

Oklahoma Senate Committee on Appropriations  
2013-14 Performance Report

STATE BOARD OF COSMETOLOGY

**AGENCY MISSION STATEMENT**

THE OKLAHOMA STATE BOARD OF COSMETOLOGY MISSION STATEMENT

The Board of Cosmetology will...

- ❖ be responsive to agency requirements, making all decisions in keeping with law and regulations and in the interest of state governments responsibility of protecting the health, safety and general welfare of the public as pertains to cosmetologists, cosmetology schools, salons and services.
- ❖ be a mediator and problem solver in areas of consumer complaint and alleged violation of cosmetology law and rules and will be fair and prudent in determining appropriate disciplinary action.
- ❖ be knowledgeable of products, techniques, trends and fashion affecting cosmetologists and consumers of services and to frequently review, evaluate and revise training curricula and examination content, procedures, results and cost.
- ❖ promote state socio-economic goals as pertain to the cosmetology industry.
- ❖ be sensitive to employee needs and in all management transactions will provide needed critical services to the public in the most cost effective and efficient manner possible.

This mission statement was adopted in the 1980's by the Executive Director and the serving Board at that time. It modeled previous mission statements and that were more generic in nature.

**LEAD ADMINISTRATOR**

Sherry G. Lewelling, Executive Director  
Oklahoma State Board of Cosmetology  
2401 NW 23<sup>rd</sup> Street, Suite 84  
Oklahoma City, OK 73107  
405-522-7615

**GOVERNANCE**

Title 59 O.S. Section 199.2 states in part that the Governor shall appoint a member from each congressional district and additional members appointed at large along with a lay member. One member shall represent a privately owned cosmetology school and the other shall be an administrator of a public school. At the time of appointment, the members shall be citizens of the state, at least 25 years of age and high school graduates. Six members shall have had at least 5 years continuous practical experience in the practice of cosmetology in this state. The terms of office are for four years ending June 30. The Board is organized by electing from its membership a chair and vice-chair each serving 1 year.

Current Board membership is as follows:

Ken Young, Chair  
Bill Helton, Vice Chair  
LaFaye Austin  
Dianna Fisher  
Pamela Martin  
Gretchen Payne

Freda Poe  
Max Thomas  
Janet Dale Webb

Current Board Committee are as follows:

Note: The Chair of the Board has oversight of the committees. The Board members are charged with policy making, approving programs and establishing long and short term goals etc. The Executive Director serves on each committee to add input and advice on state law and rules applicable to the Committees. The Executive Director is charged with all agency operations. The Committee Members are charged with researching, gathering information and bringing result to the full Board for approval and possible action.

Performance Appraisal Committee - This Committee is charged with evaluating and measuring the performance and worth of the Executive Director while determining the climate of the agency.  
Dale Webb, Chair; Members: Bill Helton and Gretchen Payne.

Rules Committee - This Committee is charged with overseeing the rule making process that is necessary to promulgate rules with prescribed guidelines for regulation the profession and protecting the public.  
Lafaye Austin, Chair; Members: Freda Poe and Janet Dale Webb.

Budget/5-Year Strategic Plan Committee - This Committee is charged with the oversight of the agency budget, while planning and establishing long term goals for a definite period of time based on estimates of need and financial position. This Committee also monitors agency funds.  
Freda Poe, Chair; Members: Max Thomas and Gretchen Payne.

Testing Committee - This Committee is charged with evaluating and measuring the cost, procedures and validity of the practical and written test administered by the Oklahoma State Board of Cosmetology.  
Bill Helton, Chair; Members: Dianna Fisher and Pamela Martin.

Reciprocity Committee - This Committee is charged with reviewing and evaluating the current law and rule while establishing standards and qualifications for reciprocity from other states and foreign countries.  
Dianna Fisher, Chair; Members: Lafaye Austin and Pamela Martin.

Legislative Affairs Committee - This Committee is charged with submitting, tracking and reporting to the Governor, House, Senate, Legislative Committees, any Board business relating to new or current law and other related business of the Oklahoma State Board of Cosmetology and reports back to the full Board accordingly.  
Max Thomas, Chair; Members: Pamela Martin and Gretchen Payne.

Sunset Review Committee - This Committee is charged with preparing and approving the Sunset Review packet required by the Legislature and making themselves available in order to appear before the Legislature as needed during the Legislative session. Members must also be knowledgeable and prepared to speak to any legislative member regarding this important piece of legislation.

Note: Presently there is a temporary study committee for distance learning composed of Pamela Martin, Gretchen Payne and Ken Young.

### **GOVERNANCE ACCOUNTABILITY**

The Board has an attendance policy that members must report any absence prior to the meeting and must not be absent three or more consecutive meetings. The Board has not had any issues with this and members are respectful in reporting absences.

### **MODERNIZATION EFFORTS**

The agency has undergone some modernization of its own in an effort to operate more efficiently and effectively. These reforms include using Shared Services (HCM) for Financials, continuous use of OMES payroll services and not replacing an FTE that previously handled these responsibilities. This was a substantial long-term cost savings to the agency. This also allows for another level of accountability in our financials and allowed agency personnel to focus on more mission critical functions of the agency.

The agency participates in HCM (formerly OSF) email consolidation project allowing us to take full advantage of it's benefits, resources and capabilities. Before signing on with the project, we recognized that email is a mission critical communication service for our employees while performing their job duties and responsibilities.

The agency utilizes Interagency Mail for postal services after the termination of the lease on a postage machine. This was a significant cost saving to the agency for mailing costs and the man hours it took to run the machine. Sharing the services offered by another state agency has shown to be a great opportunity we are taking advantage of.

The agency has implemented online renewal with ok.gov for our 3,500 individual licensees and our 5000 salon owners in the state to take advantage of. Our licensing process is very unique and our IT software programs were a challenge as they were written specifically for our agency. It was costly initially to get this system off the ground and operational but it is proving that we can re coup our cost in man hours saved to renew a license in the traditional manner by mail. It offers a convenience to our licensees.

We believe we have taken steps to minimize our costs my contracting with an independent IT company that provides 24 hour monitoring of our firewall and server. We have had almost zero hours down time since we started utilizing the new program. This allows our employees to stay productive and allows for continuous delivery of our services to the clients we serve.

We provide a written and practical examination to students that have completed their cosmetology course of study. Two of our five Cosmetology Inspectors rotate the responsibilities of an Examiner in our testing center routinely rather than the agency hiring a part-time Examiner. This is a cost savings to the agency.

### **CORE MISSION**

There are service that we provide that are duplicated, replicated and overlapped by other agencies that provide very similar type regulatory services. The Barber Advisory Board, currently a division of OMES/Health Department, licenses and regulates the profession of barbering and barber salons. Cosmetologists and barbers work in some of the same establishments around the state. There are only about 3000 barbers in the

state as opposed to our 35,000 individual licensees. Our sanitation and safety regulations are similar but our Board's are more stringent and protective. Tattoo artists, also under OMES/Health Department has regulations for the facilities. The sanitation regulations are similar to our licensed establishments. Our Cosmetology Inspectors are licensed Master Inspectors that are trained in cosmetology.

**PRIVATE ALTERNATIVES**

There are not any services which are performed by the agency that are also performed in the private sector in Oklahoma or in other state. The agency has not been approached by any foundation, for profit or not-for-profit corporations with efforts to privatize some to the functions of the agency.

**FY13 Budgeted FTE**

As a non-appropriated agency, it's difficult to answer these questions requesting the information on the forms provided. We have included an organizational chart for our agency (attached) as means of explanation and an annual report for the past 3 years to verify all our sources of income by license type. Ms. Lewelling's salary is set by statute Title 74, Section 3601.2. Ms. Lewelling and Ms. McRee are both unclassified employees. All other employees are classified.

Our three budget areas are General Operations, Data Processing and Inspections as noted on the form. Ms. Lewelling supervises all agency operations as noted on the organizational chart.

We do not anticipate the need to seek a fee increase for FY2014. We do not receive any federal funding.

If any of the information provided does not adequately answer any of your questions or concerns, please feel free to contact me for additional information.

Sherry G. Lewelling  
Executive Director  
[slewelling@cosmo.ok.gov](mailto:slewelling@cosmo.ok.gov)  
405-522-7615