

**Meeting Minutes**  
**SOUTH DAKOTA COSMETOLOGY COMMISSION**  
Pierre, South Dakota  
February 12, 2019 (CST)

President Tammy Ugofsky called the meeting to order at 2:00 pm on Tuesday, February 12, 2019. The meeting was held at the Department of Labor & Regulation building located at 123 W Missouri Ave, Pierre, South Dakota, with several members and guests attending via teleconference.

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

**Members Present:** Crystal Carlson  
Lori Little (via teleconference)  
Debbie Pageler (via teleconference)  
Tami Stokes  
Tammy Ugofsky (via teleconference)

**Members Absent:** N/A

**Others Present:** Graham Oey, Staff Attorney, Department of Labor & Regulation  
Kate Boyd, Executive Director  
Georgia Linn, Cosmetology Inspector  
Peggy Sproat, Headlines Academy  
Desaree Dargatz, Headlines Academy  
Nichole Finch, Headlines Academy  
Renee Heidrich, Headlines Academy  
Angela Taylor, Stewart School (via teleconference)  
Savannah McGillis, Licensee (via teleconference)  
Amanda Steiner, Revive Day Spa (via teleconference)  
Tara Mortland, Revive Day Spa (via teleconference)  
Jeniffer Derry, Revive Day Spa (via teleconference)

Crystal Carlson made a motion to approve the agenda. Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Tammy Ugofsky made a motion to approve the December 20, 2018 meeting minutes as read. Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Crystal Carlson made a motion to approve the November 29, 2018 meeting minutes as presented. Tammy Ugofsky seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Treasurer Crystal Carlson stated that as of January 31, 2019, the available funds balance was \$107,113.59 and the cash center balance was \$162,204.76.

The Executive Director's Report was included in the meeting handouts and included the following information: (1) there will not be an NIC All Region Meeting in 2019. The Annual NIC Conference is scheduled for September 7-9, 2019 in Milwaukee, Wisconsin with the Executive Directors meeting the two preceding days, September 5 and 6. (2) NIC is researching the possibility of developing a national database of licensees. (3) As of February 12, 2019, no legislative bills were introduced that directly affected cosmetology.

Lapsed Case 13-2017 – Lori Little made a motion to approve the Consent Agreement for Lapsed Case 13-2017, amending the effective date for payment of the reinstatement fee to April 1, 2019 with the following terms:

- a. Kilcoin's personal license suspended for 5 days.
- b. 5 days will be held in abeyance for one year if following conditions are observed:
  1. Comply with all laws and regulation of the Commission,
  2. Payment of \$50.00 penalty for immediate reinstatement pursuant to SDCL 36-15-38.5.
- c. Rustic Razor salon license will be suspended for 5 days.
- d. Five days held in abeyance for one year if following conditions are observed:
  1. Comply with all laws and regulation of the Commission,
  2. Payment of \$100.00 penalty for immediate reinstatement pursuant to SDCL 36-15-38.5.

Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Crystal Carlson stated that she is resigning, effective immediately from the Violations Committee. Other members of the Violations Committee include staff members Graham Oey, Kate Boyd and Kelsey Skoglund. Tammy Ugofsky stated she is okay with the staff acting as the Violations Committee since any formal action is required to be brought to the Commission for approval or disapproval. No members of the Commission volunteered to serve on the committee.

At this time President Ugofsky stated the meeting was open for public comment. No comments were received from the public.

The Commission reviewed a spreadsheet that can be used if a student wishes to transfer from one area of study to another, such as cosmetology to esthetics or nail technology or vice versa and shared hours for individuals wishing to obtain both an esthetics and nail technician license. Tammy Ugofsky made a motion to accept the transfer and shared hours worksheet. Tami Stokes seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Copies of the salon and school inspection forms were included in the Commission meeting packets. Executive Director Boyd suggested that since there has recently been informal discussion about the need to update some of the administrative rules, that the Commission form a committee of two members of the Commission, together with the inspectors and staff to draft changes to the administrative rules and to update the inspection forms so that when the

administrative rules process is complete the new inspection forms will be ready to implement. Tami Stokes and Tammy Ugofsky volunteered to serve on the committee. Boyd will contact those involved with suggestions for a date to meet.

Two-tier esthetics licensing has been discussed in the past. Last summer a task force was formed that included Tammy Ugofsky and Tami Stokes from the Commission, representatives from the cosmetology schools, and staff. It was agreed that we should have an on-going group meet on this subject since the area of esthetics is growing and changing rapidly. The first meeting will be held the afternoon prior to the April Commission meeting in Sioux Falls. Tammy Ugofsky and Tami Stokes will represent the Commission, with staff, inspectors and representation from licensees that perform esthetics services, and school representation. Crystal Carlson offered to reach out to prospective members to serve on this task force.

Tammy Ugofsky made a motion to approve the school license renewal application of Black Hills Beauty College. Tami Stokes seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Tammy Ugofsky made a motion to approve the instructor continuing education proposal of Headlines Academy. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Tammy Ugofsky made a motion to approve the microdermabrasion pre-approved provider application of Ramona Reicherts. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Crystal Carlson made a motion to approve the electric file pre-approved provider application of Canada Satler, A Perfect Ten Salons. Tammy Ugofsky seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Tammy Ugofsky made a motion to approve the eyelash extension pre-approved provider application of National Salon Resources. Lori Little seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Tami Stokes made a motion to approve the eyelash extension pre-approved provider application of Savannah McGillis, Lash Spa Boutique. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Crystal Carlson made a motion to approve the cosmetology apprentice application of Jeniffer Derry to be under the mentorship of Instructor Tara Mortland at Revive Day Spa apprentice salon in Aberdeen, South Dakota. Debbie Pageler seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

The apprentice application of Sharolyn Jondahl was withdrawn.

Executive Director Boyd informed the Commission that there is a state law that allows an applicant to request that certain information be considered proprietary, and, therefore, not included in public information meeting packets or on the website. We have been requested by pre-approved providers to have their course curriculum to not be available to members of the public. The pre-approved providers have been informed that they may mark their curriculum/course outline pages as proprietary and the proprietary information will not be made public. The public will only be able to view the application and other non-proprietary information contained in the application submission. The Commission will continue to see the entire packet, including curriculum/course outline.

Tami Stokes made a motion to withhold proprietary information from the public meeting packets, provided the Commission continues to see the entire submission, include curriculum/course outlines. If any providers request us to remove information previously on the website that they deem proprietary, we will accommodate that request. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

Lori Little made a motion to adjourn. Crystal Carlson seconded the motion. **MOTION PASSED.** (Carlson yea; Little yea; Pageler yea; Stokes yea; Ugofsky yea).

President Ugofsky adjourned the meeting at 3:15 pm.

Respectfully submitted,

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Kate Boyd, Executive Director

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Crystal Carlson, Secretary-Treasurer

**SOUTH DAKOTA COSMETOLOGY COMMISSION  
EXECUTIVE DIRECTOR'S REPORT**

**February 12, 2019**

1. **2019 NIC Meetings** – I have been notified by NIC Executive Director Debra Norton that there will not be an All Region Meeting in 2019. The Annual NIC Conference is scheduled for September 7-9, 2019 in Milwaukee, Wisconsin. The Executive Directors will meet the two preceding dates September 5-6, 2019.
  
2. **National Database** – For a number of years there has been discussion at NIC meetings about the creation of a national database for cosmetology, barbering and related fields. NIC is in the process of conducting a survey of all the states and territories who are affiliated with NIC. Some of the benefits of a national database are: (1) enable mobility of licensing from state to state, and (2) try to eliminate individuals working with false identities, (3) identify individuals with serious disciplinary action, such as hiring unlicensed workers or working unlicensed. However, there may be obstacles: (1) all states would need to participate or there will be missing data, (2) social security numbers and dates of birth are necessary to help identify cases where more than one individual is working under the same identify. I do believe a national database would help all State Board of Cosmetology if we can overcome the obstacles of what data is sharable.
  
3. **Legislative Update** – The 2019 Legislative Session has been a quiet one so far in terms of cosmetology. As I write this, January 25, no bills have been introduced that directly affect cosmetology. The final date for introduction of individual bills by a Legislator is January 30, 2019. This will be updated at the February 12 meeting if any cosmetology legislation gets introduced.