
***State of Louisiana Board of Barber Examiners
Board Meeting Minutes December 6, 2020
Board Office Conference Room, Baton Rouge, Louisiana***

Board President Rebecca Villeneuve called the meeting to order at 8:43 a.m. Present were Board Members Kedrian Landrew, Cory Dawsey, Gina Moreau and Executive Director Latrice Matthews.

Board President Rebecca Villeneuve presented the minutes of September 6, 2020.

M/Landrew, 2nd/Dawsey to approve the minutes as read. Mc

NEW BUSINESS

Executive Director Matthews reported having received a new school proposal from Sukari Johnson of Shreveport, LA however it was incomplete at this time and lacking the financial documents and a more complete proposal. The proposed Instructor for this school is Ronnie Garrett of BosMan's Barber College. Executive Director Matthews anticipated that she would have the missing information by the next meeting.

Executive Director Matthews reported having received a new school proposal for a second location of Ray J's College of Hair in Donaldsonville, LA. This school will be a smaller location from the original school in Baton Rouge. Executive Director Matthews reported that Ray J's is proposing a 12 chair school to be instructed by both Mr. and Mrs. Cosey. Executive Director Matthews reported that this school meets the square footage requirements and asked the board for approval to allow Ray J's to set up their furniture and equipment.

M/Landrew, 2nd/Dawsey to approve Ray J's College of Hair Donaldsonville to set up. Mc

M/Landrew, 2nd/Dawsey to approve the New Business. Mc

PRESIDENT'S REPORT

Board President Villeneuve thanked everyone for rearranging their schedules and time to assist in getting the students tested during such a crazy time. Board President Villeneuve mentioned that the one model change was working well and due to the fact the COVID will more than likely be around for a long time, we should make that permanent.

Board President Villeneuve called for a motion to approve the change of requiring only one male model for the board exams.

M/Landrew, 2nd/Dawsey to approve the change of requiring only one male model for the board exams. Mc

M/Landrew, 2nd/Dawsey to approve the President's Report. Mc

EXECUTIVE DIRECTOR'S REPORT

Please see attachment

Executive Director Matthews reported that license renewal season 2021 and begun. The licenses able to be printed at this time are barbers, shops, and apprentices. Instructors and school licenses will be ready this week. The renewal reminder cards are in the process of being cut and prepped for postage to be mailed out this week.

Executive Director Matthews reported the board conducted a total of 11 tests this year. 1 before the COVID shutdown and all other since reopening. The changes made to the testing procedures has worked well. Executive Director Matthews reported only having to turn away 1 student the entire time due to fever during the temp check process, and that student was eventually able to test at the next exam that was scheduled in his area. Executive Director Matthews reported having expanded our testing locations adding Park Place Barber School to accommodate the New Orleans area and using BosMan's Barber College in Shreveport because of the stations already being 6 feet apart. In the future we do plan to continue to use the Vo-Tech school and we've gotten offers from some of the other schools in Shreveport/Bossier to use their facilities. Executive Director Matthews reported that so far no barber schools have had to close due to any outbreaks but reported that all school are aware to notify the board if that happens. Executive Director Matthews reported that we are in Phase 2 now, but when testing resumes next year in March, we will comply according to whatever Phase we are in at that time.

Financials

Executive Director Matthews reported the Budget vs. Actual for period ending September 30, 2020. As noted, the total license revenue is \$30,468.00 which included Apprentice Licenses \$4,260, Barber Licenses \$13,488, Instructor Licenses \$350, Reciprocity \$450, School Licenses \$460, New Shop Licenses \$4,020, Shop Licenses \$2,440, and Student Licenses \$5,000. Total income for nine months ended September 30, 2020 budgeted \$511,675 vs actual \$500,552 for under budget \$-11,123. As noted, total expense for nine months ended September 30, 2020 is \$358,955. Total expense budgeted \$471,900 vs actual \$358,955 under budget \$-112,945.

Executive Director Matthews presented the Operating Budget of Revenues and Expenditures for the year beginning January 1, 2021 and ending December 31, 2021. Projected Year 2021 Budgeted Total Means of Financing \$490,950, Total Expenditures \$482,570, Total Salaries \$356,950, Total Travel \$15,000, Total Operating Services \$56,620. Executive Director Matthews reported that the anticipated loss of some licenses due to COVID related issues is reflected in the budget figures. After the shutdown there was a number of shops and barbers that did not return. Executive Director Matthews also reported that House Bill 94 had been passed but was awaiting the Governor's signature or could be vetoed. This bill exempts certain businesses impacted by COVID-19 from paying license renewal fees for six months following the termination of the declared state of emergency. Executive Director Matthews reported that the salaries would be remaining the same except for the anticipated 2% Civil Service increase that the inspectors receive. Executive Director Matthews as an unclassified employee is not eligible to receive the 2%.

M/Landrew, 2nd/Dawsey to approve the Operating Budget of Revenues and Expenditures. Mc

M/Landrew, 2nd/Dawsey to approve the Executive Director's Report. Mc

BOARD MEMBERS' REPORT

Board Member Gina Moreau stated that she thought the one model was a good change and that the instructors needed to know also. Board Member Moreau mentioned that what they are looking for is very simple. Board Member Moreau also reported having had someone at the exam that was left-handed and had trouble holding his shears. Board Member Moreau explained to the student that in the future he needed to purchase left-handed shears. Board Member Moreau asked for clarification on what she can and cannot do in terms of helping the students. Executive Director Matthews stated that Board Members cannot work with or help show students anything because it would be a conflict when you have to grade their board exam. Any help or corrections for a student should be directed to the student's instructor and let the instructor address it. Demonstrations could be done at the schools including the instructors.

Board Member Cory Dawsey stated that the one model also saves time and cuts down on the number of people in and out of the building. Board Member Dawsey stated that they've basically done both cuts when they do the style cut and the only thing left to do is to taper. Board Member Dawsey also reported having gotten a phone call from a girl trying to help her boyfriend transfer his license to Georgia. Board Member Dawsey reported that he contacted Executive Director Matthews to assist them and that Executive Director Matthews informed him that she had spoken with both of them already and was awaiting proper payment to complete his transfer. Executive Director Matthews updated the Board that she had received the payment and had processed the transfer. Board Member Dawsey also reported having gotten some phone calls from people inquiring about the new barber school in Arcadia.

Board Member Kedrian Landrew did not have anything to report in his area, but stated that he had been very busy in his shop.

M/Landrew, 2nd/Dawsey to approve the Board Member's Report. Mc

OLD BUSINESS

Executive Director Matthews reported two proposed barber schools had been visited and gone through their final inspections and were recommended for approval.

Executive Director Matthews reported having visited Washington Academy of Barbering & Arts along with Barber Inspector James Moore and found all requirements had been met and recommend for approval. Barber Instructor will be the owner Rebecca Washington. In the initial presentation of this school, Board President Villeneuve questioned the ability of the school to be visible to the public be it that it is located in a high rise building. Executive Director Matthews informed President Villeneuve that she had inquired about her concerns during the inspection and that the school plans to have an illuminated sign that reflects from the window out to the street. Executive Director Matthews also reported that she had inquired about the concerns of making the school available for enrollment to all who qualify and not just convicted felons, and Ms. Washington assured that she would not just limit enrollment to those individuals.

Executive Director Matthews reported Barber Inspector Bobby Avery visited S & P'S Barber & Styling Academy in Arcadia and determined that all requirements had been met and was recommended for approval. The changes to the shampoo bowl and dryer area had been completed and were determined to be in good working order. Barber Instructor will be Darrell Sneed. Executive Director Matthews reported that the school owners stated that they already had interest from possible students, however she was concerned about its location inside of an outlet mall that may not have a lot of heavy foot traffic for potential customers. Board Member Dawsey stated that the city owns that entire mall and is giving incentives for businesses to occupy the space.

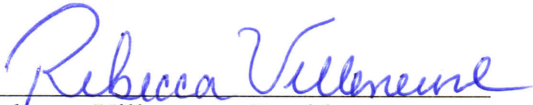
Executive Director Matthews reported having visited the proposed school Master Barber Barbering School along with Barber Inspector James Moore and found it did not meet the requirements for a barber school. There was no hot water, exposed air conditioning ducts in the ceiling, barber chairs were not on 5 foot centers nor was there space for 12 stations when they were place on 5 foot centers. No proper classroom space, no office space with a secure area for files. Executive Director Matthews reported that she is not recommending this school for approval.

M/Landrew, 2nd/Dawsey to approve Washington Academy of Barbering & Arts. Mc

M/Landrew, 2nd/Dawsey to approve S & P's Barber & Styling Academy. Mc

M/Landrew, 2nd/Dawsey to approve Old Business. Mc

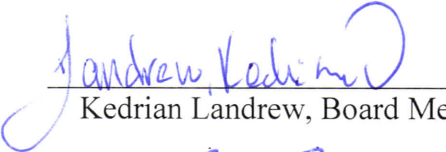
There being no further business, the meeting was adjourned at 9:28 a.m.



Rebecca Villeneuve, President



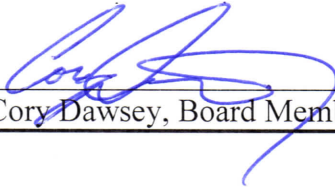
Latrice Matthews, Executive Director



Kedrian Landrew, Board Member



Gina Moreau, Board Member



Cory Dawsey, Board Member
