

**COSMETOLOGY EXAMINING BOARD  
MEETING MINUTES  
April 15, 2014**

**PRESENT:** Kristin Allison, Susan Kolve-Feehan, Vicky McNally, Jeffrey Patterson, Geraldine Reuter

**STAFF:** Brittany Lewin – Executive Director; Jelena Gagula – Bureau Assistant; Karen Rude-Evans – Bureau Assistant; Gretchen Mrozinski – Board Legal Counsel, and other DSPS Staff

**CALL TO ORDER**

Jeffrey Patterson called the meeting to order at 9:10 a.m. A quorum of five (5) members was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** Susan Kolve-Feehan moved, seconded by Vicky McNally, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF JUNE 24, 2013**

**MOTION:** Geraldine Reuter moved, seconded by Kristin Allison to approve the minutes of June 24, 2013 as published. Motion carried unanimously.

**ELECTION OF OFFICERS**

**CHAIR**

**NOMINATION:** Jeffrey Patterson nominated Geraldine Reuter for the Office of Chair.

Executive Director Brittany Lewin called for nominations three (3) times.

Geraldine Reuter was elected as Chair.

**VICE CHAIR**

**NOMINATION:** Geraldine Reuter nominated Vicky McNally for the Office of Vice Chair.

Executive Director Brittany Lewin called for nominations three (3) times.

Vicky McNally was elected as Vice Chair.

**SECRETARY**

**NOMINATION:** Jeffrey Patterson nominated Kristin Allison for the Office of Secretary.

Executive Director Brittany Lewin called for nominations three (3) times.

Kristin Allison was elected as Secretary.

**MOTION:** Jeffrey Patterson moved, seconded by Vicky McNally, to acknowledge the following 2014 Officer Election Results. Motion carried unanimously.

<b>2014 OFFICER ELECTION RESULTS</b>	
Board Chair	Geraldine Reuter
Vice Chair	Vicky McNally
Secretary	Kristin Allison

*Geraldine Reuter assumes the role of Chair of the meeting.*

*Vicky McNally assumes the role of Vice Chair of the meeting.*

*Kristin Allison assumes the role of Secretary of the meeting.*

**APPOINTMENT OF LIAISONS AND COMMITTEE MEMBERS**

The Chair appoints the following members to:

<b>2014 LIAISON APPOINTMENTS</b>	
Practice Questions Liaison(s)	Susan Kolve-Feehan Kristin Allison
DLSC Monitoring and PAP Liaison(s)	Jeffrey Patterson Geraldine Reuter
Credentialing Liaison(s)	Vicky McNally Susan Kolve-Feehan
Education and Exams Liaison(s)	Kristin Allison Jeffrey Patterson Susan Kolve-Feehan
Legislative Liaison(s)	Kristin Allison Vicky McNally Susan Kolve-Feehan

<b>2014 SCREENING PANEL APPOINTMENTS</b>	
January-December 2014	Jeffrey Patterson Geraldine Reuter Vicky McNally

<b>2014 COMMITTEE MEMBER APPOINTMENTS</b>	
Sanitation Committee	Susan Kolve-Feehan Jeffrey Patterson

**MOTION:** Jeffrey Patterson moved, seconded by Vicky McNally, to acknowledge the appointments made by the Chair as the 2014 Liaisons, Screening Panel, and Committee Members. Motion carried unanimously.

#### **DELEGATIONS OF AUTHORITY**

**MOTION:** Jeffrey Patterson moved, seconded by Vicky McNally, that the Board delegates authority to the Chair to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair has the ability to delegate this signature authority to the Board's Executive Director for purposes of facilitating the completion of assignments during or between meetings. Motion carried unanimously.

**MOTION:** Kristin Allison moved, seconded by Jeffrey Patterson, 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 where 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:** Jeffrey Patterson moved, seconded by Susan Kolve-Feehan, to adopt the "Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor" document. Motion carried unanimously.

**MOTION:** Jeffrey Patterson moved, seconded by Vicky McNally, to delegate authority to the Credentialing Liaisons to address all issues related to credentialing matters. Motion carried unanimously.

#### **LEGISLATIVE AND ADMINISTRATIVE RULE MATTERS**

**MOTION:** Jeffrey Patterson moved, seconded by Kristin Allison, to designate Susan Kolve-Feehan and Kristin Allison to serve as liaisons to DSPS staff for drafting a Scope Statement for chs. Cos 1 to 11 relating to the comprehensive update of cosmetology rules. Motion carried unanimously.

#### **CLOSED SESSION**

**MOTION:** Jeffrey Patterson moved, seconded by Susan Kolve-Feehan, 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.). Julia Nelson read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Kristin Allison – yes; Susan Kolve-Feehan – yes; Vicky McNally – yes; Jeffrey Patterson – yes; Geraldine Reuter – yes. Motion carried unanimously.

The Board convened into Closed Session at 10:28 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 11:45 a.m.

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

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

### **RECONSIDERATION OF ORDER**

#### **Grace Schumacher – Order0002368**

*Jeffrey Patterson recuses himself from voting and deliberations in the matters of Grace Schumacher – Order0002368.*

**MOTION:** Kristin Allison moved, seconded by Vicky McNally, to rescind the motion made by the Board on April 1, 2013 where the Board adopted the Findings of Fact, Conclusions of Law, Proposed Decision and Order in the matter of the disciplinary proceedings against 11BAC029. DHA Case#SPS-12-0063 – Grace Schumacher. Motion carried unanimously.

**MOTION:** Kristin Allison moved, seconded by Susan Kolve-Feehan, to rescind the Final Decision and Order issued by the Board on April 1, 2013 in the matter of the disciplinary proceedings against Grace Schumacher, 11BAC029, DHA Case#SPS-12-0063. Motion carried unanimously.

**MOTION:** Kristin Allison moved, seconded by Vicky McNally, to adopt the Findings of Fact, Conclusions of Law, Proposed Decision and Order in the matter of the disciplinary proceedings against Grace Schumacher, 11BAC029, DHA Case#SPS-12-0063, with variance as follows: Costs shall not be imposed on Ms. Schumacher; the fine shall be \$200; and, the findings of fact and conclusions of law concerning whether or not Ms. Schumacher operated as an employee or independent contractor will be deleted as the Division and Board are no longer pursuing such issue. Motion carried unanimously.

## MONITORING

### Virginia Nealy and Center of Attraction – Requesting Payment Plan

**MOTION:** Jeffrey Patterson moved, seconded by Susan Kolve-Feehan, to deny the request of Virginia Nealy for a Payment Plan and refer to DLSC to investigate compliance with the April 2, 2012 Board Order, specifically payment of cost and forfeiture. Motion carried unanimously.

## CITATIONS

**MOTION:** Jeffrey Patterson moved, seconded by Susan Kolve-Feehan, to close the following cases according to the citations by the Division of Legal Services and Compliance:

- a. 13BAC005 – C.B.
- b. 13BAC038 – T.P.
- c. 13BAC042 – J.S.
- d. 13BAC056 – J.B.S.
- e. 13BAC071 – K.L.
- f. 13BAC146 – D.B.
- g. 14BAC002 – C.C.B.

Motion carried unanimously.

## STIPULATIONS, FINAL DECISIONS AND ORDERS

### 11BAC083 – Annette Spence-Sangare and Sonyea’s Hair Beautique

**MOTION:** Vicky McNally moved, seconded by Susan Kolve-Feehan, to accept the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against 11BAC083 – Annette Spence-Sangare and Sonyea’s Hair Beautique. Motion carried unanimously.

### 11BAC174 – Freddie L. Holloway and Brew City Barbering

**MOTION:** Jeffrey Patterson moved, seconded by Kristin Allison, to accept the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against 11BAC174 – Freddie L. Holloway and Brew City Barbering. Motion carried unanimously.

### 12BAC061 and 12BAC074 – Viet Truong

**MOTION:** Susan Kolve-Feehan moved, seconded by Jeffrey Patterson, to accept the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against 12BAC061 and 12BAC074 – Viet Truong. Motion carried unanimously.

### 12BAC061 and 12BAC074 – DA VI Nails

**MOTION:** Susan Kolve-Feehan moved, seconded by Vicky McNally, to accept the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against 12BAC061 and 12BAC074 – DA VI Nails. Motion carried unanimously.

**12BAC093 – Aundrea T. Tyars**

**MOTION:** Jeffrey Patterson moved, seconded by Susan Kolve-Feehan, to accept the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against 12BAC093 – Aundrea T. Tyars. Motion carried unanimously.

**12BAC113 – Trang H. Banh**

**MOTION:** Susan Kolve-Feehan moved, seconded by Jeffrey Patterson, to accept the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against 12BAC113 – Trang H. Banh. Motion carried unanimously.

**TABLED - 13BAC015 – Nicole M. Schwark and East Town Spa, Inc.**

**13BAC027 – Marlene K. Bungartz and Marlene’s Little Birch Salon**

**MOTION:** Jeffrey Patterson moved, seconded by Susan Kolve-Feehan, to accept the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against 13BAC027 – Marlene K. Bungartz and Marlene’s Little Birch Salon. Motion carried unanimously.

**13BAC038 – Chantel M. Turk and Orange Pearl Salon**

**MOTION:** Vicky McNally moved, seconded by Jeffrey Patterson, to accept the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against 13BAC038 – Chantel M. Turk and Orange Pearl Salon. Motion carried unanimously.

**13BAC048 – John G. Endries and Hair Experience**

**MOTION:** Susan Kolve-Feehan moved, seconded by Kristin Allison, to accept the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against 13BAC048 – John G. Endries and Hair Experience. Motion carried unanimously.

**13BAC064 – Stephanie K. Kolpack**

**MOTION:** Vicky McNally moved, seconded by Jeffrey Patterson, to accept the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against 13BAC064 – Stephanie K. Kolpack. Motion carried unanimously.

**13BAC068 – Deborah M. Doerflinger**

**MOTION:** Kristin Allison moved, seconded by Susan Kolve-Feehan, to accept the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against 13BAC068 – Deborah M. Doerflinger. Motion carried unanimously.

**13BAC073 – Kimberlee J. McClain and Elite Design Studio**

**MOTION:** Kristin Allison moved, seconded by Jeffrey Patterson, to accept the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against 13BAC073 – Kimberlee J. McClain and Elite Design Studio. Motion carried unanimously.

**13BAC081 – Mahvesh Javed Ansaree**

**MOTION:** Susan Kolve-Feehan moved, seconded by Vicky McNally, to accept the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against 13BAC081 – Mahvesh Javed Ansaree. Motion carried unanimously.

**13BAC081 – Sabiha J. Javed**

**MOTION:** Kristin Allison moved, seconded by Jeffrey Patterson, to accept the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against 13BAC081 – Sabiha J. Javed. Motion carried unanimously.

**ADMINISTRATIVE WARNINGS**

**MOTION:** Susan Kolve-Feehan moved, seconded by Jeffrey Patterson, to issue an Administrative Warning in the matter of DLSC case number 12BAC112 – M.J.C. Motion carried unanimously.

**MOTION:** Vicky McNally moved, seconded by Kristin Allison, to issue an Administrative Warning in the matter of DLSC case number 12BAC113 – D.C. Motion carried unanimously.

**MOTION:** Kristin Allison moved, seconded by Jeffrey Patterson, to issue an Administrative Warning in the matter of DLSC case number 13BAC026 – R.L.R. and F.M.N.N.S. Motion carried unanimously.

**MOTION:** Jeffrey Patterson moved, seconded by Kristin Allison, to issue an Administrative Warning in the matter of DLSC case number 13BAC051 – C.H. and C.P.B.S. Motion carried unanimously.

**MOTION:** Susan Kolve-Feehan moved, seconded by Vicky McNally, to issue an Administrative Warning in the matter of DLSC case number 13BAC053 – L.J.R. Motion carried unanimously.

**MOTION:** Jeffrey Patterson moved, seconded by Kristin Allison, to issue an Administrative Warning in the matter of DLSC case number 13BAC054 – B.M. and T.C.A. Motion carried unanimously.

**MOTION:** Jeffrey Patterson moved, seconded by Susan Kolve-Feehan, to issue an Administrative Warning in the matter of DLSC case number 13BAC055 – H.S. Motion carried unanimously.

**MOTION:** Jeffrey Patterson moved, seconded by Vicky McNally, to issue an Administrative Warning in the matter of DLSC case number 13BAC055 – J.A. Motion carried unanimously.

**MOTION:** Susan Kolve-Feehan moved, seconded by Jeffrey Patterson, to issue an Administrative Warning in the matter of DLSC case number 13BAC055 – L.R. Motion carried unanimously.

**MOTION:** Jeffrey Patterson moved, seconded by Kristin Allison, to issue an Administrative Warning in the matter of DLSC case number 13BAC059 – K.S. and B.S.A.S. Motion carried unanimously.

**MOTION:** Susan Kolve-Feehan moved, seconded by Jeffrey Patterson, to issue an Administrative Warning in the matter of DLSC case number 13BAC066 – W.P. and T., LLC. Motion carried unanimously.

**MOTION:** Kristin Allison moved, seconded by Susan Kolve-Feehan, to issue an Administrative Warning in the matter of DLSC case number 13BAC074 – J.K. and B.B.B.J. Motion carried unanimously.

### **ORDER FIXING COSTS**

**MOTION:** Jeffrey Patterson moved, seconded by Vicky McNally, to adopt the Order Fixing Costs in the matter of disciplinary proceedings against Michael Shaffer, Respondent – Order0002235. Motion carried unanimously.

**MOTION:** Vicky McNally moved, seconded by Jeffrey Patterson, to adopt the Order Fixing Costs in the matter of disciplinary proceedings against Angela Gruber, 11BAC029. DHA Case#SPS-12-0062, Board Order 0002367, with variance as follows: The date of the Board's Final Decision and Order shall be changed from April 1, 2014 to April 1, 2013. Motion carried unanimously.

**MOTION:** Vicky McNally moved, seconded by Susan Kolve-Feehan, to reject the Order Fixing Costs in the matter of disciplinary proceedings against Grace Schumacher, Respondent – Order0002368. Motion carried unanimously.

**CASE CLOSURES**

**12BAC070 – K.Z.**

**MOTION:** Susan Kolve-Feehan moved, seconded by Jeffrey Patterson, to close DLSC case number 12BAC070 – K.Z. according to the recommendations by the Division of Legal Services and Compliance. Motion carried unanimously.

**12BAC112 – M.J.C.**

**MOTION:** Susan Kolve-Feehan moved, seconded by Jeffrey Patterson, to close DLSC case number 12BAC112 – M.J.C. according to the recommendations by the Division of Legal Services and Compliance. Motion carried unanimously.

**12BAC114 – T.L.R.**

**MOTION:** Susan Kolve-Feehan moved, seconded by Jeffrey Patterson, to close DLSC case number 12BAC114 – T.L.R. according to the recommendations by the Division of Legal Services and Compliance. Motion carried unanimously.

**13BAC025 – M.A., A.T., A.E., and H.S.**

**MOTION:** Susan Kolve-Feehan moved, seconded by Jeffrey Patterson, to close DLSC case number 13BAC025 – M.A., A.T., A.E., and H.S. according to the recommendations by the Division of Legal Services and Compliance. Motion carried unanimously.

**13BAC035 – F.N.**

**MOTION:** Susan Kolve-Feehan moved, seconded by Jeffrey Patterson, to close DLSC case number 13BAC035 – F.N. according to the recommendations by the Division of Legal Services and Compliance. Motion carried unanimously.

**13BAC039 – C.S.W. and G.C.**

**MOTION:** Susan Kolve-Feehan moved, seconded by Jeffrey Patterson, to close DLSC case number 13BAC039 – C.S.W. and G.C. according to the recommendations by the Division of Legal Services and Compliance. Motion carried unanimously.

**13BAC044 – T.C.S.B.S.**

**MOTION:** Susan Kolve-Feehan moved, seconded by Jeffrey Patterson, to close DLSC case number 13BAC044 – T.C.S.B.S. according to the recommendations by the Division of Legal Services and Compliance. Motion carried unanimously.

**13BAC047 – A.S. and N.B.B.**

**MOTION:** Susan Kolve-Feehan moved, seconded by Jeffrey Patterson, to close DLSC case number 13BAC047 – A.S. and N.B.B. according to the recommendations by the Division of Legal Services and Compliance. Motion carried unanimously.

**13BAC050 – J.M.S. and J.S.S.E.**

**MOTION:** Susan Kolve-Feehan moved, seconded by Jeffrey Patterson, to close DLSC case number 13BAC050 – J.M.S. and J.S.S.E. according to the recommendations by the Division of Legal Services and Compliance. Motion carried unanimously.

**13BAC055 – W.G.T.L., A.K.A.S., L.R.S., J.A.A., and H.J.S.**

**MOTION:** Susan Kolve-Feehan moved, seconded by Jeffrey Patterson, to close DLSC case number 13BAC055 – W.G.T.L., A.K.A.S., L.R.S., J.A.A., and H.J.S. according to the recommendations by the Division of Legal Services and Compliance. Motion carried unanimously.

**13BAC057 – J., S.P., K.S.G., K., T.S.A.S.N.S.C., and K.**

**MOTION:** Susan Kolve-Feehan moved, seconded by Jeffrey Patterson, to close DLSC case number 13BAC057 – J., S.P., K.S.G., K., T.S.A.S.N.S.C., and K. according to the recommendations by the Division of Legal Services and Compliance. Motion carried unanimously.

**13BAC083 – E.M.E., P.B.D.S, LLC**

**MOTION:** Susan Kolve-Feehan moved, seconded by Jeffrey Patterson, to close DLSC case number 13BAC083 – E.M.E., P.B.D.S, LLC according to the recommendations by the Division of Legal Services and Compliance. Motion carried unanimously.

**13BAC109 – P.B.**

**MOTION:** Susan Kolve-Feehan moved, seconded by Jeffrey Patterson, to close DLSC case number 13BAC109 – P.B. according to the recommendations by the Division of Legal Services and Compliance. Motion carried unanimously.

**13BAC139 – S.E.J.**

**MOTION:** Susan Kolve-Feehan moved, seconded by Jeffrey Patterson, to close DLSC case number 13BAC139 – S.E.J. according to the recommendations by the Division of Legal Services and Compliance. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Susan Kolve-Feehan moved, seconded by Jeffrey Patterson, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:46 a.m.