

**Meeting Minutes**  
**SOUTH DAKOTA COSMETOLOGY COMMISSION**  
123 W Missouri Ave, Pierre, South Dakota  
November 17, 2017 CST

President Tammy Ugofsky called the meeting to order at 8:35 am.

President Ugofsky announced that Commission member Lori Berreth resigned from the Commission in October, 2017.

Secretary-Treasurer Crystal Carlson read the roll and a quorum was established.

**Members Present:** Laurie Brandner  
Crystal Carlson  
Tammy Ugofsky

**Members Absent:** Lori Little

**Others Present:** Kate Boyd, Executive Director  
Kelsey Skoglund, Commission staff member  
Graham Oey, Staff Attorney, Department of Labor & Regulation  
Emily Ward, Department of Labor & Regulation  
Director of Administrative Services  
Tami Stokes, Cosmetologist  
Meagan Williams, Revive Day Spa  
Tara Mortland, Revive Day Spa  
Cricket Rick, Headlines Academy  
Nicole Finch Headlines Academy  
Angela Taylor, Stewart School, via phone

Tammy Ugofsky made a motion to approve the agenda as presented. Laurie Brander seconded the motion. **MOTION PASSED.**

Crystal Carlson made a motion to approve the September 21 & 22, 2017 meeting minutes. Laurie Brander seconded the motion. **MOTION PASSED.**

Secretary-Treasurer Crystal Carlson reported that as of October 31, 2017 the available budget was \$163,648 and the cash center balance was \$196,674.

Department of Labor & Regulation Director of Administrative Services, Emily Ward, was present to provide a verbal explanation of the various documents contained in the monthly financial report.

The Executive Directors Report had been included as a part of the meeting packets that were mailed. Tammy Ugofsky referred to the KELO news report that was included in the report. She commented that some of the statements that the reporter attributed to her were not things that she actually said.

Case L-2017- Crystal Carlson made a motion to approve the Consent Agreement for Case L-2017 with the following terms:

- a. Tuan Nguyen license, Lic. #NT-11469, will be suspended for a period of 7 days, but will be immediately reinstated with the 7 days being held in abeyance; Tuan Nguyen's license will have no active suspension.
- b. The 7 days of suspension for his license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
  - 1) Mr. Nguyen will comply with all laws and regulations relating to his profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this Agreement;
- c. Cobe Nails Salon license, Lic. #NS-07613, will be suspended for a period of 7 days, but will be immediately reinstated with the 7 days being held in abeyance; Cobe Nails Salon license will have no active suspension.
- d. The 7 days of suspension for the salons license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
  - 1) Cobe Nails Salon will comply with all laws and regulations relating to its profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this Agreement;
  - 2) Cobe Nails Salon will be subject to additional inspections for a period of 1 year from the date of execution of this agreement. Mr. Nguyen , as owner of the salon, will make a onetime payment to the Commission for the additional expenses of the inspections in the amount of \$350.00 by December 31, 2017.
  - 3) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$500.00 to be paid prior to December 31, 2017.

Tammy Ugofsky seconded the motion. **MOTION PASSED** with Violations Committee Laurie Brandner abstaining.

Case Q-2017- Crystal Carlson made a motion to dismiss Case Q-2017 for lack of evidence. Tammy Ugofsky seconded the motion. **MOTION PASSED** with Violations Committee Laurie Brandner abstaining.

Lapsed Case 18-2017- Tammy Ugofsky made a motion to approve Lapse Case 18-2017 Consent Agreement with the following terms:

- a. Ms. Erickson's personal license, Lic.#CO-02001, will be suspended for a period of 5 days with 5 days being held in abeyance; Ms. Erickson's license will not actively be suspended.

- b. The 5 days of suspension for her license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
  - 1) Ms. Erickson will comply with all laws and regulations relating to her profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this agreement;
  - 2) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$50.00, as a condition for the immediate reinstatement of her personal license, to be paid prior to March 1, 2018.
- c. Style Masters Salon license, Lic.#CS-00792, will be suspended for a period of 10 days with 10 days being held in abeyance; Style Masters Salon's license will not actively be suspended.
- d. The 10 days of suspension for the salon license will be held in abeyance for a period of 1 year, beginning on the effective date of this agreement, so long as the following conditions are met:
  - 1) Style Masters Salon will comply with all laws and regulations relating to its profession under SDCL chapter 36-15 and ARSD article 20:42 for a period of 1 year beginning on the effective date of this Agreement;
  - 2) Pursuant to SDCL 36-15-58.5 the Commission imposes a monetary penalty of \$150.00, as a condition for the immediate reinstatement of the salon license, to be paid prior to March 1, 2018.

Crystal Carlson seconded the motion. **MOTION PASSED** with Violations Committee Laurie Brandner abstaining.

In response to a request from the Commission at the September 21, 2017 meeting information was provided about the inspectors, their wages and benefits, and what the added expense would be to have inspectors work half-time and what the procedure would be to request additional FTE for inspectors. It was agreed to invite the inspectors to participate in the February 9, 2018 Commission meeting.

At the February 9, 2018 meeting, the inspectors can also give their thoughts on how to deal with booth renters who only have a booth for purposes of complying with the law so that they can perform special events services.

Revive Day Spa in Aberdeen has completed their three-month probation as an apprentice salon. The staff recommendation was to approve moving forward with the two apprenticeships. Tara Mortland and Meagan Williams from Revive Day Spa were present to respond to any questions the Commission may have about their apprenticeship program.

Tammy Ugofsky made a motion to approve the success of the Revive Day Spa three-month apprenticeship probationary period and to allow them to continue with their apprenticeships. Laurie Brandner seconded the motion. **MOTION PASSED.**

There was discussion about the apprentice kits and whether or not the apprentice salon is required to provide all of the kit supplies.

Tammy Ugofsky made a motion to approve the conditional senior instructor licenses requested by Headlines Academy for Kara Ammons, Kirianna Marenchin and Caroline Vettorazzi. Crystal Carlson seconded the motion. **MOTION PASSED.**

Tammy Ugofsky made a motion to approve the conditional senior instructor license requested by Black Hills Beauty College-Rapid City for Mary Ann Rankin. Crystal Carlson seconded the motion. **MOTION PASSED.**

Crystal Carlson made a motion to approve the school license renewal application of Black Hills Beauty College-Rapid City. Tammy Ugofsky seconded the motion. **MOTION PASSED.**

Tammy Ugofsky made a motion to approve the pre-approved provider application for Ramona Reicherts for microdermabrasion. Crystal Carlson seconded the motion. **MOTION PASSED.**

Crystal Carlson made a motion to approve the pre-approved provider application for Ayla Archer for eyelash extensions. Tammy Ugofsky seconded the motion. **MOTION PASSED.**

Tammy Ugofsky requested that the staff review the 2018 State Board Exam and Commission meeting calendar and try to schedule these for the same time whenever possible.

Crystal Carlson made a motion to adjourn. Tammy Ugofsky seconded the motion. **MOTION PASSED.**

The meeting was adjourned at 10:20 am.

Respectfully submitted,

---

Kate Boyd, Executive Director

---

Crystal Carlson, Secretary-Treasurer

## EXECUTIVE DIRECTOR'S REPORT

November 17, 2017

**1. Tablet Purchase** - New tablets to administer practical exams were ordered 7/13/16 -- Cost was \$772.00 each, with a total expenditure of \$3,860 for five tablets. We generally use four tablets when administering exams and need one as a back-up in case one of the tablets does not work.

**2. Desk Printer/Scanner** - Three desk color printers/scanners were ordered 5/26/17 at a cost of \$280.00 each, for a total cost of \$840.00. The main priority is to scan photos of applicants/licenseses to have in our database with each licensee's licensing record. We also use the color printers if there is a document that is greatly enhanced by use of a color printer.

**3. Black Hills Beauty College-Sioux Falls** - Owners Tom and Joy Poloncic have announced that they will be closing their cosmetology school in Sioux Falls effective on or about 11/18/17. They will continue to operate their school in Rapid City.

Arrangements have been made so that the remaining 18 students may transfer to Stewart School in Sioux Falls, LATI in Watertown, or Black Hills Beauty College-Rapid City.

**4. Defusing Hostile Customers** - The Commission office staff in Pierre all attended a Bureau of Human Resources training session on 10/19/17 on Defusing Hostile Customers. Inspector Georgia Linn attended the same session in Rapid City. We all learned some ideas to deal with hostile phone calls or emails that we receive from time to time. Inspectors Karen Dossett and Mary Rasmussen will be invited to attend this training the next time it is offered in Sioux Falls.

**5. KELO Report of Dangers of Dirty Salons** - Casey Wonnemberg of KELO recently interviewed Cosmetology Commission President Tammy Ugofsky about salon inspections. The interview and report were aired on KELO on 11/1/17. Attached is a copy of the narrative report that is on the KELO website. You can also watch the story from KELO website:

<http://www.keloland.com/news/article/featured-stories/dangers-of-dirty-salons>