

**South Carolina Board of Barber Examiners  
Board Meeting Minutes  
9:00am, August 14, 2023  
Synergy Business Park  
Kingstree Building  
110 Centerview Drive, Pee Dee Conference Room  
Columbia, South Carolina 29210**

**1. Meeting Called to Order**

- a. Public notice of this meeting was properly posted at the S. C. Board of Barber Examiners office, Synergy Business Park, Kingstree Building and provided to all requesting persons, organizations, and news media in compliance with Section 30-4-80 of the South Carolina Freedom of Information Act.
- b. Rules of the Meeting

**2. Introduction of Board Members and All Other Persons Attending**

Chairman Paul E. Robinson called the meeting of the S.C Board of Barber Examiners to order at 9:00 a.m. Other Board members participating in the meeting included:

- Renee Patton
- Christopher Jarvis
- Melissa Jones Horton

Staff members present included: Theresa Brown, Administrator; Mary League, Advice Counsel; Robynn Devine, Staff; Robert Dean, (OIE); Jennifer Stillwell, (OIE); LeAnna McMenamin, (ODC); Erin Baldwin, (ODC); Byron Ray (OIE); Tori Smith (OIE); and Rosa McCoy, (OIE).

All other persons in attendance: Diane Hendricks, Court Reporter, Trina Smith, Kortney Garrett, and Catherine Kelly.

**3. Approval of Excused Absences**

There were no excused absences.

**4. Approval of Agenda**

Mr. Christopher Jarvis made a motion to approve the agenda. Ms. Melissa Jones Horton seconded the motion and it carried.

**5. Approval of Meeting Minutes**

Mr. Christopher Jarvis made a motion to approve the Barber Board meeting minutes for June 12, 2023. Ms. Melissa Jones Horton seconded the motion and it carried.

Mr. Christopher Jarvis made a motion to approve the Task Force meeting minutes for June 12, 2023. Ms. Melissa Jones Horton seconded the motion and it carried.

Mr. Christopher Jarvis made a motion to approve the OJT Overview meeting minutes for June 26, 2023. Ms. Melissa Jones Horton seconded the motion and it carried.

Mr. Christopher Jarvis made a motion to approve the OJT Overview meeting minutes for August 7, 2023. Ms. Melissa Jones Horton seconded the motion and it carried.

## **6. Chairperson's Remarks – Paul E. Robinson**

Mr. Paul Robinson complimented the agency on creating new conference rooms and creating a new waiting area for applications and licensees.

## **7. Administrator's Reports, For Information – Theresa Brown**

### **a. Budget/Drawdowns – For information**

- b. OIE Report – For Information – Robert Dean** – Mr. Robert Dean gave the report and stated that this is for information purposes. The report is from January 2023 to August 2023, they received a total of 16 total complaints, 2 open cases, 11 closed cases, and 3 active investigation.

- c. IRC Report – For Approval – Robert Dean** – Mr. Robert Dean stated that they did not have any cases that came before the IRC meeting.

- d. ODC Report – For Information – Erin Baldwin** – Ms. Erin Baldwin introduced Ms. LeAnna McMenamin as the new attorney for the Barber Board and she will provide all cases the appropriate speed and seriousness. Ms. McMenamin also introduced herself and stated that she is looking forward to working with the Board. Ms. McMenamin stated that she want to make her best effort to efficiently work the cases for the Board. She is hoping that her experience and skills she gained with criminal prosecution will assist her with this process.

Ms. Erin Baldwin stated that the ODC report is for informational purposes only.

- e. Inspection Report – For Approval – Jennifer Stillwell**- For the month of June, inspections completed were 240, 200 of those were physically inspected, 9 were permanently closed, 26 were not open at the time of inspection, and that included 5 schools. During the month of July, a total of 236 inspections, 183 of those were physically inspected, 12 were permanently closed, 40 were not open at the time of inspection, and that included 1 school, for a total of 1,839 for the year. Discussion then ensued.

Mr. Christopher Jarvis made a motion to approve the Inspection report. Ms. Renee Patton second the motion and it carried.

## **8. New Business**

### **a. Consideration for Licensure**

#### **i. Boyce Tisdale**

Mr. Boyce Tisdale represented himself and requested to meet with the Board in reference to his request for a student permit. Mr. Tisdale has criminal history that accompanied his application and he is currently on probation. Mr. Tisdale was sworn in by the court reporter. He then gave background information about his set of circumstances and answered the board's questions.

Mr. Christopher Jarvis made a motion to approve Mr. Boyce Tisdale for a student permit. During the duration of his permit, Mr. Tisdale will need to send a SLED report showing no new offenses/convictions or his probation officer may send a letter to the office due to the significance of the offense with a conviction of that magnitude is a concern to the Board since Mr. Tisdale is working with the public. Ms. Renee Patton seconded the motion and it carried.

Ms. Mary League informed Mr. Tisdale that he will be receiving an order in the mail that sets out his conditions and if he does wish to appeal it, he can with the Administrative Law Court within 30 days in receipt of the order.

**b. Consideration of Barber Curriculum and implementation Date**

Mr. Paul Robinson stated that the Board members were given the proposed changes to OJT, Post-secondary, and Secondary (High School) programs. Necessary adjustments were made to the curriculum so that each student, no matter the program they're in, will be better prepared to be successful on their state board exams. Mr. Robinson stated that there were issues with the OJT first attempt pass rates and the changes in the curricula required a little more of the theory in the OJT program. The Registered Barbers have more of the practical in their curriculum and less science in the chemical aspects. The Master Hair Care Specialists have less hours for haircuts and more hours for chemical preparation services for relaxers, color, and permanent waving. Mr. Robinson stated that there also need to be a decision on implementation and enforcement of the curriculum if approved. Discussion then ensued.

- **OJT Programs**

Ms. Renee Patton made a motion that the OJT curricula be accepted as presented. Ms. Melissa Jones Horton seconded the motion and it carried.

- **Post-secondary Programs**

Ms. Renee Patton made a motion that the Post-secondary curricula be accepted as presented. Ms. Melissa Jones Horton seconded the motion and it carried.

- **Secondary (High School) Programs**

Ms. Melissa Jones Horton made a motion that the Secondary (High School) programs be accepted as presented. Ms. Renee Patton seconded the motion and it carried.

Mr. Christopher Jarvis brought forth concerns that he has with the curricula that were presented.

Mr. Paul Robinson discussed implementation dates with the Board. Discussion then ensued.

Ms. Renee Patton made a motion to approve the deadline to implement the new curricula by August 1, 2024. For new programs, Secondary, Post-Secondary, and OJT, they will start with the new curricula. Existing schools and programs can implement the new curricula any time as long as it is before August 1, 2024. Ms. Melissa Jones Horton seconded the motion and it carried.

**c. Consideration of Delegating School Location Changes to Staff**

Mr. Paul Robinson stated that during the last meeting, there were a few schools that changed addresses/locations. In effort to eliminate the time between the office receiving the application and the Board meeting, Mr. Robinson asked the

Board do they want to delegate the staff authority to approve school location changes. Discussion then ensued.

Mr. Christopher Jarvis made a motion to delegate to office staff authority to approve school location changes. Ms. Melissa Jones Horton seconded the motion and it carried.

**d. Consideration of Panel Hearing/Hearing Officer Recommendations**

Ms. Theresa Brown suggested to the Board that it would help the Board that if they had a hearing officer and panel hearings. Sometimes ODC can get backlogged with cases and Ms. Brown wanted to ensure that the cases are moving along timely. Ultimately the hearing officer(s) will hear cases and make recommendations; then the recommendations will go before the Board for the Board to agree and/or modify the recommendation of the hearing officer. The Board will have the final say in the decision-making process. Discussion then ensued.

Mr. Christopher Jarvis made a motion to add Panel Hearings and a Hearing Officer to review and make recommendations on cases prior to them coming before the Board. Ms. Melissa Jones Horton seconded the motion and it carried.

Mr. Paul Robinson asked the Board members to please submit at least three names of individuals who they may want to represent as the hearing officer for the entire State. They can either be a licensed Registered Barber or licensed Master Hair Care Specialist.

**e. Final Order Hearings**

**i. 2022-38**

Ms. Erin Baldwin informed the Board that Mr. Raymond Williams signed a consent agreement and waiver of attorney.

The Board accepted the consent agreement.

**ii. 2022-70**

Ms. Erin Baldwin stated that the office sent a Notice of Hearing to Mr. Brodrick Littlejohn that said August 24, 2023, instead of August 14, 2023. It was a typographical error on the part of the office. A corrected notice was sent but when they contacted Mr. Littlejohn, he informed them that he did not receive the correct notice and made arrangements to come on August 24, 2023.

This case was requested to be continued.

Ms. Erin Baldwin requested a 10 - minute comfort break and Mr. Robinson granted the request.

**iii. 2020-61**

This case is in the matter of B-Unique Beauty & Barber Academy. The respondent did not appear but was properly noticed. Ms. Erin Baldwin stated that the respondent was duly served notice of the proceeding. A Notice of Hearing

was amended from a previous setting. It was set for August 14, 2023 at 9:00am in the Kingstree Building Synergy Business Park 110 Centerview Drive Columbia, SC 29210. It was sent to the licensee via regular and certified mail in separate envelopes with a return receipt requested on the certified mail. It was also sent via electronic mail and all the addresses are accurate according to the system. Ms. Baldwin stated they also emailed the licensee. As of July 12, 2023, a reminder was sent to the licensee approximately 30 days in advance. Mr. Paul Robinson found that the respondent was timely and properly served with notice of the hearing but did not appear. Ms. Erin Baldwin presented the findings of the case.

Mr. Christopher Jarvis made a motion to go into Executive Session for legal advice. Ms. Melissa Jones Horton seconded the motion and it carried.

Mr. Christopher Jarvis made a motion to come out of Executive Session. Ms. Melissa Jones Horton seconded the motion and it carried. No votes were taken during the Executive Session.

Ms. Renee Patton made a motion that the State has proven its case on all 3 counts. Each violation will be a \$500 fine to be paid within 60 days from receiving the final order. The Board will also issue a public reprimand. Mr. Christopher Jarvis seconded the motion and it carried.

#### **9. Board Member Training**

Mr. Paul Robinson stated that only a few Board members had Board training. He did ask Ms. Theresa Brown to set them up for the training. Ms. Erin Baldwin, Mr. Robert Dean, Ms. Jennifer Stillwell and Ms. Mary League provided training to the Board members. During the training, they discussed the life cycle of an investigation and complaint, determining eligibility of licensure, and purpose and duties of a Board member. Discussion then ensued.

#### **10. 2024 Board Meeting Dates**

Ms. Theresa Brown informed the Board of the 2024 Board meeting dates. They are as follows February 12, 2024, April 8, 2024, June 10, 2024, August 12, 2024, October 14, 2024, and December 9, 2024.

Ms. Renee Patton made a motion to approve the 2024 Board meeting dates. Ms. Melissa Jones Horton seconded the motion and it carried.

#### **11. Board Member Reports**

Mr. Paul Robinson stated that they will be traveling to the National Association of Barber Boards of America (NABBA) Conference in Harrisburg, Pennsylvania September 16 through September 21, 2023.

#### **12. Public Comments**

Dr. Trina Smith, an instructor from Aiken County Career Center made a comment and provided a suggestion about the Consideration of Panel Hearing/Hearing Officer Recommendations.

#### **13. Adjournment**

Mr. Christopher Jarvis made a motion to adjourn the meeting at 11:41am. Ms. Melissa Jones Horton seconded the motion and it carried.