



NEVADA STATE BOARD OF COSMETOLOGY

Meeting Summary for January 31, 2016

This meeting was video-conferenced between Las Vegas, Nevada and Reno, Nevada

The Board of Cosmetology conducted a Board Meeting on Sunday, January 31, 2016
This was a regular meeting as noted on our yearly schedule of meetings

This was a Retreat for Board training purposes

The Audio recording for this meeting can be found on the Board of Cosmetology website:

http://cosmetology.nv.gov/About/Meetings/2016/2016_Meeting_Information/

1. Call to Order/roll call

The meeting was called to order at 9:10 a.m. by President Alex Leeder

Board Members:

Alex Leeder – President
April Long – Vice President
JoAnna Tran- Secretary-Treasurer
Jeannette Bonaldi – Board Member
Debbie Ritchey – Board Member
Gwen Braimoh – Board Member

Counsel:

Sarah Bradley-Deputy Attorney General

Staff:

Gary K. Landry-Executive Director
Adam Higginbotham-Deputy Executive Director
Andrew Helms – Chief Financial Officer
Darlene Scott – Branch Manager
Rodney Moore - Inspector
Monica Bradford – Executive Assistant

2. The Pledge of Allegiance

3. Reading of the Board of Cosmetology Mission Statement

4. Comments by General Public

No public members were present. No comments.

5. **Review of Executive Director**

The Board discussed and reviewed the performance of Executive Director Landry and approved a salary increase for him starting on April 1, 2016 (An action item)

Board members turned in evaluation sheets that were tabulated and the totals were presented at this meeting.

Action Taken: Annual review completed. The Board approved a one step salary increase effective on April 1, 2016

Motion: Jeannette Bonaldi

Second: JoAnna Tran

Vote: **Ayes:** 5 **Nays:** 1 **Abstentions:** 0

Motion Carried

6. **Review of Strategic Plan**

The Board reviewed and discussed the 2017 Strategic plan for adoption. The start of the plan date will be July 1, 2016. (An Action Item)

The Strategic plan is an overview of present accomplishments and future goals of the agency as it relates to testing, licensing, inspection, investigations, public awareness and administrative efficiency.

Action Taken: Adopted the Strategic Plan for FY 2017

Motion: April Long

Second: JoAnna Tran

Vote: **Ayes:** 6 **Nays:** 0 **Abstentions:** 0

Motion Carried

7. **Discussion of Board Requirements**

The Board discussed and determined the Board goals and plans for fiscal year 2017. (An Action Item)

Action Taken: Board outlined a list of attainable goals for the Board of Cosmetology to aspire to achieve in fiscal year 2017

Motion: Jeannette Bonaldi

Second: April Long

Vote: **Ayes:** 6 **Nays:** 0 **Abstentions:** 0

Motion Carried

8. **Open Meeting Law Training**

Deputy Attorney General, Sarah Bradley, reviewed the requirements for the Board as outlined in the State of Nevada's Open Meeting Law Manual (A Possible Action Item)

Action Taken: No action taken. This was a training agenda item.

9. **Discussion of Faster, Fairer Licensing Policy.**

The Board discussed and determined the requirements for a faster and fairer licensing policy. (An Action Item)

This policy is to help the Board and agency become more efficient and expedient while ensuring public protection and maintaining high standards for performance, accountability and safety.

Action Taken: Areas for improvement would be to establish a deadline for payment of citations by possibly adding that to NAC 644.700 and adding a copy of the current accounts receivables report to the Executive Director's Report

Motion: April Long Second: Jeannette Bonaldi

Vote: Ayes: 6 Nays: 0 Abstentions: 0

Motion Carried

10. **Discussion of Board Code of Conduct.**

The Board discussed adopting a Board Code of Conduct (An Action Item)

The purpose of this Code is to instill and assure the public's trust and confidence
In the Nevada State Board of Cosmetology

The Code presents expectations for public service by members of regulatory boards for the cosmetology profession in the following areas:

1. Personal Qualities
2. Board Decisions and Actions
3. External Activities and Relationships
4. Accountability

Action Taken: The Board adopted the Code of Conduct

Motion: April Long Second: JoAnna Tran

Vote: Ayes: 6 Nays: 0 Abstentions: 0

Motion Carried

11. **Ethics Training.**

Deputy Attorney General, Sarah Bradley, reviewed Nevada's Ethics laws (as codified

in NRS 281A). The Board discussed these requirements as they related to their actions as Board members. (A Possible Action Item)

Action Taken: No action taken. This was a training agenda item.
Acknowledgement of Ethical Standards for Public Officials have all been signed and submitted to the Nevada Commission on Ethics

12. Discussion of Board Best Practices

The Board discussed adoption of a Board Best Practices policy
(An Action Item)

The purpose of the guide is to assist the Nevada State Board of Cosmetology in making better decisions more quickly and use the talents of its Board members by identifying the role of the Board; responsibilities of the Board members; position descriptions for Board members and officers and Board operating policies

Action Taken: Accept the Board Best Practices policy

Motion: April Long

Second: JoAnna Tran

Vote: Ayes: 6 Nays: 0 Abstentions: 0

Motion Carried

13. Discussion and Review of the Board Member Manual

The Board discussed the possibility of adopting a Board Member Manual
(An Action item)

The Board Member Manual outlines all of the functions of the Nevada State Board of Cosmetology referencing each of the laws that delegate each function.

Action Taken: Accept the Board Member Manual

Motion: Jeannette Bonaldi

Second: April Long

Vote: Ayes: 6 Nays: 0 Abstentions: 0

Motion Carried

14. Discussion of Be A Better Board Member

The Board discussed for possible adoption a practice regarding how to Be A Better Board

Member. (An Action Item)

Being a better Board member is adhering to the laws and regulations of the State of Nevada Open Meeting Law and the Nevada Commission on Ethics

Action Taken: Accept the “Be A Better Board Member” guideline

Motion: April Long

Second: Jeannette Bonaldi

Vote: Ayes: 6

Nays: 0

Abstentions: 0

Motion Carried

15. **Boards and Commissions Manual Overview and Disciplinary Hearing Procedures Training**

Deputy Attorney General, Sarah Bradley, gave a presentation regarding disciplinary hearings procedures and an overview of the Office of the Attorney General's Boards and Commissions Manual. This was an open discussion with questions and answers

Action Taken: No action taken. This was a presentation.

16. **Comments by General Public**

No public members were present. No comments.

17. **Adjournment**

Meeting adjourned at: 4:36 p.m.