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3 **South Carolina Board of Cosmetology**
4 **Special Board Meeting Minutes**
5 **1:00 p.m, August 8, 2011**
6 **Synergy Business Park**
7 **Kingstree Building**
8 **110 Centerview Drive, Conference Room 115**
9 **Columbia, South Carolina**

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13 **Meeting Called to Order**

14 Rosanne Kinley, Chairperson of Anderson, called the special meeting of the Board of Cosmetology to order at 1:10 p.m.

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16 **Public Notice:**

17 Chairperson Kinley announced that public notice of this meeting was properly posted at the SC Board of Cosmetology office,
18 Synergy Business Park, Kingstree Building and provided to all requesting persons, organizations, and news media in
19 compliance with Section 30-4-80 of the South Carolina Freedom of Information Act.

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21 **Introduction of Board Members and All Other Persons Attending**

22 Board members present for the meeting included: Melanie Thompson, Vice Chairperson, of Myrtle Beach; Selena Brown of
23 Columbia; Cynthia Rodgers of Lancaster, Delores Gilmer of Charleston, and Kathy Webb of Easley.

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25 Staff members participating in the meeting included: Ron Cook, OIE, Lisa Hawsey, Assistant Administrator, Roz Bailey-
26 Glover, Matteah Taylor, Administrative Assistants, George Barr, Inspector; Ronnie Blackmon, Inspector; James Saxon,
27 Legal Counsel. Others participating in the meeting included: Kathleen Riccetelli - Upstate College of Cosmetology, Jenny
28 Kim - Nail Tech Academy of Easley, Debra LeGrand - LaGrand Institute, Mary Cox- Georgetown Technical College-Horry,
29 Faye H. Smith- Sumter Beauty College, Nancy Poole- Strand College of Hair Design, Nancy Prosser-Sumter Beauty College,
30 Gloria Smith-SCACS, Chesley Phillips-Nails Skin & Hair, Mary Rock-Greenville, Ruth Ott-Trident Tech, Libby Deloach-
31 Tech College of the Low Country, Jerry Poer-Cosmetology Institute, Linda Beach-International Spa Institute, Sabrina W.
32 Huggins-Academy for Technology & Academics, Carol J. Barlet- Bob Jones University, Vera Murray-Virginia College
33 (Columbia), Rita A. Buck- Betty Stevens Cosmetology Institute.

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35 **Approval of Excused Absences:** All Board members were present.

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37 **Approval of Agenda**

38 **MOTION:**

39 Mrs. Thompson made a motion to approve the agenda with deviations as necessary. Mrs. Webb seconded the motion, which
40 was carried unanimously.

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42 **Chairperson's Remarks – Rosanne Kinley**

43 Chairperson Kinley welcomed everyone to the Board of Cosmetology meeting. To address rampant fraud within the
44 cosmetology profession the SC Board of Cosmetology, and the SC Department of Labor, Licensing & Regulation (LLR) has
45 been working together to find solutions to combat this problem. As a result, the SC Board of Cosmetology 35,000 licensees
46 will serve as a test pilot for a new Biometrics and Photography Fingerprint System. Mr. Sean Colton from SMT,
47 Examination Development, and Security Administration, was introduced to explain the specifics on the enrollment process,
48 testing, and photo re-fingerprinting system, and Mr. Ron Cook, LLR OIE was introduced to explain LLR's role in the
49 implementation process. Chairperson Kinley explained that the new system is a "work in progress" and after the
50 presentation, if there were further questions, meeting attendees can submit their questions via email to the Board Chairperson.
51 The meeting was turned over to Mr. Shawn Colton.

52
53 Mr. Colton explained that SMT is an examination development company. He stressed that they are not in the security
54 business but the test taking business. Because individuals are able to purchase fraudulent identification like birth certificates,
55 social security cards etc, it's easy for someone to take an examination using fraudulent documents. So to help reduce some
56 of the fraud he explained how the new photography fingerprint system would work. First the individual would be registered

57 into the system then their photograph would be captured for the license, next the fingerprints would be taken on multiple
58 fingers from both hands. There will be comment fields within the system for notes, for example, “applicant has a bandaged
59 index finger on the left hand” etc. After the finger prints are taken the candidates identification is confirmed. Fingerprints
60 taken are not checked against the criminal background databank (CBT) or Immigration or DMV records. The fingerprints are
61 solely used to identify test takers and license holders. Mr. Colton went on to explain the benefits of having this new
62 photography fingerprint system. With this new system, you can immediately confirm a candidate’s identity. The process
63 eliminates “stand-in” candidates who offer to take the test for another person, for a fee. It eliminates cheating on the test, the
64 sale of a legal license, and will greatly assist with reciprocity / endorsement of applicants into SC. For example, the Ohio
65 Board of Cosmetology is using this fingerprint system, and has 10-12,000 candidates in the databank. Ohio would be able to
66 confirm the fingerprints of Ohio licensees applying to SC for licensure with an “all to one” comparison. For those offering to
67 take the exam for others for a fee, the system helps to determine who the person is, stores a photograph of that person, has
68 multiple prints of that person in the databank, and the prints follow the applicant through the licensing process. The system
69 will search all prints in the database, and match them to a name(s) which will weed out the fraudulent test taker, and confirm
70 the true applicant who should take the test.

71
72 The idea is to capture the fingerprints at the school level first. The school administration would capture unique identifiers
73 about the applicants, and place that information into the databank. This will take 3-4 minutes, and is a one-time fingerprint
74 taking process. The fingerprints are then compared at the testing center with the prints in the databank. The other great
75 advantage is that later on in the licensing process, LLR inspectors will be able to utilize handheld devices which will allow
76 them to roll the fingerprints of a licensee (whose license is in question), and potentially catch any fraudulent licensees, not in
77 the database, on the spot. Mr. Colton entertained questions from the audience. Ms. Mary Rock from Greenville Tech was
78 concerned about the costs of the equipment required to capture fingerprints. Mr. Colton explained that there were no program
79 costs, and no software development costs. Schools would simply log-in to the system on the internet webpage. Each school
80 will be assigned a user identification number, and password for access. Once on the system simply prompt the application for
81 a photo, and capture the fingerprints on the left and right hands. There will be a fee, however, for a fingerprint reader of
82 about \$110.00. Schools may wish to assess a one-time fee of \$12.00 for the fingerprints. Although the fee could also be
83 increased to \$18-\$20 in order to pay the schools for their time. There are no database or protection costs. Firewalls are in
84 place so the data is basically as secure as any other site.

85
86 Ms. Libby Deloach from the Technical College of the Low Country suggested that the \$12.00 fee be built into the school
87 application cost during enrollment. However, what about existing students? That would have to be worked out by the
88 school. Ms. Nancy Poole from Strand College of Hair Design suggested that for the 35,000 licensees, a letter can be sent
89 about the new fingerprinting process by January 1, 2012 – December 1, 2012. She also suggested that applicants can go to a
90 specific location, and pay the cost in order to get the fingerprints done before the next renewal. In the letter, let applicants
91 know that the fingerprints are for identification purposes only and not attached to immigration or CBT etc.

92
93 Mr. Ron Cook, LLR, Assistant Deputy Director, addressed the audience and explained that licensing fraud is one of LLR
94 largest problems. He has participated in multiple meetings with LLR, the Cosmetology Board and SMT regarding licensing
95 fraud in the profession. He further explained that LLR is not a law enforcement agency. LLR is a regulatory body in place to
96 protect the public, and standards of the industry. We’re trying to build integrity in the industry to adequately protect the
97 public because it’s the right thing to do. We’ll need to tweak the problems with the new system but we can do that with the
98 help of the Board, and the schools. He urged attendees to contact him if they needed assistance or Lisa Hawsey, Interim
99 Administrator. Mr. Cook explained that the new license card will eventually have a digital photograph on it. If the face and
100 the name don’t match up with the prints, the inspector will address the matter on the spot. We are asking the schools today to
101 endorse this new process. Also, the issue regarding hackers and the potential of data compromise will be addressed.

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103 Mr. Colton added that this type of system is becoming the industry standard for teachers, therapists, nurses, and doctor’s etc
104 in order to ensure public safety.

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106 Ms. Linda Beach, International Spa Institute had a process suggestion using email. Have the students / applicants to go
107 online to register, and pay the fee, choose a school, link to the web page where the fingerprint service is being offered. Make
108 an appointment with the location chosen. The school chosen would receive an email “person coming to your school...” print
109 out the confirmation the process was done, and the school won’t need to collect money. Chairperson Kinley stated she would
110 follow up with Mr. Beach regarding her idea to register online. The schools could make their appointment time with as little
111 disruption as possible. For example, Kenneth Schuler could have their receptionist to register the students, but each school
112 would need their own process defined.

113 Ms. Gloria Smith, SCACS wanted to know, what's a realistic date for implementation? Mr. Ron Cook stated that further
114 discussion would be had with the Cosmetology Board on the true date. Ms. Smith mentioned that maybe at sites where there
115 are continuing education classes licensees could register to get their fingerprints done at those sites.

116
117 Mr. Colton stated that candidates would only need to be fingerprinted one time. No multiple prints will be required.
118 However, candidates, and licensees must notify the Board of a name change. We also need to manage the process for those
119 who do not use a computer. The Cosmetology Board statutes and regulations give LLR the right to issue this mandate for
120 identification purposes. No one will be able to obtain a license without the fingerprints. Mr. Cook added that even though no
121 case law exists, lawyers have done this process for years. Mr. Colton added that if, by chance, two prints exist for the same
122 person, SMT would get involved to ensure the integrity of the fingerprints, and obtain positive identification from the
123 individuals to expose the imposters.

124
125 Mary Cox of Georgetown Technical College in Horry County clarified that other identifiers will separate people with the
126 same or similar names such as a social security number, home address, license number etc. Ms. Linda Beach of the
127 International Spa Institute asked if banking information would be required of the students. The Board will make a
128 determination on this question. Ms. Gloria Smith from SCACS asked, when students transfer from one school to another,
129 and we update the records on the last day of school, can't we integrate the capture of hours with the fingerprints? Kathleen
130 Riccetelli, from the Upstate College of Cosmetology reminded everyone that schools have ten (10) business days to notify
131 the board that a student is leaving or transferring to a different school. Someone else wanted to know "what is the schools
132 responsibility if fraudulent identification is discovered"? Mr. Colton explained that each person will have a different
133 identifier in the system, and they would look into the discrepancies. Ms. Chesley Phillips of Nails, Skin & Hair stated that if
134 someone with the wrong identifiers appeared in the system, the school should escalate that discrepancy to the Board, and no
135 further involvement would be required by the school. Ms. Linda Beach of International Spa Institute asked "what if John Doe
136 is not licensed but comes up with a license number and fake identifiers?" Mr. Cook stated that LLR would address those
137 John Doe problems, and would refer problems like these to SLED. The problems will be address as LLR can also issue a
138 cease & desist for those types of situations. Hopefully the first person in the system will be the correct person tracked. The
139 fingerprint equipment cost on average \$80. Someone suggested that maybe the schools can use a "smart phone" to capture
140 the fingerprints.

141
142 Ms. Nancy Poole, added that since the process is internet based, no computer is required. She asked that LLR send out a
143 letter to all schools with all of the information necessary regarding the equipment required for purchase, along with the user
144 identification requirements and passwords.

145
146 Roz Bailey-Glover, LLR asked Mr. Colton to clarify the process used for individuals who have illegible or damaged
147 fingerprints. Mr. Colton stated that the system takes three (3) fingerprints from one hand, and three (3) prints from the other
148 hand. Then there's the comment area where you can indicate the person has damaged fingers etc. Also, there should be
149 wipes made available to wipe the fingers clean of lotion and dirt. Cost of wipes? Roz Bailey-Glover, asked Mr. Colton to
150 clarify if KIOs machines or hand held devices would be made available at LLR to accommodate customer who are already
151 licensed and walk-in for services. Mr. Colton stated that the SC Board of Cosmetology would need to agree to provide the
152 service. Roz Bailey-Glover, asked Mr. Colton to clarify that with the anticipated increase in telephone calls regarding this
153 new process, will SMT be providing any initial customer service assistance to the Board or are we on our own to cover the
154 increased calls? Mr. Colton stated that all calls would be directed to the SC Board of Cosmetology, and that SMT would not
155 provide call coverage for questions.

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157 Ms. Libby Deloach of the Technical College of the Low Country stated that this new process can be a useful marketing tool
158 to support the schools.

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160 **Discussion: None**

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162 **Public Comments: None**

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164 **Executive Session: None**

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166 **Return to Public Session: N/A**

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168 **Adjournment:**

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MOTION:

Mrs. Thompson made a motion to adjourn the meeting. Mrs. Webb seconded the motion, which was carried unanimously.
The meeting was adjourned at 2:30 p.m. The next meeting of the S.C. Board of Cosmetology is scheduled for September 12, 2011.