

Meeting Agenda
COSMETOLOGY COMMISSION
via [Microsoft Teams](#)
or Call: +1 605.679.7263, ID 396 428 856#

Friday, May 13, 2022, 9:30 a.m. CDT

A=Action
D=Discussion
I=Information

- A. 8:30 a.m. – Convene Tami Stokes
- B. Roll Call Annette Petersen
- C. **A** – Approval of Agenda
- D. **A** – February 18, 2022, Meeting Minutes
- E. **I** – Treasurer’s Report..... Annette Petersen
- F. **D** – Executive Director Report – Attached
 - 1. Renewals/Approvals
- G. **A** – Disciplinary Actions
 - 1. Lapsed Case 01-2022
 - 2. Lapsed Case 02-2022
 - 3. Lapsed Case 03-2022
 - 4. Lapsed Case 04-2022
 - 5. Lapsed Case 05-2022
 - 6. Lapsed Case 06-2022
 - 7. Lapsed Case 07-2022
 - 8. Lapsed Case 08-2022
 - 9. Lapsed Case 10-2022
 - 10. Lapsed Case 11-2022
 - 11. Lapsed Case 12-2022
- H. **I** – Open for Public Comment
- I. **A** – Application and Licensee Request Review
 - 1. School License Renewal Application – Stewart School
 - 2. Apprentice Salon Application – Lash Spa Boutique – Brookings
- J. **I** – Meeting & Exam Calendar for Remainder of 2022 - Attached

K. *I* – Other Business

L. Adjourn

Meeting Minutes
SOUTH DAKOTA COSMETOLOGY COMMISSION
Meeting held via Microsoft Teams
Friday, February 18, 2022, 10:00 a.m. CST

Chairman Tami Stokes called the meeting to order at 10:01. Annette Petersen called the roll. A quorum was present.

Members Present: Tami Stokes
Annette Petersen
Renee Graf
Debbie Pageler

Members Absent: Zoe Hiller

Others Present: Bradi Stampe, Executive Director
Graham Oey, Senior Staff Attorney
Angela Larson, Lake Area Tech College
Danielle Bowman, Stewarts College

Pageler made a motion to approve the Dec. 10, 2021, meeting minutes. Petersen seconded the motion. **MOTION PASSED.**

Treasurer Annette Petersen reported that as of Jan. 31, 2022, the available funds balance was \$221,877.38 and the cash center balance was \$231,924.55.

The Executive Director's Report was included in the meeting handouts and included the following information: (1) Office relocation; (2) Update on the written practical exam; (3) New Inspector.

The Commission reviewed the proposed consent agreement cases that have all been signed by licensees. The details of the case review are shown below.

The Commission reviewed the following applications for review:

- a. **Microdermabrasion Education Provider Application – The Salon Professional Academy**

Stokes made a motion to authorize Executive Director Stampe to approve the provider application after clarifying the requirement for practice and report on models. Graf seconded the motion. **MOTION PASSED.**

- b. **Microdermabrasion Education Provider Application – Kelcey Blair – Mitchell**
- c. **Cosmetology Apprentice Application – Alicia Enfield, Hollywood Style, Mitchell**
- d. **Cosmetology Apprentice Request for Leave of Absence**

Petersen made a motion to approve applications/requests b, c, and d. Pageler seconded the motion. **MOTION PASSED.**

Executive Director Stampe asked the commission for permission for office staff to approve routine provider applications and renewals. Any applications that were approved would be noted at the next commission meeting.

Stokes made a motion to approve Stampe's request. Graf seconded the motion. **MOTION PASSED.**

Petersen inquired if there has been any progress with the certificates of licensure for transferring students. The commission visited about this at the previous meeting. No updates were available at this time. Stampe and Oey will investigate the issue and see if it is something that is resolvable.

The subject regarding continuing education was brought up again. Stampe stated that as of now, the office does not have the manpower and resources to facilitate this change. Stampe and Oey will visit about what is needed to further this possibility.

Graf made a motion to adjourn the meeting at 10:36. Pageler seconded the motion. **MOTION PASSED.**

DRAFT

March '22

BA20JB60

BUDGET UNIT 1033

AVAILABLE FUNDS
AS OF: 03/31/2022
FY YEAR REMAINING: 25.2%
PAY DAYS REMAINING: 6

MONTHLY

PAGE 1,776

DATE 04/02/2022

BUDGET UNIT NAME COSMETOLOGY COMMISSION - INFO

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	389,154.00	0.00	0.00	7,567.20	214,805.67	166,781.13	254,592.40
BUDGETED TOT	389,154.00	0.00	0.00	7,567.20	214,805.67	166,781.13	
ALL COMP TOT	389,154.00	0.00	0.00	7,567.20	214,805.67	166,781.13	

TOTAL BUDGETED:

	OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	EXPENDITURES		BUDGET AVAILABLE	PCT AVL
					MONTHLY	YEAR-TO-DATE		
5101	EMPLOYEE SALARIES	203,545.00	0.00	0.00	12,478.65	107,143.36	96,401.64	47.4
5102	EMPLOYEE BENEFITS	57,185.00	0.00	0.00	3,612.07	27,424.05	29,760.95	52.0
5203	TRAVEL	42,268.00	0.00	0.00	3,290.14	21,865.52	20,402.48	48.3
5204	CONTRACTUAL SVCS	72,975.00	0.00	7,567.20	4,223.19	34,796.76	30,611.04	41.9
5205	SUPPLIES & MATRLS	13,181.00	0.00	0.00	664.49	10,486.28	2,694.72	20.4
5207	CAPITAL OUTLAY	0.00	0.00	0.00	587.79	13,089.70	13,089.70-	0.0
	TOTALS	389,154.00	0.00	7,567.20	24,856.33	214,805.67	166,781.13	42.9

BREAKOUT BY COMPANY:

COMPANY 6503-I PROFESSIONAL & LICENSING BOARDS

5101000	EMPLOYEE SALARIES	203,545.00	0.00	0.00	12,478.65	107,143.36	96,401.64	47.4
5102000	EMPLOYEE BENEFITS	57,185.00	0.00	0.00	3,612.07	27,424.05	29,760.95	52.0
5203000	TRAVEL	42,268.00	0.00	0.00	3,290.14	21,865.52	20,402.48	48.3
5204000	CONTRACTUAL SVCS	72,975.00	0.00	7,567.20	4,223.19	34,796.76	30,611.04	41.9
5205000	SUPPLIES & MATRLS	13,181.00	0.00	0.00	664.49	10,486.28	2,694.72	20.4
5207000	CAPITAL OUTLAY	0.00	0.00	0.00	587.79	13,089.70	13,089.70-	0.0
	PS SUBTOTALS	260,730.00	0.00	0.00	16,090.72	134,567.41	126,162.59	48.4
	OE SUBTOTALS	128,424.00	0.00	7,567.20	8,765.61	80,238.26	40,618.54	31.6
	COMPANY 6503-I TOT	389,154.00	0.00	7,567.20	24,856.33	214,805.67	166,781.13	42.9

CENTER 103300

DATE 04/02/2022

CENTER NAME COSMETOLOGY COMMISSION

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	0.00	0.00	0.00	7,567.20	214,805.67	222,372.87-	254,592.40
BUDGETED TOT	0.00	0.00	0.00	7,567.20	214,805.67	222,372.87-	
ALL COMP TOT	0.00	0.00	0.00	7,567.20	214,805.67	222,372.87-	

TOTAL BUDGETED:

	OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	EXPENDITURES		BUDGET AVAILABLE	PCT AVL
					MONTHLY	YEAR-TO-DATE		
5101	EMPLOYEE SALARIES	0.00	0.00	0.00	12,478.65	107,143.36	107,143.36-	0.0
5102	EMPLOYEE BENEFITS	0.00	0.00	0.00	3,612.07	27,424.05	27,424.05-	0.0
5203	TRAVEL	0.00	0.00	0.00	3,290.14	21,865.52	21,865.52-	0.0
5204	CONTRACTUAL SVCS	0.00	0.00	7,567.20	4,223.19	34,796.76	42,363.96-	0.0
5205	SUPPLIES & MATRLS	0.00	0.00	0.00	664.49	10,486.28	10,486.28-	0.0
5207	CAPITAL OUTLAY	0.00	0.00	0.00	587.79	13,089.70	13,089.70-	0.0
	TOTALS	0.00	0.00	7,567.20	24,856.33	214,805.67	222,372.87-	0.0

BREAKOUT BY COMPANY:

COMPANY 6503-I PROFESSIONAL & LICENSING BOARDS

5101000	EMPLOYEE SALARIES	0.00	0.00	0.00	12,478.65	107,143.36	107,143.36-	0.0
5102000	EMPLOYEE BENEFITS	0.00	0.00	0.00	3,612.07	27,424.05	27,424.05-	0.0
5203000	TRAVEL	0.00	0.00	0.00	3,290.14	21,865.52	21,865.52-	0.0
5204000	CONTRACTUAL SVCS	0.00	0.00	7,567.20	4,223.19	34,796.76	42,363.96-	0.0
5205000	SUPPLIES & MATRLS	0.00	0.00	0.00	664.49	10,486.28	10,486.28-	0.0
5207000	CAPITAL OUTLAY	0.00	0.00	0.00	587.79	13,089.70	13,089.70-	0.0
	PS SUBTOTALS	0.00	0.00	0.00	16,090.72	134,567.41	134,567.41-	0.0
	OE SUBTOTALS	0.00	0.00	7,567.20	8,765.61	80,238.26	87,805.46-	0.0
	COMPANY 6503-I TOT	0.00	0.00	7,567.20	24,856.33	214,805.67	222,372.87-	0.0

BA1409R1

STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 03/31/2022

March '22

AGENCY: 10 LABOR & REGULATION
BUDGET UNIT: 1033 COSMETOLOGY COMMISSION - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103300061806	1140000	254,592.40	DR	COSMETOLOGY COMMISSION
COMPANY/SOURCE TOTAL 6503 618			254,592.40	DR *	
COMP/BUDG UNIT TOTAL 6503 1033			254,592.40	DR **	
BUDGET UNIT TOTAL 1033			254,592.40	DR ***	

COSMETOLOGY COMMISSION
DIRECTOR'S REPORT
April 29, 2022

We had our first round of exams at our new location. We had 26 testers and it worked flawlessly. We currently have over 40 booked for our May exams. We plan to run 2 sessions of 24 students on May 26th.

Beginning in May, we will be implementing the written practical as well as the theory exam.

On Saturday, April 23rd, Tami and Bradi attended the NIC mid-year conference. The meeting was held virtually. The meeting had tons of valuable information and they had great speakers. Some of the information included compact licensure, a national database, current legislation in surrounding states, plus much more.

Below I have listed the renewals and approvals that our office has processed since our last meeting:

Pre-Approved Providers:

Ayla Archer – Eyelash Extensions - Renewal
Savannah Thorne – Eyelash Extensions – Renewal
Paul Mitchell – Eyelash Extensions - Renewal
Revive Day Spa – Electric File - Renewal
Paul Mitchell – Electric File – Renewal
Paul Mitchell – Microderm - Renewal
Hollywood Style – Terra Lingemann – Microderm

Apprentice Students:

Ma Del Carmen Lopez Montalvo – Estetica Unisex Mia – Ivan Romero – Sioux Falls
Adriahna Tilberg – Hollywood Style – Trish Bates – Mitchell
Theresa N Christians – Revive Day Spa – Fallon Helm – Aberdeen
Harleigh Hauge – Revive Day Spa – Fallon Helm – Aberdeen
Jennifer Osowski – Revive Day Spa – Fallon Helm – Aberdeen

Apprentice Salon Renewal:

Revive Day Spa – Fallon Helm - Aberdeen

exp 06-01-22

For office use only: License number: _____ Date processed: _____ Date expires: _____
Receipt: 204514

Cosmetology Commission
500 E Capitol Ave
Pierre SD 57501
605/773-6193

**SOUTH DAKOTA COSMETOLOGY COMMISSION
SCHOOL LICENSE RENEWAL FORM**

Instructions

Please print or type. All areas should be completed. If not applicable, print NA. Information may be listed on a separate sheet and attached. Attach a non-refundable School License fee of \$300.00 for one (1) school license renewal. The expiration date is on the license. **The renewal form and fee should be submitted at least two months before the expiration date.**

1. TYPE OF LICENSE RENEWING

Cosmetology School Nail School Esthetics School Branch School

2. SCHOOL INFORMATION

School Name: STEWART SCHOOL			
Current On-site Director: ANGELA TAYLOR			
School Address: 604 WEST AVE NORTH			
City/State/Zip SIOUX FALLS, SD 57104			
Telephone: 605-336-2775	Fax: 605-357-0288	Email: ANGELA.TAYLOR@STEWARTSCHOOL.COM	
Programs Offered:	Cosmetology	YES NO	Number of clock hours 1580
	Nail Technology	YES NO	Number of clock hours 400
	Esthetics	YES NO	Number of clock hours 600
Are the courses in clock or credit hours? CLOCK <input type="checkbox"/> CREDIT <input type="checkbox"/> If in credit hours, attach the conversion.			
Days/Times Open: Attach a separate sheet with this information Attachment #1			
Days and Times of Theory Classes: Attach a separate sheet with this information Attachment #2			
Days and Times of Clinic: Attach a separate sheet with this information Attachment #3			
What months are programs started? Cos: April, June, Sept. Nov & Feb Est: April, July & Jan NT: Jan			
Current Enrollment in - - - -	Cosmetology Program: 87	Nails Program: 0	Esthetics Program: 0
Approximate Square Footage of school physical premises: 15,799			

3. SCHOOL OWNER INFORMATION

Ownership (check one): Sole Proprietorship Partnership Corporation
List the name and address of each individual owner, partner, or corporate officer. If more space is needed, attach a separate sheet.

Owner Name	Owner Residence Address/City/State/Zip	Telephone Number
Matthew Fiegen	18518 Raylan Rd. Durango, Iowa 52039	563-588-2379 ext. 308

If a corporation or partnership, list the name and address of the principal place of business of the partnership or corporation. **Stewart School, 604 West Ave. North, Sioux Falls, SD 57104**

If the corporation has a registered agent in South Dakota authorized to accept legal service, list the name and address of the agent. **Robert Fiegen, 25644 475th Ave., Renner, SD 57055**

4. INSTRUCTOR(S) AND QUALIFICATIONS – ATTACH a list of all instructors. Include their names, license numbers (both instructor license and personal license), and license expiration dates. All instructors must have a current South Dakota instructor license and a current cosmetologist, nail technician, or esthetician license, as applicable. There must be one (1) instructor for every 15 students or a faction thereof. IF THIS LIST CHANGES, THE SCHOOL NEEDS TO SUBMIT THE NEW INSTRUCTOR NAME TO THE COMMISSION OFFICE TO ADD TO THIS FORM. Attachment #4

MAR 04 2022
LN 11590 #300 - 204514

5. REQUIRED ATTACHMENTS – the following need to be attached.

- List of required and non-required equipment (ARSD 20:42) **Attachment #5**
- School's current catalog **Attachment #6**
- List of textbook(s) and workbook(s) used **Attachment #7**
- School advertising brochures and **website address Attachment #8 and www.stewartschool.edu**
- School rules and regulations **Attachment #9**
- Student policies and procedures **Attachment #10**
- Explanation of procedure to track student hours **Attachment #11**
- Explanation of how student records are kept and stored **Attachment #12**
- Schedule of days and times open, showing theory and practical times, holidays closed **Attachment #13**
- Listing of proposed field trips on Commission form **Attachment #14**
- Listing of substitute instructors and guest demonstrators **Attachment #15**
- List any changes made since the last renewal application **Attachment #16**

6. AGREEMENT AND SIGNATURE

It is understood and agreed that any license granted is not transferable to another person, partnership, or corporation, or another location. Whenever the owner of the school or the location or school is changed, a new application must be submitted for approval by the Cosmetology Commission at least two months before the change.

It is further understood that the school license is renewed annually on the start date of the license. A renewal application must be submitted at least two months prior to the expiration date with all required attachments and the required fee. If a license is expired, the school shall pay the added penalty fee.

It is further understood that the Commission will be notified in writing of any changes from this application such as new instructors, change of days/times, etc.

It is further understood and acknowledged that the Commission may revoke or suspend the license of such school for any violation of the law or rules relating to cosmetology, esthetics, or nail technology, or if any of the above noted requirements or if further investigation reveals misrepresentation or false information being given in any manner or form as to any application or request for information made by the Commission, by any individual, partnership or corporation acting for or associated with said school.

I declare and affirm under the penalties of perjury that this information has been examined by me, and the best of my knowledge and belief, is in all things true and correct.

Owner or School Director Signed: _____
Owner or School Director Signed: _____

Dated: 3/2/20
Dated: _____

Notary
Subscribed and sworn to before me this 2

SEAL

Not

My Commission expires: 12/01/2022



APPRENTICESHIP SALON APPLICATION

All applicable information must be completed by the owner and submitted to the Cosmetology Commission office with the licensing fee of \$250 before a license will be issued.

Please print or type

Salon Name: Lash Spa Boutique

Salon Physical Address: 326 Main Ave. | Brookings | 57006
City Zip

Salon Phone Number: 605-633-1202 Personal Phone Number: _____

Owner's Name: Savannah Thorne Owner's License #: ES-10025-2022

Salon Manager in Charge: Savannah Thorne License #: EO-13989-2022

Services offered: (check those that apply) Hair design Esthetics (Skin) Nail Technology

Tentative Start Date of Apprenticeship(s): 2/21/22

Circle the days that the apprenticeship salon will be OPEN: (M) (TU) (W) (TH) (F) (SA) SU

I declare and affirm under the penalties of perjury that this application has been examined by me, and to the best of my knowledge and belief, is in all things true and correct. I understand that if a license is issued to me, it cannot be transferred to another party or location. I understand that this license is valid until the set completion date of any apprenticeships. I understand that if the apprenticeships are not completed on the set completion date, this license will have to be renewed at the \$250 renewal fee annually. I further certify that the salon complies with the rules of the Cosmetology Commission; all local zones and ordinances; health, safety and sanitation rules; and the rules of any state agency including the Department of Revenue – Sales Tax Division.

Signature of Owner(s): _____ Date: 2/15/22

Social Security Number(s): ~~XXXXXXXXXXXX~~

or Federal ID Number (if Corporation): _____

Office Use Only
Apprentice Salon License Number: _____
Date processed: _____
Inspector: _____

2022 CALENDAR

COSMETOLOGY COMMISSION

April	29	Friday	Commission Meeting & School Visits	Watertown/SF
<i>April</i>	<i>23</i>	<i>Saturday</i>	<i>NIC Mid-Year Conference</i>	<i>Virtual</i>
May	26	Thursday	State Board Exams	Pierre
July	21	Thursday	Commission Meeting (video-conference)	10:00 am CT
July	28	Thursday	State Board Exams	Pierre
September	29	Thursday	State Board Exams	Pierre
September	23	Friday	Commission Meeting & School Visits	Rapid City
<i>September 30 – October 3rd</i>			<i>NIC Annual Conference</i>	<i>San Antonio, TX</i>
November	17	Thursday	State Board Exams	Pierre
December	16	Friday	Commission Meeting (video-conference)	10:00 am CT

Note: *Calendar is subject to change throughout the year*