

OKLAHOMA STATE BOARD OF COSMETOLOGY AND BARBERING

AGENCY MISSION STATEMENT:

*Be responsive to agency requirements, making all decisions in keeping with law and regulations and in the interest of state government's responsibility of protecting the health, safety and general welfare of the public as pertains to cosmetologists, barbers, schools, establishments and services.

*Be a mediator and problem solver in areas of consumer complaints and alleged violation of cosmetology and barber law and rules and will be fair and prudent in determining appropriate disciplinary action.

*Be knowledgeable of products, techniques, trends and fashion affecting cosmetologists, barbers 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 and barbering 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 that were more generic in nature. This mission statement was revised to include barbering by the current Executive Director and the current serving Board. The revision of this mission statement was necessary due to a legislative merge of the Barber Board with the Cosmetology Board, which was effective November 1, 2013.

LEAD ADMINISTRATOR:

Sherry G. Lewelling, Executive Director
Oklahoma State Board of Cosmetology and Barbering
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GOVERNANCE:

Title 59 O.S. Section 199.2 states in part that the State Board of Cosmetology and Barbering shall be composed of eleven (11) members to be appointed by the Governor. One member shall be appointed from each congressional district and the additional member shall be appointed at large. One member shall be a Barber appointed at-large; one member shall be a lay person; one member shall be an administrator of a licensed private cosmetology school; one member an administrator of a licensed private barber school; and one member shall be an administrator of a public school licensed to teach cosmetology or barbering. 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 five (5) years continuous practical experience in the practice of cosmetology ; one member appointed at large, shall have had at least five (5) years continuous practical experience in the practice

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of barbering 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 one (1) year.

Current Board membership is as follows:

Ken Young, Chair

Anthony Baldini, Vice-Chair

LaFaye Austin

Rick Bennett

Dianna Fisher

Tammy Graham

Bill Helton

Pamela Martin

Gretchen Payne

Max Thomas

Janet Dale Webb

Current Board Committees 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 results 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, Gretchen Payne, Tammy Graham

Rules Committee – This Committee is charged with overseeing the rule making process that is necessary to promulgate rules with prescribed guidelines for regulation of the profession and protecting the public.

Pam Martin, Chair; Members: Janet Dale Webb, Tammy Graham, Anthony Baldini, Jennifer McRee (Principle Assistant to the Director)

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. The Committee also monitors agency funds.

Max Thomas, Chair; Members: Tammy Graham, LaFaye Austin, Dianna Fisher, Jennifer McRee (Principle Assistant to the Director)

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 and Barbering.

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Bill Helton, Chair; Members: Pam Martin, Anthony Baldini, Rick Bennett

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.

LaFaye Austin, Chair; Members: Dianna Fisher, Pam Martin, Rick Bennett

Legislative Affairs Committee – This Committee is charged with submitting, tracking and reporting to the Governor, House, Senate, Legislative Committees, and Board business relating to new or current law and other related business of the Oklahoma State Board of Cosmetology and Barbering, and reports back to the full Board accordingly.

Max Thomas, Chair; Members: Gretchen Payne, Bill Helton, Anthony Baldini

Sunset Review Committee – This Committee is charged with preparing and approving the Sunset Review packet required by 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: Traditionally the Legislative Committee takes on this challenge because the Sunset Legislation is a piece of legislation that has to be passed. Agency will be up for Sunset Review in 2017.

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 to our 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 the HCM e-mail consolidation project, allowing us to take full advantage of its benefits, resources and capabilities. Before signing on with the project, we recognized that e-mail is a mission critical communication service for our employees while performing their job duties and responsibilities.

The agency utilized 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.

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The agency has implemented online renewal with ok.gov for our 38,000 individual licensees and our 6000 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.

Note: Last year we were able to accommodate Barbers by allowing them to utilize the online renewal system. After the 2015 renewal requirement, which is currently by June 30th, the Barber expiration date records will be reformatted to expire the last day of their birthday month. Once the expiration dates are reformatted, they will be able to use the on-line renewal system again.

We believe we have taken steps to minimize our costs by 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 this 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 the cosmetology or barbering course of study. Two of our Inspectors rotate the responsibilities of an Examiner in our testing center routinely rather than the agency hiring a part-time or full-time Examiner. This is a cost savings to the agency.

CORE MISSION:

There are services that we provide that are somewhat duplicated, replicated and overlapped by other agencies that provide similar type regulatory services. Tattoo Artists, which are under OMES/Health Department has regulations for the tattoo facilities. These sanitation regulations are similar to our licensed establishment regulations. Massage therapists are often associated within Cosmetology and Barber Establishments. Massage services are not regulated by any particular agency. We are often unable to perform services that are core to our mission in relation to massage services provided within our licensed establishments.

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 states. The agency has not been approached by any foundation, for profit or not-for-profit corporations with efforts to privatize some of the functions of the agency.

FY15 Budgeted FTE

As a non-appropriated agency, it is difficult to answer these questions requesting the information on the forms provided. We have included an organizational chart for our

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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 ther 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 FY15. 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.

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