

**Vermont Secretary of State
Office of Professional Regulation
BOARD OF BARBERS AND COSMETOLOGISTS
APPROVED MINUTES
September 21, 2009**

1. The meeting was called to order at 9:06 a.m.

Board Members Present: Josephine Thomas, Chair; Gregory Josselyn, Vice-Chair; Madonna Commo, Secretary; and Ruth Comeau. Absent: Dolores Martineau.

OPR Staff Present: Larry Novins, Board Counsel; Carla Preston, Unit Administrator; and Kara Shangraw, Administrative Assistant.

Others Present: Phil Tonks, Andrea Richardson, and Lori Matava.

2. The Chair called for approval of the Minutes of the July 20th meeting. Ms. Commo made a motion, seconded by Mr. Josselyn, to approve the Minutes of the July 20, 2009 meeting as presented. Motion passed unanimously.

3. **Hearings/Stipulations**

4. **Reports/Guests**

Andrea Richardson and Lori Matava attended the meeting to discuss teaching esthetics and manicuring at their school. The Board clarified to Ms. Richardson and Ms. Matava that in order to teach esthetics or manicuring they or another instructor working at the school must have a license in those specialties. Ms. Richardson and Ms. Matava thanked the Board for the information.

5. **Complaints/Follow ups**

2009-141 – The Board reviewed the report of concluded investigation. Mr. Josselyn made a motion, seconded by Ms. Comeau, to accept the Investigative Team's recommendation and conclude the case without formal prosecution. Motion passed. Madonna Commo, Investigating Member, did not participate in the vote.

6. **Legislation & Draft Rules**

7. **Applications for Discussion**

The Board reviewed and noted the renewal forms and discussed newsletter topics.

8. Correspondence

- a. The Board reviewed the August 19, 2009 e-mail from Ann Orr with O'Brien's Aveda Institute regarding flex time at their school. It is ok to have flex time as long as the Rules are still being followed.
- b. Phil Tonks with Sola Salon Studios attended the meeting to discuss his plans for opening a multiple salon establishment. Mr. Tonks presented his floor plan to the Board and described the process. He would be leasing the salons to the licensees. After a brief discussion, the Board advised Mr. Tonks that each salon within his establishment would need to have its own separate license since there are 16 separate salons within the one location. Mr. Tonks thanked the Board for its time.
- c. The Board reviewed the September 4, 2009 letter from Patricia Kile regarding her eligibility to supervise an apprentice. Based on the information submitted by Ms. Kile, Ms. Commo made a motion, seconded by Ms. Comeau, to allow Ms. Kile to have the apprenticeship requested.

9. National-Interstate Council of State Boards of Cosmetology Inc. Correspondence

10. Other National Correspondence

11. Public Comment

12. Other Business Introduced by the Board

Ms. Thomas made a motion to elect Ms. Commo as Chair, which was seconded by Mr. Josselyn. Motion passed unanimously. Ms. Thomas made a motion to elect Ms. Commo as Vice-Chair, which was seconded by Mr. Josselyn. Motion passed unanimously. The results of the election are as follows:

Chair – Madonna Commo
Vice-Chair – Ruth Comeau

13. The meeting adjourned at 11:15 a.m.

Respectfully submitted,

Kara Shangraw
Administrative Assistant