

**LOUISIANA STATE BOARD OF ELECTROLYSIS EXAMINERS  
MEETING MINUTES (APPROVED)**

DATE AND TIME: Monday May 4, 2015, 8:00 AM

LOCATION: Louisiana Municipal Association Building, 700 North 10<sup>th</sup> Street, Baton Rouge, LA 70802

The meeting was called to order by Tonya Freeman at 8:08 AM

**Roll Call:**

Tonya Freeman, Chair

Julie Bennett, Treasurer

Nicole Rogers, Physician to the board

**Public Input:** None

**Reading of the Minutes:** This was done by Dr. Rogers for the meeting on Monday, March 2nd, 2015. (Angelique Freel arrived at 8:17am) Ms. Bennett made a motion to accept the minutes as they were and Nicole Rogers seconded the motion. All board members voted to accept the minutes.

**Treasurer's Report:**

Ms. Bennett reported that there was a deposit of \$450 for license renewals. There were 9 debits of \$579.35 for things like rent, AT&T and per diems. No new charges or office supplies were purchased. The current balance is now \$22,534.85. Nicole Rogers made a motion to accept the treasurer's report, which Ms. Freeman seconded and the board voted to accept it as is.

**Report from Board Members:**

Ms. Freeman spoke with Boards and Commissions about Ms. Bennett wanting to resign. However the Boards and Commissions office does not report to the Governor's office that vacancies exist. When the vacancies are filled, there is a complex process for the new board member to fill out and submit. Ms. Bennett explained that Cheryl nominated her to represent the REAL Association. Ms. Freel explained this is not an isolated problem with our board. Many boards have vacancies. Ms. Freel explained there is a carry-over provision that prevents Ms. Bennett from resigning outright until a replacement is available. The board agreed that the LEA is incumbent to nominate someone because both of the REAL positions have been filled.

Dr. Rogers said she heard the John Houeye might be willing to serve again. However he is also part of REAL so the group debated whether only 2 could come from REAL. Dr. Rogers said she thought that each association was only 'eligible' to be represented with 2 people. But if they don't want to be represented on the board that is their own responsibility. Ms. Freel said if the governor appoints them then it doesn't really matter. Dr. Rogers reported that the LEA annual meeting was on April 11<sup>th</sup> in New Orleans and how two of her colleagues in medicine spoke at the meeting: one board certified endocrinologist and one dermatology resident. Flyers

were sent out to all the licensed electrologists in the state to make this CEU opportunity available to members of both associations (not just LEA). Ms. Freeman said she would contact both associations to again let them know that openings are available on the board.

Ms. Freeman said that as 'property manager' she will have to attend a 2-day training course on May 27<sup>th</sup> and 28<sup>th</sup>. The board has one computer that is inventory (property of the state) as well as a printer. Any time the board disposes of equipment it must be cleared of all data. She will have to miss two days of work to attend and although they are half-days she does not know the exact schedule.

Ms. Freeman reported that she signed and returned Ms. Freel's contract but does not have a signed copy back yet. Ms. Freel said that this must be signed by the Attorney General and sent to the Office of Contractual Review. There have been changes in the law last year regarding contracts for professional agreements. Ms. Freel wanted to wait until she received the new contract before she starts billing us. So far the contract review is still in the works. Dr. Rogers urged Ms. Freel to keep track of her hours and to bill us after the fact.

### **Old Business.**

Cheryl Drago will have a new student able to test in July or August. Ms. Freeman said she has a conflict with the currently scheduled August 3<sup>rd</sup> meeting. The board members agreed to push the meeting back by one week to August 10<sup>th</sup>. Ms. Freeman said she would send a letter to Cheryl Drago announcing the new meeting date for possible testing.

Ms. Freeman said the Office of Telecommunications (phone) is no longer sending paper statements. We now must go online to pay our bill. We currently owe them between \$600-\$800. When Ms. Freeman looked back it appeared that we had not paid them. She is going to pay that invoice and does not want the other board members to be surprised. We do not have to pay interest and had some credits that will be applied.

Dr. Rogers reported that she sent the certificates issued by Debbie Walker for laser hair removal to the LSBME for their records.

Ms. Freeman reported that she has two new clients that told her about an electrologist who has been working with her sister out of the home. Neither electrologist has apparently renewed their license. Ms. Freeman offered to send her brother as a potential client to assess the situation. However Ms. Freel advised her that it would be more credible to get written documentation from the patients who were being treated there. Ms. Freeman reported that the patients weren't happy, that the hair was still coming back, but that they were charged normal prices. Dr. Rogers suggested having the patients write directly to the board and sign their names, in the name of protecting other possible patients. Ms. Freel stated that if there is a laser being used, it would be reported directly to the medical board. Ms. Freel also suggested hiring a private investigator, as other boards do. Ms. Freeman and Dr. Rogers both knew people and agreed to look into their hourly rates. Ms.

Freel said that doing so would require a formal contract to be approved with their hourly rate.

Ms. Freeman said she updated addresses that were expired and that Ms. Freeman did a report for LA Trac, filled out all the information, and then realized that the form was blank. The budget also ended up being saved blank. She printed a single 86 page copy which she then sent in. Ms. Freel said this is an idiosyncrasy of the online forms. We can either save the completed form as a PDF or just print it and scan it after printing it out. Dr. Rogers suggested getting the report back from last year and using it as reference for next year.

The license renewal forms were revised by Ms. Freel, to provide stronger wording about requiring social security numbers, paying late fees and CEU requirements. Dr. Rogers asked if \$50 is a high enough late fee or if this should be increased. Ms. Freel explained that any fee increase must be approved by the legislature, and would open the board up to a number of other (possibly detrimental) amendments being passed at the same time.

The board recalled it was going to vote on the cease and desist form, but could not because Ms. Freel's contract had not been approved and so she did not work on it yet. Ms. Bennett moved to table the approval of the cease and desist form and Dr. Rogers seconded this. All voted in favor and agreed unanimously.

### **New Business:**

**Election of officers.** Dr. Rogers nominated Ms. Freeman as Chair. Ms. Freel asked three times if there were any other nomination. Ms. Freeman accepted the nomination. There were no other nominations. All voted in favor to elect Ms. Freeman as Chair.

Ms. Freeman nominated Dr. Rogers as secretary. Ms. Freel asked three times if there were any other nominations. There were none. All voted in favor to accept Dr. Rogers as secretary.

Ms. Freeman nominated Ms. Bennett treasurer. There were no other nominations. All voted in favor to accept Ms. Bennett as treasurer.

Dr. Rogers agreed to continue as physician to the board and no vote was required given that she is already appointed by the Governor.

### **Request for Refund**

Ms. Freeman brought copies of a letter addressed to all three board members from a Louisiana electrologist. This person had written to the board requesting a refund for her application because she did not want to submit her SS#. She had not submitted a social security number when she first enrolled in school (in 1996); her SS# was her driver's license number. There was no evidence anywhere in the file of her SS#. When Ms. Freeman contacted her asking for a SS# for her application, she flatly refused to provide it. The board agreed to refund her money and make her aware that the SS# is required by the state in order to submit an application to for licensure. It was unclear to the board whether she did not have a social security

number or whether she did not want to share it. Ms. Freel suggested that the board write her a letter explaining that if she provides us with an affidavit saying she will not practice electrolysis, the board will be happy to refund her \$100.

### **Arkansas Enrollee**

Debbie Walker enrolled a student from Arkansas who is a licensed cosmetologist. Based on Arkansas rules she would only be required to train for 350 additional hours to become an electrologist. Ms. Walker had written to the board asking that it recognize the applicant for licensure with just 350 hours. Ms. Freel explained that if she wants to be a licensed electrologist in Louisiana she must perform the full requirements for Louisiana (600 hours). But if she wants to be licensed in Arkansas, she needs to petition the Arkansas board of Cosmetology. The board decided to write a letter to Debbie explaining that the applicant must petition her own cosmetology board to accept training hours from Louisiana, but that we cannot provide a Louisiana license with only 350 hours. All the board can do is to provide a letter recognizing Debbie Walker as a licensed electrology school. Ms. Freeman agreed to do this and Dr. Rogers agreed to help write the letter.

The meeting was adjourned at 9:20am.

Next Meeting date:

-August 10th, 2015 at 8:00 am to be held at the Louisiana Municipal Association Bldg