

Statutory Board Meeting

October 16, 2023

9:00 AM

Board Members Present: Boz Boswell, Tana Tucker, Lisa Forrester and Robert Chandler

Staff: Lynda Elliott and Stefanie Kuzdrall

- I. Call to order 9:00 am
 - a. Welcome
 1. New Board Member (public) Lisa Forrester
 - b. Ethics Awareness Reminder – read by Stefanie Kuzdrall
 - c. Approval of Minutes
 1. July 10, 2023
 2. Motion made to approve the meeting made by Robert Chandler and seconded by Lisa Forrester. Motion passed.
- II. New Business
 - a. Rules
 1. Three rules *21 NCAC 14T .0402, .0404, and .0501* were not filed per the motion from last October so upon discovery they were immediately filed. Comment period ended July 31st Motion was made to adopt the rule changes by Tana Tucker, seconded by Robert Chandler. Motion passed.
 - b. Data Collection Updates
 1. Alert to the Board regarding the collection of social security numbers and cards at the school level.
 - i. Board rules schools must store social security numbers, government issued IDs in the permanent files, and place the information on the enrollment form (required this for numerous years) and submit using the secured portal (For the past 10 years). We made an adjustment having schools submit the information they already collect and store which provides us with the official documents that goes with the person attending school, moving through exam and licensure.
 - ii. Staff is working on removing the schools from the collection, but not ready to disclose at this time. It will require database programming and rule changes once the solution has been found.
 - c. Civil penalties
 1. FYTD 2023 \$131,520.00
 2. September 2023 \$40,465.00
 3. The Board only keeps 20% of all penalty collections
 - d. Waivers -Cape Fear CC dropped students that completed cosmetology program but needed to complete English or Communication to complete their program. These two individuals need board waiver:
 1. Tel'isha Moore 8/10/2004
 2. Kaitlyn Childress 10/05/2000A motion was made to grant the waiver by Tana Tucker, seconded by Robert Chandler. Motion passed.

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- e. Alamance Community College over fall break will due renovations for the new stations. If any delay occurs the school wanted to be able to have students work from main campus doing Theory and some students will be getting their skills USA project completed for the state fair.
A motion was made by Robert Chandler to grant the waiver and seconded by Lisa Forrester. Motion passed.
- f. Ratify waivers provided to: (Returning Student)
 - 1. Jazmine Gutierrez
A motion was made to ratify the waiver by Lisa Forrester and seconded by Robert Chandler. Motion passed.
- g. Budget Report – Stefanie Kuzdrall
Audit Report – motion was made to accept the audit report by Lisa Forrester and seconded by Robert Chandler. Motion passed.

The meeting was recessed for a disciplinary hearing at 10:02am and reconvened at 10:52am

- h. Executive Director’s Report
 - 1. Audit finding. The audit and annual reports need to be filed by the end of the Month. Once complete the final audit draft all will be filed.
 - 2. School clinic operations: In January 2022 staff began informing the board we had an issue with finding operating clinics. During the rules process that then followed we ensured it was very clear clinics need to be open and operating. Confirming today, Board members hold no conflicting opinions and do concur that schools must clinics open and students working on clients once the students have passed the required evaluations.
 - 3. Community College Teacher Association has written a letter to the Board regarding concerns and requests a response. The Board has been provided with staff response and changes will be made to include increase in direct communications from the Board office to schools via quarterly school updates.
- i. Announcements
 - 1. Skills USA
 - i. 110 students participating in this years competitions at the State Fair
 - 2. Next Board Meeting Dates for 2023
 - i. 1/8/24 (virtual meeting via Teams)
 - ii. 4/15/24
 - iii. 7/29/24
 - iv. 10/21/24

Meeting adjourned 10:58am.