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*State of Louisiana Board of Barber Examiners  
Board Meeting Minutes, December 6 & 7, 2009  
Board Office Conference Room  
Baton Rouge, Louisiana*

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Board President James A. Adams, Jr. called the meeting to order at 10:20 AM. Present were Board Members Scott Vice, Alton Broussard, Walter Morgan, Vice President Bobbie Favaron, Executive Director Latrice Matthews, Office Secretary Betty Roberts and public guests. Also present were Inspectors Bobby Avery, James Moore and Lasson LeJeune. Barber Inspector Sheryl Septs was absent.

*Chairman Adams presented the minutes from board meetings of September 27, 2009 for approval. Motion/Broussard, 2<sup>nd</sup>/Favaron to approve the minutes as presented. Mc*

#### PRESIDENT'S REPORT

The chair briefed the board of additional emphasis on rules of order and guidelines for board meetings. He and Executive Director Matthews advised the board of indications that meetings would have to be transcribed verbatim by outside stenographers. They reported to the board the per-page charge for such service is expensive and that the meeting would allow to-the-point discussion to keep the minutes as short as possible. The chair and Ms. Matthews told the board they would inquire further before changing the present process of transcribing the minutes.

The chair told the board that several years ago the Louisiana Ethics Commission and Louisiana Office of Inspector General had reviewed two years of recorded and printed minutes and the board was complimented by the Inspector General's office on the structure and order of the meetings and the minutes.

Chairman Adams and Ms. Matthews told the board that one employee did not wish to participate in the benevolence fund set up in the last meeting, prompting them to administratively stop the program. The chair asked for any objection for the administrative dismissal of the program; no objection was voiced. The board then, by mutual consent, decided to start a voluntary only program; no one has to participate. The director and chairman told the board that virtually every state office has such a fund. Discussion was held and it was decided that the fund would be done with a \$400.00 dollar cap and would be for board members, inspectors, board staff and possibly one or two other close associates of the board. It would include their wife, children but not grandparents. The chair asked for any opposition or questions, none were voiced.

#### EXECUTIVE DIRECTOR'S REPORT *Please see attachment, exhibit "A"*

Ms. Matthews briefed the board and inspectors on progress to date with the lap computers now in the hands of barber inspectors. She asked the inspectors to

utilize the information in those computers to free the office staff to deal with license season and other duties. She told them not to hesitate to call her or Jerome, the computer engineer, with problems.

Ms. Matthews reported that she and the chairman had met with officials at the Cook Hotel and Convention Complex and the date for the 2010 Instructor Workshop is August 8 & 9, 2010. Other details for the event were worked out and will be better detailed as the date gets closer.

## FINANCIAL REPORT

Director Matthews presented the 2009 budget and the proposed 2010 revenue, expenditures and budget. She called attention to the improvement of the board's financials. Ms. Matthews commended the board and inspectors for handling of the budget in January, 2009. She noted a request from CPA Vicknair for the board to approve the projected 2010 budget as required by law.

The chairman noted the record numbers of licenses issued in 2009 and that it was the result of extra effort on a daily basis by the office staff and the barber inspectors. Discussion was held on the proposed 2010 revenue and expense budget. *The chair proposed the projected budget of \$470,367.00 in revenue and \$450,468.00 for expenses for year 2010. So moved, motion/Favaron, 2<sup>nd</sup>/Vice, Mc.*

*Motion/Vice and 2<sup>nd</sup>/Favaron to approve the Financial report. Mc*

*Motion/Vice to approve the financial report. Mc*

*Motion by Favaron, 2<sup>nd</sup>/Morgan to approve the president's report. MC*

## BOARD MEMBERS' REPORT

Board Vice-President Favaron reported having discussion with Chairman Adams about re-structuring the point allotments on sections of the barber examinations, placing more emphasis on each individual part of the examination. He further stated the examination could be divided into a four-part exam and that applicants must pass each part; if the applicant fails a portion then he/she would take that part again. Extensive discussion was held and the education committee was charged with researching the process and report back with a recommendation.

Board Member Scott Vice reported to the board that barber school Instructor Perkins at Lafayette Community College has retired effective December 31, 2009.

He said the interview process will be starting immediately to hire a new instructor.

Board Member Walter Morgan, chairman of the personnel committee, reported to the board that his committee had met on one personnel issue and recommends no action.

Board Member Broussard thanked the board for the flowers sent in memory of his son who recently died in an auto accident.

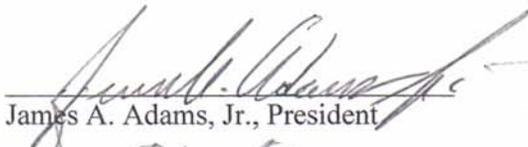
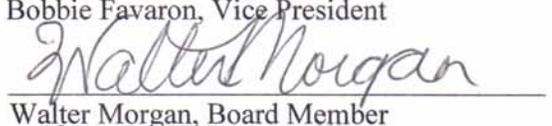
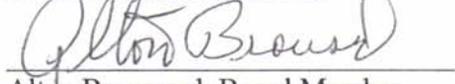
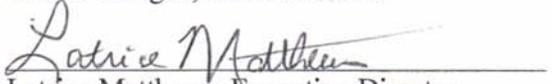
INSPECTORS' REPORT

Inspector Avery advised the board the new Methodist Children Home Barber School in Ruston is under construction and will be open soon.

The chair asked for a closed session. The board returned and announced that no person or personnel issue was discussed.

The meeting was adjourned at 6:00 PM.

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 James A. Adams, Jr., President	 Bobbie Favaron, Vice President
 Scott Vice, Board Member	 Walter Morgan, Board Member
 Alton Broussard, Board Member	 Latrice Matthews, Executive Director

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*Executive Director's Report  
December 6, 2009*

License	2009
Apprentices	531
Barbers	4970
Instructors	128
Schools	17
Students	358
Shops	2069
<b>TOTAL LICENSES ISSUED</b>	<b>8073</b>

Congratulations Inspectors on a job well done renewing and recruiting license for the 2009 season. As you can see from the numbers above, we had a record breaking year thanks to hard work and dedication. Let's continue to set our goals high and work together as a team to accomplish them.

Inspectors, please utilize your laptops to look-up and list accurate barber and shop names, file numbers, addresses, zip codes, etc.. Laptops were purchased by the barber board to assist you in being more productive and also to give some relief to the office by means of telephone calls. It is understandable that you will need to call the office pertaining to certain matters, however please keep in mind that your laptops can be used for file numbers and to research how much a barber or shop has paid/owes. For those who still have questions about the barber board program or how to use it, please feel free to contact me or Computer Engineer Jerome Plain and we will gladly walk you through, as we know that it takes time to learn.

It's that time again, license renewal season 2010 is here! I am looking forward to another awesome year. Encourage your barbers to renew early and beat the last minute rush. Remember to be safe and alert while in your shops collecting money. Watch out for counterfeit money!

*Merry Christmas!!*