

**VIRTUAL/TELECONFERENCE
COSMETOLOGY EXAMINING BOARD
MEETING MINUTES
JANUARY 27, 2025**

PRESENT: Dutch Beckett, Melissa Blake, Kayla Cwojdzinski (*arrived at 9:45 a.m.*), Fawn George, Ann Hoepfner, Megan Jackson, Dana McIntosh, Alexis Watkins

STAFF: Will Johnson, Executive Director; Joseph Ricker, Legal Counsel; Nilajah Hardin and Jacob Pelegrin, Administrative Rule Coordinator; Tracy Drinkwater, Board Administration Specialist; and other Department staff.

CALL TO ORDER

Megan Jackson, Chairperson, called the meeting to order at 9:32 a.m. A quorum was confirmed with seven (7) members present.

ADOPTION OF AGENDA

MOTION: Ann Hoepfner moved, seconded by Dana McIntosh, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF OCTOBER 28, 2024

MOTION: Ann Hoepfner moved, seconded by Fawn George, to approve the Minutes of October 28, 2024, as published. Motion carried unanimously.

Kayla Cwojdzinski arrived at 9:45 a.m.

INTRODUCTIONS, ANNOUNCEMENTS AND RECOGNITION

Introduction & Welcome – DSPS Secretary Hereth

MOTION: Ann Hoepfner moved, seconded by Alexis Watkins, to acknowledge and thank Secretary Hereth, for their appearance to the Board. Motion carried unanimously.

PRELIMINARY PUBLIC HEARING ON STATEMENT OF SCOPE: SS 101-24 ON COS 1, 2, 4, 5, AND 6, RELATING TO EDUCATION AND APPROVED FORMAL TRAINING

Review Preliminary Public Hearing Comments

MOTION: Ann Hoepfner moved, seconded by Dutch Beckett, to affirm the Board has provided an opportunity to receive public comments concerning Scope Statement (SS) 101-24 on Cos 1, 2, 4, 5, and 6, Relating to Education and Approved Formal Training. Additionally, after consideration of all public comments and feedback the Board approves SS 101-24 for implementation. Motion carried unanimously.

ADMINISTRATIVE MATTERS**Election of Officers*****Slate of Officers***

NOMINATION: Ann Hoepner nominated the 2024 slate of officers to continue in 2025. All officers accepted their nominations.

Will Johnson, Executive Director, called for nominations three (3) times.

The Slate of Officers was elected by unanimous voice vote.

2025 ELECTION RESULTS	
Chairperson	Megan Jackson
Vice Chairperson	Kayla Cwojdzinski
Secretary	Ann Hoepner

Appointment of Liaisons and Alternates

LIAISON APPOINTMENTS	
Credentialing Liaison(s)	Kayla Cwojdzinski <i>Alternate:</i> Dutch Beckett
Monitoring Liaison(s)	Dutch Beckett <i>Alternate:</i> Dana McIntosh
Professional Assistance Procedure (PAP) Liaison(s)	Kayla Cwojdzinski <i>Alternate:</i> Alexis Watkins
Education and Examinations Liaison(s)	Megan Jackson <i>Alternate:</i> Melissa Blake
Legislative Liaison(s)	Alexis Watkins <i>Alternate:</i> Ann Hoepner
Digest Liaison(s)	Melissa Blake <i>Alternate:</i> Fawn George
Travel Authorization Liaison(s)	Dutch Beckett <i>Alternate:</i> Melissa Blake

Screening Panel	Ann Hoepner, Kayla Cwojdzinski, Melissa Blake, Alexis Watkins <i>Alternate: Fawn George</i>
OTHER APPOINTMENTS	
Interdisciplinary Advisory Committee	Alexis Watkins <i>Alternate: Dana McIntosh</i>

Delegation of Authorities

Pre-Screening Delegation

MOTION: Dutch Beckett moved, seconded by Kayla Cwojdzinski, to delegate to the screening attorney the authority to immediately open cases that consist solely of any one of the following, or combination of the following: practice by an individual holding an expired license issued by the Board, practice by a licensed individual outside of an establishment with a valid license, practice by an establishment with an expired establishment license, and safety and sanitary violations that on their face warrant an inspection of an establishment. Motion carried unanimously.

Delegation to Department Attorneys to Approve Prior Discipline

MOTION: Ann Hoepner moved, seconded by Alexis Watkins, to delegate authority to Department Attorneys to approve an applicant's prior professional discipline which resulted in a forfeiture/fine/other monetary penalty, remedial education, and/or reprimand, that is 10 years old or older, and the previously disciplined credential is currently in good standing. Motion carried unanimously.

Delegation to Handle Administrative Rule Matters

MOTION: Ann Hoepner moved, seconded by Fawn George, to delegate authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving Board member in that succession), to act on behalf of the Board regarding administrative rule matters between meetings. Motion carried unanimously.

Review and Approval of 2024 Delegations including new modifications

MOTION: Alexis Watkins moved, seconded by Megan Jackson, to reaffirm all delegation motions made in 2024, as reflected in the January 27, 2025, agenda materials, which were not otherwise modified or amended during the January 27, 2025, meeting. Motion carried unanimously.

ADMINISTRATIVE RULE MATTERS**Clearinghouse Report and Public Comments on Cos 1, 2, 3, and 4 Relating to Mobile Establishments**

MOTION: Ann Hoepfner moved, seconded by Dutch Beckett, to designate Dana McIntosh to work with DSPS staff on drafting a definition for "Hazardous Substances" for the rule on Cos 1, 2, 3, and 4, relating to Mobile Establishments. Motion carried unanimously.

MOTION: Ann Hoepfner moved, seconded by Alexis Watkins, to authorize the Chairperson to work with DSPS staff on responding to the Clearinghouse Report and drafting the Final Rule and Legislative Report for Clearinghouse Rule 24-088 (Cos 1, 2, 3, and 4), Relating to Mobile Establishments. Motion carried unanimously.

CLOSED SESSION

MOTION: Dana McIntosh moved, seconded by Ann Hoepfner, 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.). Megan Jackson, Chairperson, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Dutch Beckett-yes; Melissa Blake-yes; Kayla Cwojdzinski-yes; Fawn George-yes, Ann Hoepfner-yes; Megan Jackson-yes; Dana McIntosh-yes; and Alexis Watkins-yes. Motion carried unanimously.

The Board convened into Closed Session at 10:55 a.m.

**DELIBERATION ON DIVISION OF LEGAL SERVICES
AND COMPLIANCE (DLSC) MATTERS****Case Closings**

MOTION: Ann Hoepfner moved, seconded by Kayla Cwojdzinski, to close the following DLSC Cases for the reasons outlined below:

1. 20 BAC 087 – N.K., N.L.N. – Prosecutorial Discretion (P5)
2. 21 BAC 026 – F.N., T.N. – Insufficient Evidence
3. 23 BAC 056 – P.N., P.O. – Prosecutorial Discretion (P2)
4. 23 BAC 129 – L.V., A.X. – Insufficient Evidence

Motion carried unanimously.

RECONVENE TO OPEN SESSION

MOTION: Dutch Beckett moved, seconded by Fawn George, to reconvene into open session. Motion carried unanimously.

The Board reconvened into Open Session at 11:19 a.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION

MOTION: Dana McIntosh moved, seconded by Ann Hoepner, to affirm all motions made and votes taken in Closed Session. Motion carried unanimously.

(Be advised that any recusals or abstentions reflected in the closed session motions stand for the purposes of the affirmation vote.)

ADJOURNMENT

MOTION: Ann Hoepner moved, seconded by Dutch Beckett, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:21 a.m.