



**Andy Beshear**  
Governor  
**Joni Upchurch**  
Executive Director

## BOARD MEETING AGENDA MINUTES

January 13<sup>th</sup>, 2025

9:00 a.m.

### **I. CALL TO ORDER:**

**II. LOCATION IN-PERSON:** 133 CE hearing room on the 1<sup>st</sup> floor of the Mayo Underwood Building, 500 Mero Street in Frankfort

### **III. ZOOM INFORMATION:**

<https://us06web.zoom.us/j/86029320587?pwd=gNYsXCRjy0Do7bT2Z2Z7OaEhBMhbk3.1>

**IV. SWEAR IN OATH FOR NEW BOARD MEMBER:** Melissa Anderson- Katharos School of Esthetics

**V. ROLL CALL/DECLARATION OF QUORUM:** Board Chair, Kerry Harvey declared there is a quorum.

**VI. APPROVAL OF DECEMBER BOARD MEETING MINUTES:** Mickey Hobbs made the motion to approve, Lianna Nguyen seconded the motion, no one opposed, the motion carried unanimously.

### **VII. REVIEW AND APPROVAL OF DECEMBER 2024 EXPENDITURES AND REVENUUES:**

Micky Hobbs made the motion to approve, Lianna Nguyen seconded the motion, no one opposed, the motion carried unanimously.

### **VIII. EXECUTIVE SESSION – KRS 61.810(1)(c)(f)(g)(j) – IF NEEDED:**

- Lindsey Morgan made a motion to enter closed session 9:08AM, second by Michael Carter; all in favor, Motion carried unanimously.
- Michael Carter made a Motion to exit closed session at 10:36AM, Micky Hobbs second by Motion carried unanimously.
- Michael Carter made a motion to deny applications 1A & 9C, Micky Hobbs second the motion, no one opposed, the motion carried unanimously.

## IX. EXECUTIVE DIRECTOR UPDATES:

- **REFUND REQUEST:** ED requesting refunds to the schools who have paid to receive the NACCAS school reports since October 1<sup>st</sup>, 2024. This is not listed in current regulations as a fee, therefore until the regulation is updated with the fee, KBC will not charge for this, the school can obtain reports directly from PSI. (3 schools)
  - Michael Carter made a motion to endorse the three (3) refunds back to the schools in reference to the NACCAS reports 2024, Lindsey Morgan second the motion, the motion carried unanimously.
- The General Counsel Position has been filled and will begin January 16<sup>th</sup>, 2025.
- The Executive Administrative Secretary position has been filled and will begin February 1<sup>st</sup>, 2025.
- PSI is now administering the theory and practical exams. They have opened dates for scheduling. They are working on providing all practical exams in one centralized location to better provide more testing sessions per testing days, this will allow more individuals to test per day with the added sessions.
  - Kerry Harvey requests an updated PSI report on how many exams have been given another language.
- We are continuing to be in need to relocate to a safer, more spacious facility to accommodate staff, board, and licensees.
- We are working with Systems Automations for improvements. The chair and I have a meeting on the 14<sup>th</sup> do discuss a plan of action for them.
- KBC has one additional staff vacancy to fill as soon as possible, this will depend on space available.
- I, as ED, have several trainings scheduled this month to better serve in my position.
- A developer through TylerTech is actively working on KBCs website revamp. TylerTech has a test site built and they are creating the look and feel. As soon they have everything lined up TylerTech will set up a meeting to go over it with Tanya. Tanya is scheduled for sharedpoint training through Tyler Technologies on January 15<sup>th</sup>, 2025.
- Donations have been documented and are being donated to the KY Employees Charitable Campaign.
- Under Exams on the KBC website, we now have tutorials and information on accommodations, kit, and creating an account with PSI.
- Check our website for updates on testing, weather closures and exams.
- SB 22
- HB 130



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#### **X. LEGAL COUNSEL UPDATES: ATTORNEY**

- **DISCUSSION AS NEEDED**

#### **XI. OLD BUSINESS:**

- **NONE**

#### **XII. NEW BUSINESS:**

- **NEW HIRES:**

- 1) **General Counsel Position:** Eden Davis Stephens- start date January 16<sup>th</sup>, 2025, at salary of \$100,000.00 with six-month probational period increase.
  - Mickey Hobbs made a Motion, Melissa Anderson second to approve the employment of general counsel position all in favor, motion carried unanimously.
- 2) **Executive Administrative Secretary: Cassidy Catron** – start date February 1<sup>st</sup>, 2025, at salary of \$41,000.00 with six-month probational period increase.
  - Micky Hobbs made a Motion, Lindsey Morgan second to approve the employment of executive administrative secretary position all in favor, motion carried unanimously.

#### **XIII. APPROVAL OF DECEMBER APPLICATIONS AND COMPLAINTS COMMITTEE MEETING MINUTES:**

- Michael Carter made the motion to approve, Mickey Hobbs seconded the motion, no one opposed, the motion carried unanimously.

#### **XIV. APPLICATIONS, RECONSIDERATIONS, COMPLAINTS, AND INVESTIGATIONS**

##### **APPLICATIONS AND RECONSIDERATION (9)**



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1A. Thuan Bui - 700006382 – Hours expired 5 years from date of enrollment - Extension Request Full Board Requested to review.

2A. Hannah Lupo - Extension Request–Deny request, reapply out of state application, and provide 6-month deadline information.

3A. Hoa Thi Tran – OOC-OOS-WA–Approve for OOS first time license.

4A. Ngoc Ha Duong – OOC-OOS-WA–Approve for OOS first time license.

5A. Sylvana Johnson – OOS - Instructor – IN–Deny request. Approved to take practical examination.

6A. Ta Dong Phien Vo – OOC-OOS – WA–Approve: Approve for OOS first time license.

7A. William Morales Zerquera - OOC-OOS-WA–Approve for OOS first time license.

8A. Ashley Ferguson - Felony - 1st time license–Approved first time license.

9A. Trisha Hinkle - 700004809 – Application Extension Request–Deny request.

### **Case List (13)**

1. INV – NS - Mid City Nails – 1160694 - 800001589 – Unlicensed (2 counts) Student NS-000002236: not eligible for exams for one year from the date of unauthorized practice 12-3-2024, Jefferson Co – Written warning O/M

2. C – BS - PASSED INSPECTION - 1211265 - S-000004151 - Tapered Men's Hair Studio - Hardin Co–Dismiss

3. C – BS - PASSED INSPECTION – 1150693- 800003010 – Glamour Nails and Spa - Hardin Co–Dismiss

4. C- BS - INVESTIGATION - License Expired, Infection control health and safety - Platinum Parlor - 1210644- S-000003725 - Franklin Co –Issue C&D, notify local Frankfort Police Department, follow up inspection 10 days O/M.

5. C – NS - INVESTIGATION - 1209354- S-000002491 - Cute Nails and Spa - Henderson Co – Unlicensed (4 counts) individuals, prohibited practice (waxing) O/M Response received at 3:00AM on 1/9/2025 - Issue written warning O/M.



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6. INV – NS – 1154313-702472 - Creative Nails - Breckinridge Co - Unlicensed (1 count) OOS – CS-000008680, Prohibited item (MMA) Written warning O/M and unlicensed individual.

7. INV – BS - INVESTIGATION - Hair by Tanner Heimann – 1208748-S-000002479 - Franklin Co – Expired facility, Infection control health and safety - Issue C&D for expired salon license, written warning for infection control, require sign to be updated within 60 days. Owner 1044507-206996/Manager 1028423- 206087

8. C – BS - PASSED INSPECTION - BS - 1161316-800003264 - The Glam Squad Salon - Boone Co–Dismiss

9. SC - Empire Beauty School - Hardin Co–Request legal to review during full board meeting.

10. INV - BS - 1157060-605145 - Seraphs Salon & Boutique - Perry Co – Infection control, health, and safety 3<sup>rd</sup> offense – Corrective action taken - O/M 1033616-220912 –3<sup>rd</sup> Offense warning letter, require updated inspection.

11. SC - Louisville Beauty Academy - Jefferson Co–Dismiss as civil matter.

12. C - PASSED INSPECTION - 1152519 - 617993 - Ward's Hair Shop -Jefferson Co–Dismiss

13. NS - SUSPENSION/CLOSURE - INVESTIGATION - OP Nails - 1167255 - 800000569 - Pike Co – Expired salon license, Infection control, health, and safety, prohibited items (MMA) failure to have manufactured labels, significant amount of garbage, debris, and other materials. O/M 1085203-509060 - KBC will follow up with O/M and complete an updated inspection if necessary.

#### **XV. ADDITIONAL ITEMS:**

- Approval for lash course: via The Lash University – Jamie Hills – I-000008964
  - Board granted Joni Upchurch, Executive Director authority to approve Ms. Hills Lash course upon receiving required document from Bella Lash.

**XVI. ADJOURNMENT:** Michael Carter made a motion to adjourn the January 13<sup>th</sup>, 2025, Board meeting at 10:45AM, Mickey Hobbs seconded, the motion carried unanimously.

Person(s) who took board minutes:

Tanya M Shrout

Maxine McDonald



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