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**State of Louisiana Board of Barber Examiners  
Board Meeting Minutes December 3, 2023  
Board Office Conference Room, Baton Rouge, Louisiana**

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Board President Cory Dawsey called the meeting to order at 8:12 a.m. Present were Board Members Marlon Lewis, Ella Washington, Michael Hebert, and Executive Director Latrice Matthews. Absent, Board Vice Chairman Kedrian Landrew.

Board President Cory Dawsey presented the minutes of September 10, 2023.

*M/Lewis, 2<sup>nd</sup>/Hebert to approve the minutes as read. Mc*

NEW BUSINESS

*M/Hebert, 2<sup>nd</sup>/Lewis to approve the New Business. Mc*

PRESIDENT'S REPORT

Board Chairman Cory Dawsey reported the board has a new Barber Inspector in North Louisiana and he had been getting some calls from people saying they were glad to see an inspector and everybody seems to like him. Chairman Dawsey stated that it seemed like he hasn't run into any trouble yet and that he thinks he's going to work out good. Board Chairman Dawsey also reported that everything at the last exam in Baton Rouge went well.

*M/Hebert, 2<sup>nd</sup>/Lewis to approve the President's Report. Mc*

EXECUTIVE DIRECTOR'S REPORT

Executive Director Matthews reported the start of the 2024 license renewal season effective December 1. All renewal reminder cards will be mailed out by the end of this week. Executive Director Matthews reported that the updates to the ADA Policy identifying accommodations for members of the public and/or their caretaker, and board members needed to be adopted. Executive Director Matthews presented the policy with the update reading, Video Conferencing will be made available to allow for persons with and ADA recognized disability (members of the public or board members) to participate in meeting(s). Persons or board member may request video conferencing accommodations either verbally or in writing as outlined in section V. Procedures For Requesting A Reasonable Accommodation. Any board member attending electronically counts towards a quorum and may participate and vote in the meeting. Any board

member attending virtually will not be eligible to receive a per diem. The updated policy was read and adopted. Executive Director Matthews also reported that James Moore, the Barber Inspector for the New Orleans area has retired and his open position has been announced to Civil Service for interested applicants. Executive Director Matthews hoped to have the position filled before the end of the year.

Please see attachment

### Financials

Executive Director Matthews reported the Total License Revenue for period ending September 30, 2023 is \$22,760 which included Apprentice Licenses \$3,500, Barber Licenses \$8,050, Instructor Licenses \$210, Reciprocity \$550, School Licenses \$80, New Shop Licenses \$1,980, Shop Licenses \$1,290, and Student Licenses \$7,100. Total Income for period ending September 30, 2023 budgeted \$499,600 vs actual \$476,843 for a difference of \$22,757. Total Expense for period ending September 30, 2023 budgeted \$498,120 vs actual \$387,717 for a difference of \$110,403.

Executive Director Matthews presented the Operating Budget of Revenues and Expenditures for the year beginning January 1, 2024 and ending December 31, 2024. Projected Year Total Means of Financing \$504,300 of which the total Projected License Revenue is \$365,500. Projected Year Total Expenditures \$503,315. Executive Director Matthews reported no their being no anticipated expense changes other than insurance and salaries for the inspectors. License revenue should be consistent with this year's intake.

*M/Lewis, 2<sup>nd</sup>/Hebert to approve the Executive Director's Report. Mc*

*M/Lewis, 2<sup>nd</sup>/Hebert to approve the Updates to ADA Policy. Mc*

*M/Lewis, 2<sup>nd</sup>/Hebert to approve the Operating Budget of Revenues and Expenditures. Mc*

### BOARD MEMBERS' REPORT

Board Member Michael Hebert reported that everything in his area was good except the one shop that's selling beer. He also spoke with the board about all coming together to figure out what to do when they don't have all of their tools and supplies, for instance one at the last exam didn't have any shave gel or cholesterol to do the shave. Board Chairman Dawsey explained that we tell them in the introductions and when they are scheduled for board and when they take their mock what they'll have to do, and even in your shop if you don't show up with clippers you're not cutting hair that day. Executive Director Matthews also reminded that this student had come two times before and each time he was missing something. He was well aware and the other

students from his school were prepared so it's not any fault of the school. Board Member Lewis asked was it a benefit to have him come back because of not having accessories. Board Member Hebert said the benefit will be for him to come back and pass his test and get licensed. Board Member Lewis detailed that we say no borrowing, but if there's borrowing that goes on without us knowing, we can't do anything about that and that Executive Director Matthews said it best, don't let us catch you. Board Member Hebert asked what if we see them borrowing. Board Chairman said then you tell them no borrowing. Board Member Hebert asked about the students from Ray J's that go back and forth into the supply room and it being unfair to the other students. Executive Director Matthews stated that the Ray J's students are told at the time they are scheduled that they have to gather all of their supplies before the test starts and have everything at their stations. If there is any of that going on then the Board Members should address it with the student because they've already been told. Board Member Washington asked if the information that the students need was on the internet. Board Chairman Dawsey and Executive Director Matthews both stated that the students and apprentices are emailed and told by Director Matthews, the schools, and the apprentice program what is needed for board. Board Member Lewis said that we've covered all of this with the instructors at the instructor's workshops and at the end of the day it comes down to the instructor. Board Member Washington explained that if you make an example one time for those that don't have what they need to have, they'll go back and tell the instructor and the other students that if you don't have it they're not going to allow you to take the test. Board Member Washington asked do we check the stations before they set up. Board Chairman Dawsey said we check their tools and mainly check for what they're not supposed to have like guards. Board Member Washington asked what's the largest blade they can use. Board Member Lewis responded they can use whatever they want. Chairman Dawsey said they make a 3 1/2 blade and he doesn't have a problem with them using it. Board Member Washington said she's seen a 4. Board Member Lewis explained that every blade cuts differently on different textured hair. Chairman Dawsey says we're looking for the results and that they are not using any guards.

Board Member Ella Washington asked about the score sheets and how do you grade the layer cut. It says style cut and not layer. Board Member Hebert and Chairman Dawsey said it's on there. Executive Director Matthews said it says female hairstyle where the score is supposed to go. Board Member Washington said the new board members don't get trained on what to do. Chairman Dawsey and Board Member Hebert said we did go over the score sheets at a meeting that she wasn't there for. Board Member Lewis asked to look at a score sheet to see what it says. Board Member Lewis told Board Member Washington that she's doing a good job. Executive Matthews showed Board Member Washington on the score sheet where the layer score goes, the shave score, perm score, and to disregard where it has a score for shampoo because this is a general form that all the states use. Only score what we are grading for here. Chairman Dawsey said we're looking for the final score out of 100. Board Member Lewis says on the sheet where we show our grading it does say layer cut so it is a little confusing. Executive Director Matthews said it's not confusing. The sheet says female hairstyle and that's where you put the female layer score. Chairman Dawsey said the score sheet that we give to the students is our sheet that we can make changes to and the only thing on the board member sheet we are scoring is the men's cuts and the layer, shave, perm rods, and color. Board Member Washington says she thought she had to put a score for each little section and that's what has her slow about grading. Board Member Lewis showed Board Member Washington where to put the final score and that's all you

have to worry about. Board Member Washington asked can we take the score sheets home. Executive Director Matthews said no, but it will be the same sheet every test.

Board Member Lewis asked if there was anything that we could do about bootleggers working out of their homes. Executive Director Matthews explained we cannot go into someone's home. We do not have jurisdiction to go into a home. Board Member Lewis said there's bootleggers in everything and it's not hurting him but he was just wondering. Executive Director Matthews said we can send a letter but not go into the home. Board Member Lewis said he remember Inspector Smith going. Chairman Dawsey said maybe into someone's yard or something. Board Member Lewis said most bootleggers are good at it so it's not uncommon for most professions to have bootleggers. Chairman Dawsey said about all you can do is if you know him get us the information on the guy.

***M/Hebert, 2<sup>nd</sup>/Washington to approve the Board Member's Report. Mc***

#### OLD BUSINESS

Board Member Lewis asked did we do any other Instructor's Workshops. Chairman Dawsey said yes we did Shreveport and that it went well with good feedback. Board Member Lewis said that Instructor Shawn Boston had called him and said that he enjoyed it and spoke highly of Chairman Dawsey. Chairman Dawsey said that he too had heard from Mr. Boston by text and that he thanked him for doing the workshop. Chairman Dawsey said one of the questions that came up was how much hair should the model have. Board Member Lewis said we should be able to tell them that. Chairman Dawsey said it's hard to be able to tell them how much hair because of the different textures, but it would be easier to just say bring someone that hasn't had a hair cut in two to three weeks. If it's been balded out the week before that will not be a good model to bring. Executive Director Matthews said who you bring to your mock should be who you bring to board. Board Member Hebert said you should know what you're good at as a student and follow that at your state board. Bring someone that you've cut before. Don't bring a model that you has a student will not be able to cut.

***M/Hebert, 2<sup>nd</sup>/Lewis to approve Old Business. Mc***

There being no further business, the meeting was adjourned at 9:09 a.m.

Cory Dawsey, President

Kedrian Landrew, Vice President

Latrice Matthews, Executive Director

Marlon Lewis, Board Member

Ella Washington, Board Member

Michael Hebert, Board Member