

Proposed Agenda
SOUTH DAKOTA COSMETOLOGY COMMISSION
Thursday, June 25, 2026, 1:00 p.m. CDT

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- | | |
|---|---------------------|
| A. Call to Order | Renee Graf |
| B. Roll Call | Karma Sanner |
| C. Approval of Agenda | ACTION |
| D. Approval of Minutes 3/19/2026, 3/25/2026 | ACTION |
| E. Public Administrative Rules Hearing | Renee Graf |
| F. Treasurer's Report | Karma Sanner/ACTION |
| G. Director's Report | Adrian Ness |
| H. Open for Public Comment | |
| I. Executive Session pursuant to SDCL 1-26-2(6) | ACTION |
| Consent Agreement #09-2023 | |
| J. Vote from Executive Session | ACTION |
| Consent Agreement #09-2023 | |
| K. Adjournment | ACTION |

Meeting Minutes
SOUTH DAKOTA COSMETOLOGY COMMISSION

Microsoft Teams

Thursday, March 19, 2026 1:00 p.m. CDT

Chairman Bates called the meeting to order at 1:03 p.m. Sanner called the roll. A quorum was present.

Members Present Electronically: Trish Bates
Karma Sanner
Jason Pettigrew
Teri Schmidt

Members Absent: Renee Graf

Others Present Electronically: Adrian Ness
Jennifer Doubledee
Mary Rassmussen
Jackie Dahlquist
Sherri Kanzenbach

Sanner made a motion to approve the agenda. Pettigrew seconded the motion.
MOTION PASSED.

Sanner made a motion to approve the January 12, 2026, meeting minutes. Pettigrew seconded the motion. **MOTION PASSED.**

Sanner reviewed financial reports. Pettigrew motioned to accept the reports. Sanner seconded the motion. **MOTION PASSED.**

Program Director Ness provided the commission with an update from Legislative Session, stating that HB1194 has passed and the commission will be working to write administrative rules to allow work experience for reciprocity applicants.

Bates requested to form a committee for the 2027 Legislative Session. Bates and Sanner expressed interest in serving on this committee.

Program Director Ness reported that the office is working on the next steps of getting the new database. The office has been reviewing processes to ensure they are being done efficiently and effectively.

No public comment was made.

Sanner made a motion to move into executive session pursuant to SDCL 1-25-2(3). Pettigrew seconded the motion. **MOTION PASSED.**

Break in meeting. Meeting ended at 1:22. Executive session rescheduled for March 25, 2026.

DRAFT

Meeting Minutes
SOUTH DAKOTA COSMETOLOGY COMMISSION

Microsoft Teams

Wednesday, March 25, 2026, 2:00 p.m. CDT

Chairman Bates called the meeting to order at 2:01 p.m. Bates called the roll. A quorum was present.

Members Present Electronically: Trish Bates
Karma Sanner
Jason Pettigrew
Teri Schmidt

Members Absent: Renee Graf

Others Present Electronically: Adrian Ness
Jerry McCabe
Jennifer Doubledee
Stacie Gruenhagen
Ela Horsley

Pettigrew made a motion to approve the agenda with the following amendments: add another basis for executive session to Agenda Item E to discuss contracts with legal counsel, per SDCL 1-25-2(3), and add an additional agenda item after Item F to approve staff to proceed with contracting with the database finalist. Schmidt seconded the motion. **MOTION PASSED.**

Chair Bates opened the floor for public comment. No public comment was made.

Sanner made a motion to enter into executive session. Pettigrew seconded the motion. **MOTION PASSED.** The commission entered executive session at 2:06 pm.

The commission exited executive session at 2:28 pm.

Sanner made a motion to approved consent agreement #17542. Pettigrew seconded the motion. **MOTION PASSED.**

Pettigrew made a motion to approve staff to proceed with contracting with the database finalist. Sanner seconded the motion. **MOTION PASSED.**

Sanner made a motion to adjourn the meeting. Pettigrew seconded the motion. **MOTION PASSED.**

The meeting adjourned at 2:34 p.m. CDT.

DRAFT

20:42:03:06.01. Applicant for licensure by reciprocity allowed credit for work experience. An applicant for licensure by reciprocity may be allowed credit for work experience as follows:

(1) Cosmetologist license: a maximum of ~~750~~ seven hundred fifty hours of the school education hours required in § 20:42:06:09 may be earned through work experience. Two hours of work experience equals one hour of school education. If the applicant obtained the work experience more than five years before the date of the application, the applicant must take a commission-approved safety and infection control procedures course in order to receive credit for the work experience;

(2) Nail technician license: a maximum of ~~200~~ two hundred hours of the school education hours required in § 20:42:06:09.01 may be earned through work experience. Two hours of work experience equals one hour of school education. If the applicant obtained the work experience more than five years before the date of the application, the applicant must take a commission-approved safety and infection control procedures course in order to receive credit for the work experience; and

(3) Esthetician license: a maximum of ~~300~~ three hundred hours of the school education hours required in § 20:42:06:09.02 may be earned through work experience. Two hours of work experience equals one hour of school education. If the applicant obtained the work experience more than five years before the date of the application, the applicant must take a commission-approved safety and infection control procedures course in order to receive credit for the work experience.

If the applicant holds a cosmetology-related license that is not equivalent to a cosmetology, nail technology, or esthetics license in this state, the commission may allow credit for relevant

work experience to apply toward the hours of education in the same manner as provided in this section for the applicable license sought by the applicant.

Source: 9 SDR 96, effective January 30, 1983; 12 SDR 151, 12 SDR 155, effective July 1, 1986; 14 SDR 64, effective November 2, 1987; 24 SDR 2, effective July 23, 1997; 28 SDR 24, effective August 28, 2001; 29 SDR 176, effective July 1, 2003; 31 SDR 62, effective November 4, 2004; 39 SDR 129, effective January 28, 2013; 47 SDR 8, effective August 3, 2020.

General Authority: SDCL 36-15-13(14).

Law Implemented: SDCL 36-15-19.2.

SOUTH DAKOTA COSMETOLOGY COMMISSION

FY26 Financial Report (Through June 16)

Revenues	2026												2026 Total
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Nonoperating Revenues	\$ 7,236.91												\$ 7,236.91
NONOPERATING REVENUES	7,236.91												7,236.91
Licenses, Permits & Fees	\$ 30,052.00	\$ 32,635.00	\$ 48,860.00	\$ 38,500.00	\$ 36,056.00	\$ 41,280.00	\$ 45,890.00	\$ 41,960.00	\$ 52,270.00	\$ 26,760.00	\$ 37,080.00	\$ 34,545.00	\$ 465,888.00
COS-OPERATOR/MANAGER	18,420.00	20,665.00	28,140.00	24,990.00	21,735.00	26,310.00	28,005.00	25,965.00	32,340.00	16,875.00	23,070.00	20,385.00	286,900.00
COS-SALONS LICENSE	6,460.00	6,620.00	11,405.00	7,810.00	7,960.00	9,910.00	13,475.00	10,230.00	13,845.00	6,600.00	10,005.00	8,525.00	112,845.00
COS-INSTRUCTORS LIC	135.00	675.00	465.00	720.00	675.00	405.00	45.00	300.00	135.00	345.00	180.00	525.00	4,605.00
COS-STUDENTS/APPRENTICES	482.00	120.00	1,435.00	240.00	605.00	185.00	255.00	890.00	445.00		135.00	290.00	5,082.00
COS-PERMITS	2,565.00	2,875.00	4,275.00	3,000.00	3,231.00	2,820.00	3,000.00	3,075.00	3,675.00	1,500.00	2,610.00	2,850.00	35,476.00
COS-SCHOOL LICENSE	350.00		350.00		350.00					300.00	450.00	350.00	2,150.00
COS-RECIPROCITY/CERTIF	1,640.00	1,680.00	2,790.00	1,740.00	1,500.00	1,650.00	1,110.00	1,500.00	1,830.00	1,140.00	630.00	1,620.00	18,830.00
Fines, Forfeits & Penalties	\$ 5,180.00	\$ 5,965.00	\$ 8,300.00	\$ 7,360.00	\$ 7,290.00	\$ 6,915.00	\$ 8,895.00	\$ 11,315.00	\$ 14,807.00	\$ 7,020.00	\$ 11,083.00	\$ 9,957.00	\$ 104,087.00
COS-PENALTY'S	5,180.00	5,965.00	8,300.00	7,360.00	7,290.00	6,915.00	8,895.00	11,315.00	14,807.00	7,020.00	11,083.00	9,957.00	104,087.00
Other Revenues	\$ 5,722.00	\$ 3,335.00	\$ 4,275.00	\$ 3,335.00	\$ 2,870.00	\$ 5,840.00	\$ 2,800.00	\$ 3,284.00	\$ 5,794.00	\$ 1,305.00	\$ 3,465.00	\$ 3,895.00	\$ 45,920.00
COS-EDUCATION COURSE COST	100.00	100.00	840.00	100.00		155.00	200.00	200.00	100.00				1,795.00
COSM-NATL EXAM TEST COST	5,560.00	3,030.00	3,060.00	3,060.00	2,640.00	3,750.00	2,490.00	2,700.00	4,980.00	1,230.00	3,120.00	3,720.00	39,340.00
MISCELLANEOUS INCOME	62.00	205.00	375.00	175.00	230.00	1,935.00	110.00	384.00	714.00	75.00	345.00	175.00	4,785.00
Grand Total	\$ 40,954.00	\$ 49,171.91	\$ 61,435.00	\$ 49,195.00	\$ 46,216.00	\$ 54,035.00	\$ 57,585.00	\$ 56,559.00	\$ 72,871.00	\$ 35,085.00	\$ 51,628.00	\$ 48,397.00	\$ 623,131.91

Expenditures	2026												2026 Total
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Salaries	\$ 16,773.07	\$ 24,519.51	\$ 7,516.22	\$ 28,821.83	\$ 9,885.15	\$ 20,291.04	\$ 35,615.02	\$ 24,203.24	\$ 12,425.75	\$ 23,520.21	\$ 21,216.78	\$ 20,075.17	\$ 244,862.99
BOARD & COMM MBRS FEES	664.00	664.00		498.00		1,162.00	166.00			664.00			3,818.00
F-T EMP SAL & WAGES	11,759.99	16,659.27	5,012.08	21,275.81	7,466.77	14,458.41	23,960.59	18,305.82	9,637.11	16,254.32	15,164.26	13,601.55	173,555.98
P-T/TEMP EMP SAL & WAGES	4,349.08	7,196.24	2,504.14	7,048.02	2,418.38	4,670.63	11,488.43	5,897.42	2,788.64	6,601.89	6,052.52	6,473.62	67,489.01
Benefits	\$ 4,411.15	\$ 6,361.04	\$ 1,993.14	\$ 8,200.81	\$ 2,875.45	\$ 5,749.70	\$ 11,102.98	\$ 7,971.64	\$ 3,939.69	\$ 7,228.99	\$ 6,913.71	\$ 6,500.60	\$ 73,248.90
HEALTH/LIFE INS-ER SHARE	2,397.69	3,445.66	1,093.25	4,681.63	1,669.73	3,290.84	6,777.45	4,971.21	2,359.21	4,379.76	4,299.99	4,076.08	43,442.50
OASI-EMPLOYER'S SHARE	1,278.78	1,868.81	584.28	2,186.64	738.33	1,530.86	2,587.35	1,763.26	925.50	1,713.02	1,553.52	1,453.12	18,183.47
RETIREMENT-ER SHARE	705.64	999.56	300.73	1,276.64	447.93	890.11	1,667.84	1,189.30	630.38	1,091.12	1,018.32	931.44	11,149.01
UNEMPLOYMENT COMPENSATION	5.01	11.37	3.59	13.53	4.62	9.17	17.17	11.59	5.96	10.89	10.07	9.73	112.70
WORKER'S COMPENSATION	24.03	35.64	11.29	42.37	14.84	28.72	53.17	36.28	18.64	34.20	31.81	30.23	361.22
Travel	\$ 1,584.03	\$ 1,137.78	\$ 1,734.49	\$ 2,396.81	\$ 4,124.51	\$ 1,440.18	\$ 1,720.68	\$ 2,218.03	\$ 2,280.51	\$ 1,262.94	\$ 3,185.33	\$ 2,128.05	\$ 25,213.34
AIR-COMM-OUT-OF-STATE					1,105.92								1,105.92
AUTO PRIV (IN-ST.) L/RTE	114.46	159.45	331.29	399.61		276.58	471.88	355.03	257.99		101.43		2,467.72
AUTO-PRIV (IN-ST.) H/RTE	515.90							35.00	329.70		547.40	301.70	1,729.70
AUTO-STATE OWNED-IN STATE	757.67	698.33	1,179.20	1,473.20	678.00	827.60	760.80	1,576.00	998.82	1,066.94	1,770.50	1,381.35	13,168.41
INCIDENTALS-OUT-OF-STATE					280.00								280.00
LODGING/IN-STATE							112.00				340.00	107.00	671.00
LODGING/OUT-OF-STATE					1,720.62								1,720.62
NON-TAXABLE MEALS/IN-ST							54.00		234.00			94.00	382.00
NON-TAXABLE MEALS/OUT-ST					186.00								186.00
OTHER-PUBLIC-OUT-OF-STATE					69.97								69.97
TAXABLE MEALS/IN-STATE	196.00	280.00	224.00	524.00	84.00	336.00	322.00	252.00	348.00	196.00	426.00	244.00	3,432.00
Contractual Services	\$ 13,422.39	\$ 12,197.61	\$ 5,541.50	\$ 8,656.86	\$ 3,815.47	\$ 5,488.02	\$ 8,208.17	\$ 5,517.76	\$ 6,904.78	\$ 11,753.48	\$ 11,344.42	\$ 1,714.94	\$ 94,565.40
BANK FEES AND CHARGES	741.01	823.65	842.71	947.64	1,051.67	886.75	1,051.49	1,327.16	1,155.92	1,143.63	1,103.27	1,004.15	12,079.05
BIT DEVELOPMENT COSTS	141.70				261.60	126.44	81.90						611.64
CENTRAL SERVICES	2,087.44	306.62	385.24	194.24	406.84	1,913.47	485.14	443.74	263.10	2,020.04	2,020.54	279.08	10,805.49
COMPUTER CONSULTANT	164.80				176.00			192.80				93.60	627.20
COMPUTER SERVICES-STATE	1,591.70	1,591.70	1,908.70	1,591.70	1,591.70	1,591.70	1,788.70	1,788.70	1,788.70	1,788.70	1,788.70		18,810.70
COMPUTER SOFTWARE LEASE				398.76									398.76
DUES & MEMBERSHIP FEES											1,500.00		1,500.00
GARBAGE & SEWER		10.59											10.59
INS PREMIUMS & SURETY BDS										1,868.37			1,868.37
JANITORIAL & MAINT SERV	1.52	1.52	1.52	1.52	1.54	1.54	1.54	1.54	3.06	1.52	1.52	1.52	19.86
OTHER CONTRACTUAL SERVICE	8,514.00	9,000.00	1,782.00	4,500.00		558.00	4,500.00	1,062.00	3,600.00	4,500.00	4,500.00		42,516.00
TELECOMMUNICATIONS SRVCS	321.92	321.83	621.33	123.00	326.12	285.12	299.40	701.82	94.00	431.22	430.39	336.59	4,292.74
WORKSHOP REGISTRATION FEE				900.00		125.00							1,025.00
Supplies and Materials	\$ 644.61	\$ 352.35	\$ 210.32	\$ 597.36	\$ 285.89	\$ 192.08	\$ 200.81	\$ 553.84	\$ 349.06	\$ 350.55	\$ 387.91	\$ 366.83	\$ 4,491.61
OFFICE SUPPLIES	285.81	22.39	37.90	20.91	94.04	29.11	42.71	395.24	26.90	44.91	28.95	72.03	1,100.90
POSTAGE	358.80	244.61	172.42	236.65	191.85	162.97	158.10	158.60	322.16	253.09	358.96	294.80	2,913.01
PRINTING-STATE		85.35		339.80						52.55			477.70
Capital Outlay		\$ 5,462.88	\$ 884.00				\$ 61.45			\$ 79.98		\$ 30.98	\$ 6,519.29
COMPUTER HARDWARE		5,462.88	884.00				61.45			79.98		30.98	6,519.29
Indirect Costs			\$ 2,389.78	\$ 436.48	\$ 1,699.34	\$ 585.71	\$ 1,195.27	\$ 2,144.36	\$ 1,476.83	\$ 751.17	\$ 1,411.39	\$ 1,291.19	\$ 13,381.52
OPER TRANS OUT -NON BUDGT			2,389.78	436.48	1,699.34	585.71	1,195.27	2,144.36	1,476.83	751.17	1,411.39	1,291.19	13,381.52
Grand Total	\$ 36,835.25	\$ 50,031.17	\$ 20,269.45	\$ 49,110.15	\$ 22,685.81	\$ 33,746.73	\$ 58,104.38	\$ 42,608.87	\$ 27,376.62	\$ 44,947.32	\$ 44,459.54	\$ 32,107.76	\$ 462,283.05

South Dakota Cosmetology Commission

Financial Report – Fiscal Year 2026 (*Through June 16*)
Prepared for Board Members

Overview

As of the latest year-to-date reporting, the Commission earned 623,131.91 in total revenues and incurred 462,283.05 in expenditures, resulting in a net surplus of 160,848.86. This reflects strong revenue performance and consistent operational management throughout FY26.

Revenue Highlights

Licenses, Permits & Fees remain the dominant revenue source, totaling 465,888 (about 75% of all revenues). Key contributors include:

- Operator/Manager Licenses: 286,900
 - Salon Licenses: 112,845
 - Permits: 35,476
 - Reciprocity/Certification: 18,830
 - Fines, Forfeits & Penalties generated 104,087, underscoring compliance enforcement.
 - Other Revenues totaled 45,920, primarily exam- and course-related fees.
 - Nonoperating Revenues contributed 7,236.91.
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Expenditure Summary

- Salaries and Wages: 244,862.99
 - Benefits: 73,248.90
 - Contractual Services: 94,565.40
 - Travel: 25,213.34
 - Supplies & Materials: 4,491.61
 - Capital Outlay: 6,519.29
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Monthly Trends

- March posted the highest revenue at 72,871.00.
 - January recorded the highest spending at 58,104.38.
 - Positive cash flow occurred in multiple months, supported by steady licensing activity and enforcement-driven revenues.
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Conclusion & Outlook

The Commission's financial position is strong, with revenues exceeding expenditures by more than 160,000 year-to-date. Licensing revenues remain stable, operational spending is aligned with needs, and overall fiscal activity reflects disciplined management. Continued oversight and effective planning should sustain this positive trajectory through year-end.