

Meeting Minutes
SOUTH DAKOTA COSMETOLOGY COMMISSION

Via Microsoft Teams

Monday, September 22, 2025, 1:00 p.m. CDT

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

Commissioners Present: Renee Graf
Trish Bates
Karma Sanner

Commissioners Absent: Jason Pettigrew
Teri Schmidt

Others Present: Adrian Ness, Program Director
Jennifer Doubleddee, DLR Attorney
Jodi Aumer, Director of Professional Licensing
Carmela Olson
Sherri Kanzenbach
Angela Larson
Angela Taylor
Ivan Romero
Nyakueth Gatnoor
Anna Malcolm

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

Bates made a motion to approve the June 16, 2025, and August 11, 2025, meeting minutes. Sanner seconded the motion. **MOTION PASSED.**

Treasurer Sanner went over the financial reports.

Public comment from Carmela Olson from Paul Mitchell the School shared her suggestions for continuing education courses for instructors. Olson also suggested the board consider approving a provider instead of individual courses.

Program Director Adrian Ness delivered her executive director's report, which included her goals for the future of the Commission and her plans to streamline communication between the Commission and its licensees.

The Commission discussed changes to upcoming school and apprentice salon visits.

The Commission discussed possible ideas for hiring an additional inspector in the near future.

Department Attorney Jennifer Doubleddee reviewed and discussed the open meeting laws with the commission. Additional information can be found in the meeting packet.

Bates made a motion to approve the Commission's review of the South Dakota Open Meeting Laws. Sanner seconded the motion. **MOTION PASSED.**

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

The meeting adjourned at 1:38 p.m. CDT.

SOUTH DAKOTA COSMETOLOGY COMMISSION

FY26 Financial Report (Through Nov. 6)

Sum of Real Amt	Column Labels					
	2026					2026 Total
Revenues	Jul	Aug	Sep	Oct	Nov	
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	8,790.00	158,837.00
COS-OPERATOR/MANAGER	18,420.00	20,665.00	28,140.00	24,990.00	5,055.00	97,270.00
COS-SALONS LICENSE	6,460.00	6,620.00	11,405.00	7,810.00	2,295.00	34,590.00
COS-INSTRUCTORS LIC	135.00	675.00	465.00	720.00		1,995.00
COS-STUDENTS/APPRENTICES	482.00	120.00	1,435.00	240.00		2,277.00
COS-PERMITS	2,565.00	2,875.00	4,275.00	3,000.00	750.00	13,465.00
COS-SCHOOL LICENSE	350.00		350.00		300.00	1,000.00
COS-RECIPROCITY/CERTIF	1,640.00	1,680.00	2,790.00	1,740.00	390.00	8,240.00
Fines, Forfeits & Penalties	5,180.00	5,965.00	8,300.00	7,360.00	1,890.00	28,695.00
COS-PENALTY'S	5,180.00	5,965.00	8,300.00	7,360.00	1,890.00	28,695.00
Other Revenues	5,722.00	3,335.00	4,275.00	3,335.00	210.00	16,877.00
COS-EDUCATION COURSE COST	100.00	100.00	840.00	100.00		1,140.00
COSM-NATL EXAM TEST COST	5,560.00	3,030.00	3,060.00	3,060.00	210.00	14,920.00
MISCELLANEOUS INCOME	62.00	205.00	375.00	175.00		817.00
Grand Total	40,954.00	49,171.91	61,435.00	49,195.00	10,890.00	211,645.91

Sum of Real Amt	Column Labels					
	2026					2026 Total
Expenditures	Jul	Aug	Sep	Oct	Nov	
Salaries	16,773.07	24,519.51	7,516.22	28,821.83		77,630.63
BOARD & COMM MBRS FEES	664.00	664.00		498.00		1,826.00
F-T EMP SAL & WAGES	11,759.99	16,659.27	5,012.08	21,275.81		54,707.15
P-T/TEMP EMP SAL & WAGES	4,349.08	7,196.24	2,504.14	7,048.02		21,097.48
Benefits	4,411.15	6,361.04	1,993.14	8,200.81	6.43	20,972.57
HEALTH/LIFE INS.-ER SHARE	2,397.69	3,445.66	1,093.25	4,681.63		11,618.23
OASI-EMPLOYER'S SHARE	1,278.78	1,868.81	584.28	2,186.64	6.43	5,924.94
RETIREMENT-ER SHARE	705.64	999.56	300.73	1,276.64		3,282.57
UNEMPLOYMENT COMPENSATION	5.01	11.37	3.59	13.53		33.50
WORKER'S COMPENSATION	24.03	35.64	11.29	42.37		113.33
Travel	1,584.03	1,137.78	1,734.49	2,396.81	84.00	6,937.11
AUTO PRIV (IN-ST.) L/RTE	114.46	159.45	331.29	399.61		1,004.81
AUTO-PRIV (IN-ST.) H/RTE	515.90					515.90
AUTO-STATE OWNED-IN STATE	757.67	698.33	1,179.20	1,473.20		4,108.40
TAXABLE MEALS/IN-STATE	196.00	280.00	224.00	524.00	84.00	1,308.00
Contractual Services	13,422.39	12,197.61	5,541.50	8,656.86	379.12	40,197.48
BANK FEES AND CHARGES	741.01	823.65	842.71	947.64		3,355.01
BIT DEVELOPMENT COSTS		141.70				141.70
CENTRAL SERVICES	2,087.44	306.62	385.24	194.24		2,973.54
COMPUTER CONSULTANT	164.80				176.00	340.80
COMPUTER SERVICES-STATE	1,591.70	1,591.70	1,908.70	1,591.70		6,683.80
COMPUTER SOFTWARE LEASE				398.76		398.76
GARBAGE & SEWER		10.59				10.59
JANITORIAL & MAINT SERV	1.52	1.52	1.52	1.52		6.08
OTHER CONTRACTUAL SERVICE	8,514.00	9,000.00	1,782.00	4,500.00		23,796.00
TELECOMMUNICATIONS SRVCS	321.92	321.83	621.33	123.00	203.12	1,591.20
WORKSHOP REGISTRATION FEE				900.00		900.00
Supplies and Materials	644.61	352.35	210.32	597.36	46.08	1,850.72
OFFICE SUPPLIES	285.81	22.39	37.90	20.91	46.08	413.09
POSTAGE	358.80	244.61	172.42	236.65		1,012.48
PRINTING-STATE	-	85.35		339.80		425.15
Capital Outlay		5,462.88	884.00			6,346.88
COMPUTER HARDWARE		5,462.88	884.00			6,346.88
Indirect Costs			2,389.78	436.48	1,699.34	4,525.60
OPER TRANS OUT -NON BUDGT			2,389.78	436.48	1,699.34	4,525.60
Grand Total	36,835.25	50,031.17	20,269.45	49,110.15	2,214.97	158,460.99

South Dakota Cosmetology Commission

Financial Report – Fiscal Year 2026 (*Through Nov. 6*)

Prepared for Board Members

Overview

As of November 2025, the South Dakota Cosmetology Commission has generated \$211,646 in total revenues and incurred \$158,461 in expenditures, resulting in a net positive position of \$53,185.

Revenue Highlights

- Licenses, Permits & Fees remain the Commission's primary revenue source, totaling \$158,837 (approximately 75% of total revenue). Key contributors include:
 - Operator/Manager Licenses: \$97,270
 - Salon Licenses: \$34,590
 - Permits: \$13,465
 - Reciprocity/Certification Fees: \$8,240
 - Instructor and Student Licenses: \$4,272
 - Fines, Forfeits & Penalties brought in \$28,695, reflecting continued enforcement and compliance efforts.
 - Other Revenues totaled \$16,877, primarily from National Exam Test Costs: \$14,920.
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Expenditure Summary

- Salaries and Wages were the largest expense category at \$77,631, including:
 - Full-Time Employees: \$54,707
 - Part-Time/Temporary Staff: \$21,097
 - Board Member Fees: \$1,826
 - Benefits totaled \$20,973, covering health insurance, retirement, and employer contributions.
 - Contractual Services reached \$40,197, including IT, central services, and other professional fees.
 - Travel Expenses amounted to \$6,937, with the majority spent on in-state travel and taxable meals.
 - Capital Outlay included \$6,347 for computer hardware upgrades.
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Monthly Trends

- October was the highest revenue month, with \$49,195 collected.
 - August marked the highest expenditure month, totaling \$50,031.
 - The Commission maintained a net positive cash flow in 3 of the first 4 months of FY26.
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Conclusion & Outlook

The Commission is demonstrating financial stewardship in FY26, with revenues exceeding expenditures by over \$53,000. Licensing activity remains robust, and spending is aligned with operational priorities. Continued monitoring and strategic financial management will be essential to maintaining this positive momentum throughout the fiscal year.

Cosmetology Commission Meeting & School Visit Dates

2026

Event Type	Date	School/Apprentice Salon (AS)	Location
Commission Meeting*	Thursday February 12, 2026	N/A	Virtual (Microsoft Teams)
School Visit+	Tuesday April 7, 2026	Paul Mitchell, TSPA	Rapid City
Commission Meeting*	Thursday May 14th	N/A	Virtual (Microsoft Teams)
School Visit+	Tuesday June 9, 2026	Stewart School, Hollywood Style AS	Sioux Falls
Commission Meeting*	Thursday August 13, 2026	N/A	Pierre (In-Person)
School Visit+	Tuesday September 8, 2026	Appoise Esthetics School, Revive AS	Aberdeen
Commission Meeting*	Thursday November 12, 2026	N/A	Virtual (Microsoft Teams)
School Visit+	Tuesday November 17, 2026	Lake Area Technical College	Watertown

Note: All virtual and in-person meeting times are scheduled at 1:00 pm (CT)

* Quorum required for commission meetings (minimum of 3 Commissioners)

+ No quorum allowed unless special arrangements made per open meeting laws (maximum of 2 Commissioners)