

**Meeting Minutes**  
**SOUTH DAKOTA BOARD OF BARBER EXAMINERS**

Governor's Inn-Kneip Room  
700 W. Sioux Ave., Pierre, SD  
June 4, 2018 1:00 p.m. CDT

President DeHeer called the meeting to order at 1:00 p.m. CDT. DeHeer called the roll. A quorum was present. DeHeer introduced Board members and others present.

**Members Present:** Darrell DeHeer, President, Kristy Wright, Secretary/Treasurer, Randy Scott, Member

**Members Absent:** Alex Jensen, Lay Member

**Others Present:** Carol Tellinghuisen, Executive Secretary, Jill Lesselyoung, Executive Assistant, Spearfish; Royce Loesch, Pierre; Lin Thompson, Rapid City (via teleconference).

Wright moved, and Scott seconded to approve the agenda. **MOTION PASSED.**

DeHeer asked for any public comments. Thompson advised he has concerns that transitioning the executive secretarial duties could be a first step in combining the Boards. Loesch advised he is against combining the two Boards in any way.

Tellinghuisen advised the Department of Labor and Regulation will bring board administrative duties into the Department to be assumed by Kate Boyd with the Cosmetology Commission.

Following discussion, Scott made a motion to reject the Department of Labor and Regulations decision to move executive secretarial services to the Cosmetology Commission, to keep the current executive secretary and allow the Board of Barbers to take measures to correct the financial problem. Wright seconded the motion. **MOTION PASSED.**

Tellinghuisen advised the Department of Labor and Regulation may still move the executive secretary services and she and her office will assist in any way they can to facilitate a smooth transition.

Scott made a motion to re-elect DeHeer as President. Wright seconded the motion. **MOTION PASSED.** DeHeer made a motion to re-elect Wright as Secretary/Treasurer. Scott seconded the motion. **MOTION PASSED.**

Wright made a motion approve the minutes. Scott seconded the motion. **MOTION PASSED.**

Lesselyoung reported fiscal year to date figures as of April 30, 2017: revenue of \$9,253.27, expenditures of \$24,702.35 and cash on hand of \$29,882.38. Tellinghuisen advised this is the low month for revenues as the bulk of the Board's revenue comes in during renewal time in the months of May and June and the most accurate reflection of the Board's finances are fiscal year-end figures. Tellinghuisen reported FY 2017-year end figures as of June 30, 2017: revenues of 24,730.16, expenditures of \$28,111.71 and cash balance of \$45,331.46. Under the new law, the Board licensed 12 new barbers in 2017, while the prior year of 2016 there were 2 new barbers licensed.

The Board members were provided an updated list of shops for their territory. The Board was asked to advise the Board office of any changes or updates that need to be made.

There are no complaints/investigations.

The Board discussed a possible policy on a timeline reference for criminal records. It will be discussed at a future date.

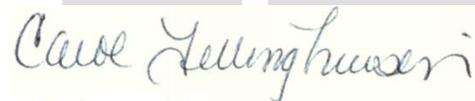
The Board was presented the latest draft version of the Code of Conduct for review.

The next meeting date is tentatively set for October 29, 2018 via teleconference unless the Board would need to meet or test sooner. If the Board needs to do a practical examination for any applicants, a date will be set prior to October.

There was no other business coming before the Board.

Scott made a motion to adjourn at 2:18 p.m. Wright seconded the motion. **MOTION PASSED.**

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Carol Tellinghuisen", is written over a yellow rectangular highlight. The signature is positioned above a horizontal line that serves as a separator between the signature and the typed name below.

Carol Tellinghuisen  
Executive Secretary  
Board of Barber Examiners

DRAFT