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

Board President Rebecca Villeneuve called the meeting to order at 8:31 a.m. Present were Board Members Kedrian Landrew, Cory Dawsey, and Executive Director Latrice Matthews. Absent, Board Member Gina Moreau

Board President Rebecca Villeneuve presented the minutes of December 8, 2019.

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

NEW BUSINESS

Executive Director Matthews reported having three proposals for new barber schools.

The first school, Washington Academy of Barbering & Arts, New Orleans was originally supposed to appear before the board for the March meeting that was cancelled due to the Governor's shut down orders. Executive Director Matthews reported that the school's owner Rebecca Washington had previously proposed new school's before but something would always fall through, however with this proposal Ms. Washington has met all of the requested requirements, is a licensed instructor, and was ready to request approval to set up her school. Executive Director Matthews reported that Barber Inspector James Moore had gone out and completed an initial inspection and found that the school met the necessary square footage requirements. Executive Director Matthews reported having informed Ms. Washington that she is not allowed to enroll or start instructing until final approval and a license is granted by the board. Executive Director Matthews reported that her only concern was that the potential demographic of students that was Ms. Washington's was focusing on would not meet all of the requirements to enroll in barber school, in particular having high school diplomas. Executive Director Matthews reported that Ms. Washington had assured her that this would not be an issue for any of the students that she would enroll.

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

The second school proposal that Executive Director Matthews presented was Master Barber Barbering School. This proposed school is located in Marrero and is being proposed by Marcus

Taylor. Executive Director Matthews presented that Mr. Taylor is a licensed barber instructor and has met all of the proposal requirements. Executive Director Matthews reported that Barber Inspector James Moore had gone to the location and determined it did meet the board's square footage requirements. Executive Director Matthews reported that her only concern was the name of the school which may confuse people to think that this school offers a master barber license, of which every barber license in Louisiana is already a master barber license. Board Member Landrew agreed that this may be confusing to people that have their barber license and may think that this school offers a master barber license program. Executive Director Matthews reported that she had also asked Mr. Taylor to make some changes to his building floor plan in that he was only showing 10 barber station and the requirements are for 12 barber stations. Also there was no separation between the classroom and the office area. Executive Director Matthews reported that Mr. Taylor has made those changes as well.

M/Landrew, 2nd/Dawsey to approve Marcus Taylor to set up his barber school but not as named Master Barber Barbering School. Mc

The third school proposal Executive Director Matthews presented was S & P's Barber & Styling Academy, Arcadia. Joseph and Tonika Pruitt, and Darrell Sneed are the owners. Joseph Pruitt is a barber and Darrell Sneed is a licensed instructor and will be the lead instructor. Executive Director Matthews reported that this school is in an area where there a no other barber school's for some miles. The nearest would either be in the Bossier/Shreveport area or the West Monroe/Monroe area. Board Member Dawsey stated that there had been other schools in this proposed area before. Executive Director Matthews reported that the building has over 3,000 square feet and there is room to expand if necessary. Barber Inspector Bobby Avery had gone out and determined that this school met the necessary square footage requirements.

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

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

PRESIDENT'S REPORT

Board President Villeneuve reported the challenge it has been in getting back to work and trying to keep herself and the clients safe and assured the board that the shop she works in was for sure one of the cleanest shops in Baton Rouge. Board President Villeneuve also commented on the first board exam that was given since COVID-19 and expressed that the change to one model really worked well. The smaller group was easier to watch everybody and noted that the thing is

to make sure they don't take too much hair off on the first cut. Overall it was really nice not having the confusion of a large crowd of people. Board President Villeneuve expressed that she would not have any objection to keeping this change around in the future for the extra protection. It eliminated having the models to stay outside in the car, but with this change the model came in with them and they set up immediately and sat in the barber chair and we took the temperatures and recorded all of that, so it worked out good. It was a good test except for one that has to come back and redo mannequin and they wrapped up about 11:30 on their part. Board President Villeneuve reported having six students in the front and the rest were in the back because that area's a little bit bigger, and two introductions were done first in the front, then the back which allowed the start times to be kind of staggered. Board President Villeneuve reported that we will play it by ear on what we do from here to the end of the year, however there may not be interested people and we're strictly right now testing people pre COVID. Executive Director Matthews clarified that we are testing in this area right now because the Shreveport/Monroe area had a March exam and are on schedule.

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

EXECUTIVE DIRECTOR'S REPORT

Please see attachment.

Executive Director Matthews reported having been concerned of how COVID-19 would affect the numbers and license renewals, and questioned if people would be worried about renewing a license in the middle of a pandemic but said that it all worked out because in order to apply for any of the benefits like unemployment and PPP loans a license was required. So people had been calling to renew their delinquent licenses. Executive Director Matthews reported the biggest decrease was in new student enrollments due to the schools not being open and able to register new students.

Executive Director Matthews reported having undergone this year's Agreed Upon Procedures audit with Michael K. Glover, CPA. Executive Director Matthews reported on the two conditions that were noted in this year's audit which was Budget-to-Actual reporting and Non-Payroll Disbursements. Executive Director Matthews reported agreeing to the findings and acknowledging the plan to take the necessary corrective actions.

Executive Director Matthews reported on the board's COVID-19 changes and the guidelines recommended which included having the barber shop's customers wait outside in their cars until time for their service, do appointments only, social distance in the shops and skip chairs if they're not already six feet apart. Guideline requirements were mailed to the shops in postcard format which also included the web address to the states Open Safely website. Executive Director Matthews reported that the barber school changes were basically the same as the shop changes

including the occupancy changes. The schools were not allowed to enroll any new students and some schools had opted for virtual learning, but there was only so much that could be done in barbering virtually. Executive Director Matthews reported that some of the schools were back doing in person learning and had implemented staggered shifts for students. Future Barber College in Lake Charles is closed temporarily due to the hurricane but before the hurricane they were doing online classes. Executive Director Matthews reported being concerned and wanting to see the difference in the test scores on the written portion of the state board exam due to a lot of the theory learning being done online for now. Executive Director Matthews reported that the exam had changed to allow only one model for board, temperature checks and masks are required of all, sanitation and disinfecting of the area is required before and after board. Executive Director Matthews reported that the applicants being notified of the exam dates are already cleared and have paperwork in the office to test and that the clearances and payments are in the office ahead of scheduling the exams.

Executive Director Matthews reminded the Board Members to complete their ethics training online. Take some of this down time that we have and log on and complete it and print out your certificate. If you can't print your certificate just let me know and I can print it out for you. Board President Villeneuve also reminded the Board Members to do the Financial Disclosure one also.

Executive Director Matthews reported that Redstick Barber College had closed and that she had spent the last month or so helping the school's owner with the close out process. Board President Villeneuve asked whether or not they had ever been approved to offer financial aid to their students. Executive Matthews stated they were not approved to offer financial aid. Executive Director Matthews reported having contacting the building's owner to confirm that the lease agreement had ended and to notify him that the school was no longer licensed by the board and was not allowed to operate.

Financials

Executive Director reported the Budget vs. Actual for period ending March 31, 2020. As noted, the total license revenue is \$294,523.00 which included Apprentice Licenses \$13,543, Barber Licenses \$206,790, Instructor Licenses \$8,735, Reciprocity \$600, School Licenses \$2,010, New Shop Licenses \$4,140, Shop Licenses \$49,705, and Student Licenses \$9,000. Total income budgeted \$511,675 vs actual \$339,321 for under budget \$-172,354. As noted, total expense is \$139,741. Total expense budgeted \$471,900 vs actual \$128,339 under budget \$-343,561.

Executive Director reported the Budget vs. Actual for period ending June 30, 2020. As noted, the total license revenue is \$38,904.00 which included Apprentice Licenses \$1,900, Barber Licenses \$28,744, Instructor Licenses \$420, Reciprocity \$300, New Shop Licenses \$2,580, Shop Licenses \$3,810, and Student Licenses \$1,150. Total income budgeted \$511,675 vs actual \$429,244 for under budget \$-82,431. As noted, total expense is \$108,033. Total expense budgeted \$471,900 vs actual \$236,371 under budget \$-235,529.

Executive Director Matthews explained that the expenses were down due to less exams and Board Member travel being down. Board President Villeneuve mentioned the budget is only \$1,000 for credit card fees and wondered if we should be budgeting more in that area. Executive Director Matthews explained that these were the fees for credit card payments.

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

BOARD MEMBERS' REPORT

Board Member Cory Dawsey reported having to call Barber Inspector Bobby Avery about someone in his area about 20 miles outside of Ruston in Chatham, Louisiana that posted on Facebook about a week after the shutdown that he was cutting hair, no mask required, and the guy didn't have a barber license. Board Member Dawsey reported he wasn't sure if he was cutting at his house or where, but that he called Bobby to check this guy out. Board Member Dawsey reported that Barber Inspector Bobby Avery followed back up with him the next day and said the guy was not going to be doing any cutting.

Board Member Kedrain Landrew reported a guy whose hair he used to cut that wanted to get his license and he's cutting hair and posting pictures. Board Member Landrew reported that he sent him a message and talked to his daddy and the guy's Aunt sent him a message that he needs to stop but he's still cutting till this day. Board Member Landrew reported that the guy is cutting hair and twisting hair out of his house and is posting to Facebook. Executive Director Matthews asked if the guy could get into the apprenticeship program. Board Member Landrew stated that the guy was supposed to get up under him in the apprenticeship program but he's lazy. Executive Director Matthews explained that the board could not go into someone's home but if he has a high school diploma and the all the stuff required to offer him the apprenticeship program. Board Member Landrew expressed that he had already given him an application that he had at his shop. Executive Director Matthews asked Board Member Landrew to give her the guy's phone number so we can try and talk to him about getting legal. Board President Villeneuve agreed that we should try and encourage him to become a professional and be proud of what he does. Board Member Landrew also reported having people calling him complaining about their barber not enforcing their clients to wear mask. He has a barber that is nervous calling scared because his two guys in there are not enforcing the rules. Executive Director Matthews informed Board Member Landrew to have them contact the Fire Marshal's Office also to file a complaint. He stated that he did, but they said the Fire Marshal's hasn't come out. Executive Director Matthews explained that a complaint would have to be filed formally on the Open Safely website.

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


OLD BUSINESS

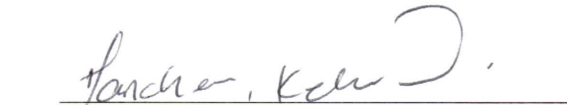
No Old Business

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

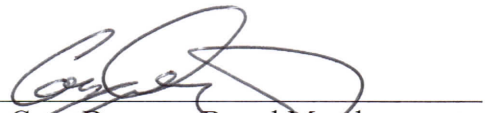
There being no further business, the meeting was adjourned at 10:40 a.m.


Rebecca Villeneuve, President


Latrice Matthews, Executive Director


Kedrian Landrew, Board Member

Gina Moreau, Board Member


Cory Dawsey, Board Member