

**COSMETOLOGY EXAMINING BOARD  
MEETING MINUTES  
February 2, 2015**

**PRESENT:** Kristin Allison, Vicky McNally, Lori Paul, Geraldine Reuter, Gail Sengbusch,  
Dianna Wachter

**STAFF:** Brittany Lewin, Executive Director; Taylor Thompson, Bureau Assistant; and other  
Department staff

**CALL TO ORDER**

Geraldine Reuter, Chair, called the meeting to order at 9:39 a.m. A quorum of six (6) members was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** Vicky McNally moved, seconded by Kristin Allison, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF NOVEMBER 17, 2014**

**MOTION:** Vicky McNally moved, seconded by Lori Paul, to approve the minutes of November 17, 2014 as published. Motion carried unanimously.

**ADMINISTRATIVE MATTERS**

**ELECTION OF BOARD OFFICERS**

**BOARD CHAIR**

**NOMINATION:** Kristin Allison nominated Geraldine Reuter for the Office of Board Chair. Nomination carried by unanimous consent.

Brittany Lewin called for other nominations three (3) times.

Geraldine Reuter was elected as Board Chair.

## VICE CHAIR

**NOMINATION:** Kristin Allison nominated Vicky McNally for the Office of Vice Chair.  
Nomination carried by unanimous consent.

Brittany Lewin called for other nominations three (3) times.

Vicky McNally was elected as Vice Chair.

## SECRETARY

**NOMINATION:** Vicky McNally nominated Kristin Allison for the Office of Secretary.  
Nomination carried by unanimous consent.

Brittany Lewin called for other nominations three (3) times.

Kristin Allison was elected as Board Secretary.

<b>2015 OFFICER ELECTION RESULTS</b>	
<b>Board Chair</b>	<b>Geraldine Reuter</b>
<b>Vice Chair</b>	<b>Vicky McNally</b>
<b>Secretary</b>	<b>Kristin Allison</b>

## APPOINTMENT OF LIAISONS

<b>2015 LIAISON APPOINTMENTS</b>	
<b>DLSC Monitoring and PAP Liaison(s)</b>	<b>Lori Paul</b>
<b>Credentialing Liaison(s)</b>	<b>Vicky McNally</b>
<b>Education and Exams Liaison(s)</b>	<b>Kristin Allison</b> <i>Alternate: Vicky McNally</i>
<b>2015 SCREENING PANEL APPOINTMENTS</b>	
<b>January-December 2015</b>	<b>Vicky McNally</b> <b>Gail Sengbusch</b>

**MOTION:** Gail Sengbusch moved, seconded by Dianna Wachter, to recognize the election of Officers and affirm the Chair's appointment of Liaisons and Screening Panel for 2015. Motion carried unanimously.

## DELEGATED AUTHORITIES

**MOTION:** Kristin Allison moved, seconded by Lori Paul, that, in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or

longest serving member of the Board, to appoint liaisons to the Department to act in urgent matters, make appointments to vacant liaison, panel and committee positions, and to act when knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

**MOTION:** Kristin Allison moved, seconded by Lori Paul, that Board Counsel or another Department attorney is formally authorized to serve as the Board's designee for purposes of Wis. Admin. Code § SPS 1.08(1). Motion carried unanimously.

**MOTION:** Vicky McNally moved, seconded by Kristin Allison, to delegate authority to the Chair or chief presiding officer, or longest serving member of the Board, by order of succession, to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair, chief presiding officer, or longest serving member of the Board, has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair, chief presiding officer, or longest serving member of the Board delegates the authority to Executive Director or designee to sign the name of any Board member on documents as necessary and appropriate. Motion carried unanimously.

**MOTION:** Lori Paul moved, seconded by Vicky McNally, to adopt the 'Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor' document as amended. Motion carried unanimously.

**MOTION:** Gail Sengbusch moved, seconded by Dianna Wachter, delegates the Department Chief Legal Counsel or designee to make the final decision and approve citations. Motion carried unanimously.

### **CLOSED SESSION**

**MOTION:** Kristin Allison moved, seconded by Lori Paul, to convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85 (1)(b), Stats.); to consider closing disciplinary investigation with administrative warning (ss.19.85(1)(b), Stats. and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and, to confer with legal counsel (s.19.85(1)(g), Stats.). Geraldine Reuter read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Kristin Allison – yes; Vicky McNally – yes; Lori Paul – yes; Geraldine Reuter – yes; Gail Sengbusch – yes; Dianna Wachter – yes. Motion carried unanimously.

The Board convened into closed session at 11:05 a.m.

### **RECONVENE TO OPEN SESSION**

**MOTION:** Kristin Allison moved, seconded by Vicky McNally, to reconvene into open session. Motion carried unanimously.

The Board reconvened into open session at 11:31 a.m.

## VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION

**MOTION:** Lori Paul moved, seconded by Kristin Allison, to affirm all motions made in closed session. Motion carried unanimously.

## MONITORING MATTERS

### ANGELA GRUBER – PETITION FOR PAYMENT PLAN

**MOTION:** Lori Paul moved, seconded by Gail Sengbusch, to grant the request of Angela Gruber for a payment plan of \$200.00 per month until paid in full. Failure to timely submit payments will result in immediate suspension as in the original order dated April 1, 2013. In order to lift the suspension the Respondent must become compliant and up to date with the payment terms of the order. Motion carried unanimously.

## CITATIONS

**MOTION:** Vicky McNally moved, seconded by Kristin Allison, to close the following case(s) according to the citation(s) by the Division of Legal Services and Compliance:

- a) 13 BAC 118 (B.J.S. and F.N.)
- b) 13 BAC 120 (A.D.M. and I.B.S.)

Motion carried unanimously.

## PROPOSED STIPULATIONS, FINAL DECISIONS AND ORDERS

**MOTION:** Lori Paul moved, seconded by Gail Sengbusch, to adopt the Findings of Fact, Conclusions of Law, Final Decision and Order in the matter of disciplinary proceedings against **Cindi R. Sandvick, case 13 BAC 158**. Motion carried unanimously.

**MOTION:** Kristin Allison moved, seconded by Lori Paul, to adopt the Findings of Fact, Conclusions of Law, Final Decision and Order in the matter of disciplinary proceedings against **Kiley J. Semke and Salon Inspired, case 13 BAC 158**. Motion carried unanimously.

**MOTION:** Kristin Allison moved, seconded by Lori Paul, to adopt the Findings of Fact, Conclusions of Law, Final Decision and Order in the matter of disciplinary proceedings against **Martha J. Chavez and Unique Cuts, case 14 BAC 013**. Motion carried unanimously.

## DELIBERATION OF PROPOSED ADMINISTRATIVE WARNINGS

**MOTION:** Kristin Allison moved, seconded by Lori Paul, to issue an Administrative Warning in the matter of DLSC case number **13 BAC 158 (C.M.P.)**. Motion carried unanimously.

## **CASE CLOSINGS**

**MOTION:** Lori Paul moved, seconded by Gail Sengbusch, to close the following cases according to the recommendations by the Division Legal Services and Compliance:

- a) 13 BAC 009 (A.N.L.) for Prosecutorial Discretion (P7)
- b) 13 BAC 009 (J.L.) for Prosecutorial Discretion (P2)
- c) 13 BAC 037 (E.D.C.) for No Violation (NV)
- d) 13 BAC 037 (L.I.) for Lack of Jurisdiction (L3)
- e) 13 BAC 045 (A.N., INC., and N.T.L.) for Insufficient Evidence (IE)
- f) 13 BAC 045 (D.H.) for Lack of Jurisdiction (L2)
- g) 14 BAC 013 (M.J.C.) for Prosecutorial Discretion (P3)
- h) 14 BAC 022 (R.K.E. and P.C.) for Insufficient Evidence (IE)
- i) 14 BAC 050 (T.D.H.) for Prosecutorial Discretion (P3)
- j) 14 BAC 051 (B&B) for Prosecutorial Discretion (P7)
- k) 14 BAC 063 (N.N.) for Prosecutorial Discretion (P7)
- l) 14 BAC 082 (M.H.H.) for Prosecutorial Discretion (P2)

Motion carried unanimously.

## **ADJOURNMENT**

**MOTION:** Dianna Wachter moved, seconded by Kristin Allison, to adjourn the meeting.  
Motion carried unanimously.

The meeting adjourned at 11:32 a.m.