

**STATE OF ALASKA  
DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT  
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING  
BOARD OF BARBERS AND HAIRDRESSERS**

**MINUTES OF MEETING**

**September 24, 2007**

By authority of AS 08.13.040, and in compliance with AS 44.62, Article 6, a scheduled meeting of the Board of Barbers and Hairdressers was held on September 24, 2007.

**Agenda Item 1      Call to Order/Roll Call**

The meeting was called to order at 9:07 a.m.

Members present were:

Debra Long, Hairdresser, Chairperson  
Alice Massie, Hairdresser/Esthetician  
Charlette Lushin, Barber  
Carol Hernley, Barber  
Cody Downs, Public Member

Staff present were:

Sue Karlslyst, Licensing Examiner

**Agenda Item 2      Accept Nominations for Chairperson**

Sue Karlslyst asked for nominations for Chairperson.

Charlette Lushin nominated Debra Long for Chairperson.

Sue Karlslyst asked if there were any other nominations. There were no other nominations for the chair position.

**On a motion duly made by Hernley, seconded by Downs and carried Unanimously, it was**

**RESOLVED that Debra Long be the Chairperson.**

**Agenda Item 3      Review and Approve Agenda**

Sue stated that the material just handed out were additions to agenda. Items number 7, 12, 13 and 17 and would be addressed during the scheduled times in the agenda.

Carol Hernley wanted to add to the agenda a discussion regarding the fee schedule of licenses. Sue Karlslyst stated that the discussion could take place under agenda item 17, Administrative Business.

**On a motion duly made by Lushin, seconded by Downs and carried unanimously, it was**

**RESOLVED that the agenda was approved with noted amendments.**

**Agenda Item 4**      **Review and Approve Minutes of April 2, 2007**

Debra asked if there were any changes or corrections to the minutes.

**On a motion duly made by Lushin, seconded by Downs and carried unanimously, it was**

**RESOLVED to approve the minutes as read.**

**Agenda Item 5**      **Barber Kiosk**

The board received information from Rob Mims, Owner, Barber Zone in Grand Forks, North Dakota regarding the operation and approval of the Barber Kiosk. The Barber Kiosk is a self-contained barber shop. The kiosk has hot and cold water in a self-contained sink system for easy sanitation. This system is maintained with two six gallon portable containers. One for clean water and one for waste water. The waste water can be emptied into a toilet or utility sink. Operations require a standard 110 volt outlet and an inspection. The kiosk has linoleum flooring, non-porous surfaces, six wired outlets, rolling door with lock mechanism, inside lighting, ready to assemble flooring, cabinets, hot and cold water system, triple mirror. The unit is designed for plain haircuts and shaves (no chemicals or shampooing).

Sue Karlslyst presented this information to the Department of Environmental Conservation (DEC) to determine if the Barber Kiosk meets the safety and sanitation requirements of Alaska. DEC said the Barber Kiosk would meet the requirements if the waste water tank were at least 15% larger than the water tank. With the model being presented, that would mean the waste water tank must be at least 7 gallons.

**On a motion duly made by Lushin, seconded by Downs and carried unanimously, it was**

**RESOLVED to approve the operation of the Barber Kiosk as long as the individual operators are in compliance with all state and city licensing requirements.**

Being ahead of schedule the board moved to Agenda Item 13.

**Agenda Item 13      Practical Exam Host Survey**

Sue Karlslyst stated that this survey is being presented to the board for informational purposes. No action is needed at this time. However, in the future new accommodations for the practical exam may be needed. This survey was sent to schools in the Anchorage area due to the fact that the licensing examiner was having problems finding locations to host the practical exam every month. The survey include information regarding how many times a school could host the exam in a year, how much advanced notice they needed, how many stations they had available, and if they thought that they should be compensated for hosting an exam.

Two school responded positively to all questions, two school have not responded after 3 attempts, one school has limited space and one school refused to host the exams.

**Agenda Item 6      Public Comment**

Lana De’Rossett-Williams, owner of Lana’s Institute of Professional Nail Technology was present for Public Comment. Lana stated that she has seen a problem in the manicuring industry with foreigners practicing with no licenses or with out-of-state licenses. She feels that the current 12 hours required for the manicuring license is not appropriate. She would like to see at least 250 hours be required but would feel better with an hour requirement closer to 500 hours. She would also like to see the Board membership expanded to include a manicurist. She will be trying to get a sponsor to change statute in the near future.

Being ahead of schedule the board moved to Agenda Item 14.

**Agenda Item 14      Tananna Valley Campus TVC)**

Sue Karlslyst informed the board that if TVC starts offering a Cosmetology School, that the number of candidates testing may increase in the Fairbanks area. This would not happen for at least 12-18 months. New testing locations may need to be looked into. The board also had concerns regarding the style of teaching for the required curriculum. Sue Karlslyst informed the board that they do not have the authority to “approve” or “disapprove” the teaching style as long as the school is meeting the required curriculum in the regulation.

Being ahead of schedule the board moved to Agenda Item 16.

**Agenda Item 16      Approval of First Aid/CPR Course**

**On a motion duly made by Massie, seconded by Hernley and carried unanimously, it was**

**RESOLVED to approve the First Aid, CRP, and Blood Bourne pathogen course offered by Medic First Aid International, provided the instructor can be verified.**

**Agenda Item 7      Investigative Report**

John Clark, Investigator for the Board of Barbers and Hairdressers joined the meeting. John will be retiring in December 2007 and introduced his replacement, Jasmin Bautista.

The board looked at two Memorandums of Agreements (MOA), case number 0408-04-002 and 0707-07-002. The first was for conducting business without a current shop owner license and the second was for unlicensed activity.

**On a motion duly made by Massie, seconded by Downs and carried unanimously, it was**

**RESOLVED to accept the MOA of Holly Sue Wilson signed on May 18, 2007.**

**On a motion duly made by Massie, seconded by Downs and carried unanimously, it was**

**RESOLVED to accept the MOA of Today's Nails, LLC signed on August 8, 2007.**

Debra Long, Chairperson signed the MOA's.

A review of the investigative report showed two open cases and 68 closed cases. John and Jasmin have conducted approximately 75 inspections in the state. The board was pleased to see that open cases have been followed-up on and closed. Carol Hernley asked if it was necessary for the investigator to contact each board member. John responded that it is necessary to poll the board and obtain the required documentation. Once John receives a majority vote of the board members, he proceeds with the necessary action.

**Agenda Item 6      Public Comment**

Kevin McKinley, owner of 3 tattooing and body piercing establishments in the state, appeared for public comment. Kevin stated that he is aware of many tattoo artist and body piercers practicing out of their homes. These individuals are unlicensed practitioners and do not have shop owner licenses to practice in the home.

Being ahead of schedule the board moved to Agenda Item 15.

**Agenda Item 15      Pivot Point International**

Sue Karlslyst stated that this information is being presented to the board for informational purposes. No action is needed at this time. Currently the National Interstate Council of State Boards of Cosmetology (NIC) lists two reference materials on the Candidate Information Bulletin sent to exam candidates upon registering to take the written exam. Reference materials listed are Milady's text book and Pivot Point International text book. Sue had the Pivot Point text book available to view. Sue informed the board that every question on the exam must be able to be found in both text books. Currently, the Board of Barbers and Hairdressers approves the Milady's textbook. It was noted that the Pivot Point Instructional kit is approximately \$5,000.00.

Off the record at 10:30 a.m.  
On the record at 10:45 a.m.

**Agenda Item 8      Regulations**

A re-draft of regulations public noticed on August 8, 2007 was reviewed.

**On a motion duly made by Massie, seconded by Lushin and carried unanimously, it was**

**RESOLVED to adopt the two page re-draft version of 12 AAC 09.106, 12 AAC 09.110, 12 AAC 09.155 and 12 AAC 09.950**

Discussion 12 AAC 09.162, Equipment for Esthetic Schools revealed that manicuring materials appeared in the equipment list. Manicuring is not part of the scope of practice for an esthetician.

**On a motion duly made by Lushin, seconded by Downs and carried unanimously, it was**

**RESOLVED to delete the language, "manicuring materials" in 12 AAC 09.162 (b)(6) and submit for public notice at no cost to**

**the public.**

Sue noted that under 12 AAC 09.155 (c ) (22) that although the spelling of the word "Manikin" is correct, it is not the more widely used and recognized spelling of the term. The correction will be made to read, "Mannequin." No board action is required.

**Agenda Item 9      Comparison: Esthetics**

The board did a comparison of the Examination Instructions (that students receive), the Instruction Cards (used at the exam) and the Score Sheet (used by proctors).

**On a motion duly made by Lushin, seconded by Downs and carried unanimously, it was**

**RESOLVED to replace the text on the Examination Instructions for Estheticians, page 9, under Facial, to read Handling of Implements (not handling of instruments).**

**On a motion duly made by Lushin, seconded by Downs and carried unanimously, it was**

**RESOLVED to replace the text on the Score Sheet for Estheticians, under Facial Massage, to read Handling of Implements (not handling of instruments).**

**On a motion duly made by Massie, seconded by Lushin and carried unanimously, it was**

**RESOLVED to make the Esthetician Exam Instruction Cards more user friendly by adding spacing, bolding text and underlining the exam category.**

A brief discussion occurred regarding the number of hours an Esthetician is required to receive. The board agreed that the number of hours should be increased from 350 to at least 500. A statute change would be required.

**Agenda Item 11      Practical Exam Scoring Guidelines**

**On a motion duly made by Lushin, seconded by Downs and carried unanimously, it was**

**RESOLVED to approve the scoring guidelines for Hairstyle as presented by Debra Long with the order appearing as finger waves, rollers, pin curls.**

**On a motion duly made by Lushin, seconded by Downs and carried unanimously, it was**

**RESOLVED to approve the scoring guidelines for Haircut as presented by Debra Long by removing any repetition and adding Blow Dry & Curling Iron section.**

The updated Scoring Guidelines will be sent to all proctors.

**Agenda Item 17**

**Administrative Business**

The 2007 Annual Report was reviewed by the board. Carol Hernley requested the shop owner fees be based on the number of stations. Sue Karlslyst stated that the fees are based on budget reviews of each board area. The board does not have the discretion to change the fees.

National Coalition of Estheticians Newsletter was reviewed without any action taken by the board.

The board reviewed an e-mail from an individual stating they will be doing skin analysis using the Glow Vista Skin Analyzer Machine. The board felt that by the information provided, this individual needed an Esthetics license. The client release form stated, "Apply skin care and/or cosmetic products to my skin for the purpose of demonstrating the benefits of these products to the skin and the recommended application techniques." The form also addressed Ultra Violet Light which the board felt was an unsafe area unless one was properly trained.

**On a motion duly made by Massie, seconded by Downs and carried unanimously, it was**

**RESOLVED that based on the documentation provided, this individual needs to have an Esthetics license, shop owner license and an Alaska State Business License.**

**Agenda Item 10**

**Recess for Lunch**

**On a motion duly made by Downs, seconded by Massie and carried unanimously, it was**

**RESOLVED to recess for lunch.**

Off the record at 12:05 p.m.

Back on the record at 1:05 p.m.

**Agenda Item 17**

**Administrative Business (continued)**

Sue Karlslyst informed the board of a charitable event taking place at Sitka Hospital on October 19, 2007. Using licensed manicurists, the hospital will be providing manicures to raise money for the Sitka Chapter of the American Cancer Society. Charitable events fall under statute 08.13.160 and 08.13.220.

Sue Karlslyst asked the board how they wanted to handle mail ballots; by postal mail or by scanning by e-mail and if they wanted all votes to be counted or just a quorum received?

**On a motion duly made by Downs, seconded by Lushin and carried unanimously, it was**

**RESOLVED to receive mail ballots by postal mail.**

**On a motion duly made by Downs, seconded by Lushin and carried unanimously, it was**

**RESOLVED to wait for all board members to respond to mail ballots.**

**Agenda Item 12**

**Application Review**

Deena Williams, Tattooing & Permanent Cosmetic Coloring applicant, appeared in person. Ms. Williams gave the board a brief history of her training.

**On a motion duly made by Massie, seconded by Downs and carried unanimously, it was**

**RESOLVED to approve the Tattooing and Permanent Cosmetic Coloring application of Ms. Williams and allow her to sit for the written examination October 29, 2007.**

Sue Karlslyst stated that currently there are 10 individuals in a body piercing apprenticeship program and 14 individuals in a tattooing and



permanent cosmetic coloring apprenticeship program in the State of Alaska.

Currently on-line courses in tattooing and permanent cosmetic coloring and body piercing are not equivalent to the training required by Alaska Statute and Regulation.

**On a motion duly made by Massie, seconded by Downs and carried unanimously, it was**

**RESOLVED to allow the licensing examiner to contact any application that has submitted on-line training and inform them that it does not meet Alaska Statute and Regulation.**

The tattooing and permanent cosmetic coloring application of Margaret A. Jablonski was reviewed. Ms. Jablonski was previously license in New York. However, her New York license is not current at this time.

**On a motion duly made by Massie, seconded by Downs and carried unanimously, it was**

**RESOLVED to approve the Tattooing and Permanent Cosmetic Coloring application of Ms. Jablonski provided the additional information that was requested is received (40 additional hours of training from Lance Kellar Studios, certified true copies of CPR and Blood Bourne Pathogen cards, and the \$100.00 examination fee) and allow her to sit for the written examination.**

## **Agenda Item 18**

### **Office Business**

Cody Downs announced to the board that he would be submitting his resignation within the next 2 months. Cody will be accepting a job with the U.S. Navy.

### **Set 2008 Board Meeting Dates**

The board discussed next years meeting dates.

**On a motion duly made by Downs, seconded by Lushin and carried unanimously, it was**

**RESOLVED to hold the Board of Barbers and Hairdressers meeting on April 7, 2008 and September 15, 2008. The start time will be 9:00 a.m. in Anchorage.**

The board agreed to the following practical and written exam dates for

Anchorage.

January 27-28, 2008	July 20-21, 2008
February 24-25, 2008	August 24-25, 2008
March 30-31, 2008	September 21-22, 2008
April 20-21, 2008	October 19-20, 2008
May 18-19, 2008	November 16-17, 2008
June 22-23, 2008	December 14-15, 2008

The board agreed to the following exams dates for Fairbanks. Every other month in Fairbanks will be the written exam.

January 27-28, 2008	July 20-21, 2008
February 25, 2008	August 25, 2008
March 30-31, 2008	September 21-22, 2008
April 21, 2008	October 20, 2008
May 18-19, 2008	November 16-17, 2008
June 23, 2008	December 15, 2008

The board agreed to the following practical exam dates for Juneau. Written exam may be given every month on the same day as Anchorage and Fairbanks.

April 20, 2008  
October 19, 2008

**On a motion duly made by Downs, seconded by Hernley and carried unanimously, it was**

**RESOLVED to set the exam dates as stated.**

The board discussed having Carol Hernley attend the October exams in anchorage for proctor training.

**On a motion duly made by Massie, seconded by Lushin and carried unanimously, it was**

**RESOLVED to have Carol Hernley attend the October 28, 2007 practical exam in Anchorage for proctor training.**

### **Other Business**

Debra Long stated that board member Larry Ungerecht was presented with a service plaque on Sunday September 23, 2007 on behalf of the board. Larry serviced on the board for 8 years. Investigator John Clark was present with a service plaque for his service to the board in 2006-2007.

**Agenda Item 19      Adjourn**

**At 2:35 p.m. on a motion duly made by Downs, seconded by Lushin and carried unanimously, it was**

**RESOLVED that we adjourned the meeting.**

**Adjourned at 2:35 p.m.**

Respectfully Submitted:

---

Sue Karlslyst, Licensing Examiner  
Board of Barbers and Hairdressers

Approved:

---

Debra Long, Chair  
Board of Barbers and Hairdressers

Date: \_\_\_\_\_