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LAKE JACKSON

SAN JUANA C. GARZA
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TERISSA JOHNSON
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JANIS E. WIGGINS
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Summary of Minutes for TSBBE Board Meeting
Held March 1, 2004
5717 Balcones Drive, Suite 217
Austin, Texas

Chairman William Kuykendall called the board meeting of the Texas State Board of Barber Examiners to order at 2:10 pm. Members present were Chairman William Kuykendall, Ron Brown, Mary Lou Daughtrey, James Dickerson, San Juana (Janie) Garza, and Terissa Johnson. Not present was Janis Wiggins. A quorum was present.

Staff present included: Glenn Parker, Executive Director; Jerry Daniels, Chief Financial Officer; Gloria Torres, Administrative Assistant for Enforcement; Luis Ponce, Inspector, and Luis Sanchez, Inspector.

Chairman Kuykendall moved to agenda item #2, Welcoming of New Board Members. New board members Mary Lou Daughtrey, James Dickerson, and Terissa Johnson had been previously sworn in and were welcomed to the Board.

Chairman Kuykendall moved to agenda item #3, Selection of a Vice-Chairman. Janie Garza moved that Ron Brown be elected as Vice-Chairman of the Board. Chairman Kuykendall seconded and Mr. Brown was elected by a unanimous vote.

Chairman Kuykendall moved to agenda item #4, Approval of Minutes. Vice-Chairman Brown, seconded by Janie Garza, moved to approve the minutes from the board meetings of December 1, 2003; January 5, 2004; and January 18, 2004. The minutes were approved by unanimous vote.

Chairman Kuykendall moved to agenda item #5, Recognition of Individuals. Chairman Kuykendall, on behalf of the Board, recognized Mr. Calvin A. Trebig for 55 years' service as a barber and Mr. Roosevelt Alley (deceased) for 48 years of service as a barber. Certificates were signed by board members and will be sent to the individuals or their families.

Chairman Kuykendall moved to agenda item #6, Public Comment. There were none.

Chairman Kuykendall moved to agenda item #7, Consideration of SOAH Proposals for Decisions. Vice-Chairman Brown moved, seconded by Janie Garza, to accept the Proposals for Decisions from the State Office of Administrative Hearing for all cases prosecuted against certain licensees before the State Office of Administrative Hearings on November 24, 2003. The motion was passed by unanimous vote.

Chairman Kuykendall moved to agenda item #8, Consideration of Agreed Orders from Executive Director. Vice-Chairman Brown moved, seconded by Janie Garza, to accept the Agreed Orders from the Executive Director for the Informal Conferences held on September 22, 2003; November 24, 2004; and February 9, 2004. The motion passed by a vote of 5 to 1, with James Dickerson voting "No". Chairman Kuykendall instructed Executive Director Glenn Parker, for future meetings, to prepare and

submit summaries of Informal Conference Agreed Orders in which the amount of the fines are reduced by 50% or more.

Mr. Kuykendall moved to agenda item #9, Executive Director's Report. Glenn Parker gave an oral presentation on recent agency activities, including the hiring of Gloria Torres and Jerry Daniels and the installation of a new telephone system. There was a discussion of the possibility of requiring new students to purchase Law & Rule books from the Board upon enrollment, but no Board action was taken.

Mr. Kuykendall moved to agenda item #10, Consideration of Agency Financial Reports. Glenn Parker presented the financial reports through January 31, 2004. Vice-Chairman Brown moved, seconded by Janie Garza, to accept the reports. The motion was approved unanimously.

Mr. Kuykendall moved to agenda item #11, Consideration of First Quarter Performance Report. Glenn Parker presented the First Quarter Performance Report. Janie Garza moved, and Vice-Chairman Ron Brown seconded, to accept the report. The motion was approved unanimously.

Mr. Kuykendall moved to agenda item #12, Consideration of Agency Fines and Collections Report. Glenn Parker presented the report to the Board. Vice-Chairman Ron Brown moved, and Ms. Garza seconded, to accept the report. The motion was approved unanimously.

Mr. Kuykendall moved to agenda item #13, Consideration of Agency Report on Schools and Enrollments. Glenn Parker presented the report to the Board. Janie Garza moved, and Vice-Chairman Brown seconded, to accept the report. The motion was approved unanimously.

Mr. Kuykendall moved to agenda item #14, Consideration of Agency Report on Examinations. Glenn Parker presented the report to the Board. Vice-Chairman Brown moved, and Janie Garza seconded, to accept the report. The motion was approved unanimously.

Mr. Kuykendall moved to agenda item #15, Consideration of Staff Proposal to Update Inspection Policy. Glenn Parker presented a staff proposal to revise the Board's Risk-Based Inspection Policy to decrease the frequency of the inspection of barber schools and colleges from at least once each month to at least once each two months. Vice-Chairman Brown moved, and Janie Garza seconded, to accept the staff proposal. Discussion by the Board ensued. Chairman Kuykendall offered an amendment to the motion, which was accepted by Vice-Chairman Brown and Janie Garza, to revise the wording of the policy to allow for the inspection of schools at least once each six months and of shops and licensees in good standing at least once each year, and to revise certain wording to refer to the Board rather than Barber Board Inspectors. The motion was approved unanimously. Staff was directed to bring the revised policy back to the Board at the next board meeting.

Mr. Kuykendall moved to agenda item #16, Consider of Staff Proposal to Update New School Application Package. Glenn Parker presented the revised package to the Board. Mr. Kuykendall appointed an ad-hoc committee of himself, Vice-Chairman Ron Brown, and Janie Garza to work with the staff to further revise the package, inspection criteria, and contract, and to present it to the Board at the next board meeting.

Mr. Kuykendall moved to agenda item #17, Consideration of Risk Assessment Report, which was removed from the agenda at the request of Glenn Parker, Executive Director. The report had not been completed.

Mr. Kuykendall moved to agenda item #18, Consideration of Sunset Advisory Commission Staff Report. Glenn Parker gave an oral presentation to the Board regarding the status of the Sunset process and asked for guidance on how to respond to the Sunset Advisory Commission Staff Report. Chairman Kuykendall assigned Board members to draft responses to various sections of the report, which would be compiled and edited into a response by Glenn Parker and Chairman Kuykendall.

Chairman Kuykendall moved to agenda item #19, Consideration of Appointments to Board Committees. Chairman Kuykendall explained that the Board cannot afford to have standing committees that meet on a regular basis and that ad-hoc committees are appointed as necessary.

Chairman Kuykendall adjourned the meeting at 4:38 pm.