

Meeting Minutes
SOUTH DAKOTA BOARD OF BARBER EXAMINERS
Tuesday, June 27, 2023, 10:30 a.m. CDT

Board Secretary James McGuire called the meeting to order at 10:37 a.m. CDT and called the roll. A quorum was present.

By general consent, Board member James McGuire was chosen to preside over the June 27, 2023 meeting of the Board of Barber Examiners, in the absence of a Board President.

Members Present: James McGuire
Kristy Wright
Jennifer Bunkers

Members Absent: None

Others Present: Tyler Evins, Executive Director
Lynda Fratzke, Education & Licensing Coordinator

Wright made a motion to approve the agenda. Bunkers seconded the motion. **MOTION PASSED.**

Wright made a motion to approve the September 8, 2022, meeting minutes. Wright seconded the motion. **MOTION PASSED.**

McGuire reported that as of April 14, 2023, the available cash balance was 25,277.49. Evins indicated that the current cash balance was lower than the amount available on April 14, 2023.

The Executive Director Report was included in the meeting packet and included the following information: (1) Update on State Board Examinations (2) Personnel Update

There was no public comment during the comment period.

The Board considered a proposal to authorize the Executive Director to impose administrative fines for violations of South Dakota Codified Law (SDCL) and Administrative Rule of South Dakota (ARSD). Evins informed the Board that any fines imposed would be reported to the Board within 30 days, pursuant to SDCL 36-1C-5. Bunkers suggested that a schedule of fines be provided to the Board for review and McGuire concurred.

Bunkers made a motion to authorize the Executive Director to impose administrative fines pursuant to SDCL 36-1C-5, upon Board review of a schedule of fines to be presented to the Board at the next scheduled meeting. McGuire seconded the motion. **MOTION PASSED.**

Evins facilitated a discussion to determine the Board's preferred procedures for conducting disciplinary hearings. The Board asked how other boards and commissions conduct their disciplinary hearings. After sharing details about how other boards and commissions conduct their disciplinary hearings, Bunkers and McGuire indicated a preference for referring cases to the Office of Hearing Examiners.

Bunkers made a motion to refer disciplinary cases to the Office of Hearing Examiners with Board Attorney Gerald McCabe acting as the prosecutor. McGuire seconded the motion. **MOTION PASSED.**

The Executive Director requested authorization to discontinue the distribution of the State Laws & Rules Book in physical form. Instead, a digital copy would be maintained on the Board of Barber Examiners website and physical copies would be available by request, with an accompanying payment of five dollars. This action would present an opportunity for cost savings for the Board, with regard to printing and postage costs.

Bunkers made a motion to authorize the Executive Director to discontinue the printing and distribution of State Laws & Rules books, except by request. McGuire seconded the motion. **MOTION PASSED.**

The 2023 meeting and exam dates were reviewed by the Board.

McGuire made a motion to adjourn the meeting. Wright seconded the motion. **MOTION PASSED.**

The Board of Barber Examiners adjourned at 11:26 a.m. CDT