

**Vermont Secretary of State  
Office of Professional Regulation  
BOARD OF BARBERS AND COSMETOLOGISTS  
APPROVED MINUTES  
November 21, 2011**

1. The meeting was called to order at 9:00 a.m.

Board Members Present: Ruth Comeau, Vice-Chair; Donna Hendee, Secretary; Marsha Descheneau; and Judith Wernecke.

Absent: Madonna Commo, Chair.

OPR Staff Present: Colin Benjamin, Board Counsel; Ed Adrian, State Prosecuting Attorney; Terry Gray, Unit Administrator; Carla Preston, Case Manager; and Kara Shangraw, Licensing Board Specialist.

Others Present: Trina Bianchi, Yvonne Wolfer, Rita Jutras, Kathleen Perry, Jacob Sleeper, and William Gilding.

2. The Chair called for approval of the Minutes of the October 17<sup>th</sup> meeting. Ms. Wernecke, made a motion, seconded by Ms. Descheneau, to approve the Minutes of the October 17, 2011 meeting as presented. Motion passed.

3. Ms. Preston gave her Case Manager's report, there are currently 59 pending cases.

The Board reviewed Rita Jutras and Vermont College of Cosmetology & Advanced Hairstyling Inc's request for removal of the conditions to the licenses. Ms. Hendee made a motion, seconded by Ms. Descheneau to remove the conditions from the licenses. Motion passed 4-0.

2010-720 & 2010-721 The Board reviewed the report of concluded investigation. Ms. Comeau, made a motion, seconded by Ms. Wernecke, to accept the Investigative Team's recommendation and conclude the case without formal prosecution. Motion passed 3-0. Ms. Hendee, Investigative team member abstained from the vote.

2011-166, 2011-167, and 2011-168 The Board reviewed the report of concluded investigation. Ms. Comeau, made a motion, seconded by Ms. Wernecke, to accept the Investigative Team's recommendation and conclude the case without formal prosecution. Motion passed 4-0.

4. **Reports/Guests**

Trina Bianchi and Yvonne Wolfer from The Center for Technology Essex attended the meeting to discuss their student worksite proposal. Attorney Benjamin informed Ms. Bianchi and Ms. Wolfer that the Board would review their proposal and will send them a written decision.

5. **Hearing/Stipulations**

A Hearing in the matter of 2010-520 (Jacob Sleeper). Ed Adrian, Prosecuting Attorney was present for the State. Attorney Benjamin presided for the Board. The Respondent was present. Mr. Adrian had Mr. Gilding testify, Mr. Sleeper asked Mr. Gilding questions. Board members had the opportunity to ask questions. Based on the information submitted, the Board went into deliberative session at 10:45 a.m. and out at 11:35 a.m. The Board went back into at 11:47 a.m. and back out at 12:00 p.m. A written decision will be mailed to Mr. Sleeper.

**6. Administrator Report**

Ms. Gray spoke to the Board regarding the new Testing Service – NIC. The School Owners, Administrators and Instructors Exam Overview is scheduled for December 10, and the Examiner Training is scheduled for December 11 & 12, 2011.

**7. Public Comment**

**8.** There being no other business, the meeting adjourned at 12:00 p.m.

Respectfully submitted,

Kara Shangraw  
Licensing Board Specialist