd Motion:** To approve FY '26 purchase orders.
 - **Moved by:** Rogers
 - **Seconded by:** Jarnagin
 - **Vote:**
 - Jarnagin: Yes
 - Gilbert: Yes
 - Miller: Yes
 - Rogers: Yes
 - Wilkins: Yes
 - **Outcome:** Motion passed.
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6. Thentia Business Portal Update

Overview: Board Chair Sinclair provided an update regarding the development of the Thentia Business Portal. The portal, which is still under construction, was originally scheduled for an April launch; however, the release has been delayed, and no specific launch date has been announced at this time. Until the portal is live, all business license renewals must be completed either by mail or in person.

- **Motion:** No motion was made.
 - **Outcome:** No action was taken after discussion.
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7. Thentia Contract

Overview: There were some preliminary inquiries regarding the Thentia contract renewal, but subsequently a need arose to discontinue the conversation until the next meeting when more information would be available. Specifically, it was requested to know how much it would cost and what would be included in the agreement. A credit from a previous payment is to be applied to the upcoming contract.

- **Motion:** No motion was made.
 - **Outcome:** There was a consensus to not discuss until more information could be confirmed.
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8. NABBA Las Vegas Conference Update

Overview: Chair Sinclair gave a recap of the Board's trip to NABBA's 98th Midyear Conference. Held March 8–12, 2025, in Las Vegas, NV, it brought together state barber boards, educators, and students for workshops, leadership meetings, and hands-on training sessions. Highlights included professional development for instructors, board exam prep for students, and collaborative planning for future industry initiatives.

- **Motion:** No motion was made.
 - **Outcome:** No action was taken after discussion.
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ADJOURNMENT

- **Time:** 1:38 PM

Outcome: Meeting adjourned.

End of Board Meeting Minutes for March 31, 2025.