Call to Order:
The meeting was called to order at 10:31 a.m. by Susan Reynolds, Board Executive.

Roll Call:

MEMBERS PRESENT:
Richard Sheriff, Licensed Cosmetologist
Lois Leytem, Licensed Cosmetologist
Mary Clausen, Licensed Cosmetologist
Jeffrey Porter, Licensed Cosmetologist
Don Nguyen, Public Member
Jacquelyn Hein, Licensed Esthetician and Electrologist
Nicole Russell, Public Member

STAFF PRESENT:
Susan Reynolds, Board Executive
Dave Van Compernolle, AAG
Barb Huey, Bureau Chief
Marcia Spangler, APL Division Director
Rosemary Bonanno, Licensure Specialist

PUBLIC PRESENT:
Doug Van Polen, Aveda Institute Des Moines
Linda Ring, EQ School of Hair Design, Council Bluffs
Julie Mead, EQ School of Hair Design, Council Bluffs
Cindy Hummel, LaJames International College, Johnston

Introduction of Board Members and Staff

Election of Officers:
Sheriff motioned to elect Lois Leytem as chairperson. Motion seconded by Clausen. All ayes, opposed none, motion carried.

Clausen motioned to elect Richard Sheriff as vice chairperson. A second was received from Russell. All Ayes, opposed none, motion carried.
Committee Appointments:
Discipline: Russell (Chair), Sheriff and Nguyen
Rules: Hein (Chair), Clausen and Porter
Education: Leytem (Chair), Clausen and Sheriff

Approval of Open Session Meeting Minutes:
Motion made by Sheriff to approve the open session meeting minutes from March 31, 2014. A second was received from Nguyen. All ayes, opposed none, motion carried.

Review Agenda:
No hearings will be held today.

Public Comment:
The nail technology curriculum submitted by Aveda will be placed on the next meeting agenda for review.

Reports:

Lois Leytem, Board Chair:
Lois Leytem thanked the board for their vote of confidence and is looking forward to working with all members of the board and interested public.

Dave Van Compernolle, AAG:
The AAG normally provides a legal overview to new board members. This was discussed with new board members during the orientation presented by Marvin Firch earlier in the morning. If the board members have questions or concerns, AAG will provide cell phone number for board use.

Susan Reynolds, Board Executive:
Majority of school inspections have been completed. There are twenty nine cosmetology schools in Iowa with the addition of the new La’ James campus in Cedar Rapids.

Instructors renewing for the 2014-2016 biennium with the exception of first time renewals were selected for audit. A total of 102 instructors were audited.

Barb Huey, Bureau Chief:
Barb Huey welcomed the new board members.

Changes in Legislation – the language in code changing “may” to “shall” for salon inspections passed. The change does not eliminate inspections but gives the board the ability to do inspections without a timeline requirement.
Home Base Act - Provisional licensure could be an option for licensing applicants who meet the requirements under the veteran’s preference bill. The board needs to refer to the AAG for guidance in changes to their administrative rules. The rules committee may want to review Iowa Code 272c. Each board must adopt the rules prior to January 1, 2015.

The next rule committee meeting is scheduled for October 20, 2014.

Applications:
Ashley Spencer: application for cosmetology license – Applicant was found guilty of neglect of a dependent person and possession of a controlled substance. She is currently on probation until February 2016. Board discussed the option of a consent order.

Board agreed to issue license by consent and immediately place license on probation to run concurrently with civil probation.

Leytem made a motion to license Spencer under a consent order. A second was received from Nguyen. All ayes, opposed none, motion carried.

Tram Thi Minh Vo, nail technology endorsement, California – applicant graduated from one of the three schools in Florida that the board denied accepting transcripts from. Nguyen stated the board does not require educational information when endorsing from another state. The applicant is required to hold an active license for one year out of the last two. The Board has the authority to deny if there was a previous decision denying transcripts from applicants who attended QH Beauty School, Academy of Health and Beauty or ProNails.

Russell asked why the board is accepting applications from schools that were initially denied. Barb Huey stated the school’s accreditation should have been addressed when the initial decision was made by the board. Leytem felt the board should license individuals in Iowa, and also suggested changing the online application.

Nguyen motioned to approve both applications based on past endorsement of individuals that are licensed in other states. No second was received – motion failed.

Nguyen motioned to approve both applications. A second was received from Sheriff. All ayes, opposed none, motion carried.

Rules will be reviewed for changes to the endorsement process. It was suggested these individuals be flagged for an audit in the future.

The board will review any further endorsement applications from applicants who have graduated from the three Florida beauty schools.
Khoa Minh Pham, nail technology endorsement, Florida – Application approved in the previous motion made by Nguyen and seconded by Sheriff.

**New Business:**
Board executive requested authorization from the board to initiate Letters of Education, Letters of Warnings and Cease & Desists.

A motion was made by Sheriff to give the board executive approval to send letters without prior board authorization on complaints. A second was received from Nguyen. All ayes, opposed none, motion carried.

**Old Business:**
CO 12-023 Kimberly Sutter – Licensee no longer provides cosmetology services and is currently employed in another profession. Board executive recommended the board terminate her probation since she has not been actively practicing cosmetology. Applicant is expected to be terminated from probation September 2015.

Clausen moved the discharge date for case #12-023 remain in effect until September 2015. Second was made by Sheriff. All ayes, opposed none, motion carried.

**Closed Session:**
Leytem motioned the board go into closed session at 11:50 a.m., to discuss whether to initiate licensee disciplinary investigations or proceedings as allowed under Iowa Code section 21.5(1)d. and to discuss records that are required to be kept confidential as allowed under Iowa Code section 21.5(1)(a). A second was received from Sheriff. Roll call was taken:
Leytem – Aye
Clausen – Aye
Nguyen – Aye
Sheriff – Aye
Hein – Aye
Porter – Aye
Russell – Aye
Motion carried.

The board returned to open session:

A motion was made by Sheriff to approve the closed session meeting minutes from April 7, 2014. A second was received from Clausen. All ayes, opposed none, motion carried.

A motion was made by Nguyen to close the following cases:

<table>
<thead>
<tr>
<th>#10-092</th>
<th>#14-0085</th>
<th>#14-0088</th>
<th>#14-0098</th>
</tr>
</thead>
<tbody>
<tr>
<td>#13-042</td>
<td>#14-0086</td>
<td>#14-0092</td>
<td>#14-0101</td>
</tr>
<tr>
<td>#13-033</td>
<td>#14-0087</td>
<td>#14-0097</td>
<td>#14-0115</td>
</tr>
</tbody>
</table>
A second was received from Leytem. All ayes, opposed none, motion carried.

A motion was made by Russell to approve the following settlement agreements:

#11-197  #12-042  #13-030
#12-012  #13-021  #13-036
#12-036  #13-026  #13-027

A second was received from Nguyen. All ayes, opposed none, motion carried.

Nguyen made a motion to approve the La’James Settlement Agreement. A second was received from Russell. 4 ayes, 3 abstained (Leytem, Porter, Hein), motion carried.

A motion was made by Nguyen to approve the Settlement Agreement on case #12-013. Also approve a dismissal without prejudice with possible filing of charges separately against the licensee who did not settle. A second was received from Leytem. All ayes, opposed none, motion carried.

A motion was made by Nguyen to adjourn the meeting at 1:28 p.m. A second was received from Clausen. All ayes, opposed none, motion carried.