



NORTH CAROLINA BOARD OF BARBER AND ELECTROLYSIS EXAMINERS

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bbee.nc.gov

Minutes for Public Meeting Held April 23, 2024, at 9:00 a.m. Videoconference

Board Members

Sherod Holloway, Board Chairperson, Barber Member
Don Beal, Barber Member
Craig N. Burkhart, MD, Physician Member
William K. Graham, Barber Member
Stacy M. Miller, LE, CPE, Electrologist Member
Kristina Proctor, Public Member
Michael T. Swinney, Barber Member
David L. Williams, Barber Member
Margaret Wingate, LE, Electrologist Member

Executive Director

Dennis Seavers

Counsels to the Board

M. Jackson Nichols
Catherine E. Lee

The meeting of the North Carolina Board of Barber and Electrolysis Examiners was called to order at 9:07 a.m., on April 23, 2024.

Except as noted in the minutes below, the following board members were present by video- or teleconference: Sherod Holloway; Craig N. Burkhart, MD; William K. Graham; Stacy M. Miller, LE, CPE; Michael T. Swinney; David L. Williams; and Margaret Wingate. The following board members were absent: Don Beal and Kristina Proctor.

Also in attendance by videoconference were Dennis Seavers, Executive Director, and Catherine E. Lee, Counsel to the Board.

OPEN SESSION

Ethics awareness and conflict of interest

Mr. Holloway read the statement required by G.S. § 138A-15(e) on ethics awareness and conflicts of interest. No board members indicated that they had any potential or actual conflicts.

Approval of minutes

Ms. Miller made a motion to approve the minutes from the meetings on February 20 and April 1, 2024. Dr. Burkhart seconded the motion, which passed, 6–0 (Mr. Williams had not yet joined the meeting).

Board member	Yes	No	Abstain	Not present
Sherod Holloway	X			
Don Beal				X
Craig N. Burkhart	X			
William K. Graham	X			
Stacy M. Miller	X			
Kristina Proctor				X
Michael T. Swinney	X			
David L. Williams				X
Margaret Wingate	X			
Total	6	0	0	3

Request for approval of continuing-education units from the Electrolysis Association of North Carolina

Mr. Holloway referred board members to the April 20, 2024 report from the board’s continuing-education committee (see Attachment 1). The report recommended that the board approve the continuing-education units (CEUs) requested by the Electrolysis Association of North Carolina. Ms. Miller made a motion to approve the CEUs, and Dr. Burkhart seconded. The motion passed, 6–0 (Mr. Williams had not yet joined the meeting).

Board member	Yes	No	Abstain	Not present
Sherod Holloway	X			
Don Beal				X
Craig N. Burkhart	X			
William K. Graham	X			
Stacy M. Miller	X			
Kristina Proctor				X

Michael T. Swinney	X			
David L. Williams				X
Margaret Wingate	X			
Total	6	0	0	3

Felony cases

Duane Cogdell of the North Carolina Department of Adult Correction (NCDAC) presented cases for three individuals who had participated in the NCDAC barbering program, Shayquan A. Pittman, Ekwan Teasley, and Clyde Transue. Mr. Cogdell shared details of the inmates' criminal and prison history and answered questions from the board members.

Administrative hearings

The board held a hearing in response to a request by August Williams, who asked for a payment plan to resolve his outstanding civil penalties and barber-license and late fees. Mr. Williams appeared by telephone; he presented information to the board and answered questions from the members. Mr. Seavers testified and answered questions from the board.

The board held a hearing in response to a request by Khalif Toney. Mr. Toney had applied for a barber license, but the board staff determined that he did not qualify under G.S. § 86B-28. Mr. Toney presented information to the board and answered questions from the members. Mr. Seavers testified and answered questions from the board.

Declaratory ruling request

The board considered a request for a declaratory ruling from Roy Lewis, who asked the board to determine whether his criminal history would prevent him from getting a barber license. Mr. Seavers explained why Mr. Lewis asked for a declaratory ruling rather than a predetermination under G.S. § 93B-8.1(b6) and 21 NCAC 06C .0913. Mr. Lewis offered testimony and answered questions from the board.

Mr. Williams made a motion to issue a declaratory ruling that Mr. Lewis's criminal history would not bar him from licensure, provided that the information he submitted was complete and accurate and that there was no change in his criminal history at a later point. Mr. Graham seconded the motion, which passed, 7–0.

Board member	Yes	No	Abstain	Not present
Sherod Holloway	X			
Don Beal				X
Craig N. Burkhart	X			
William K. Graham	X			
Stacy M. Miller	X			
Kristina Proctor				X

Michael T. Swinney	X			
David L. Williams	X			
Margaret Wingate	X			
Total	7	0	0	2

Rulemaking – periodic review of rules

Mr. Seavers gave an overview of the process for the periodic review of rules, a decennial review required by statute. He recommended that the board establish an ad hoc committee to review the existing rules and make recommendations to the board on which rules are necessary or unnecessary. Mr. Holloway appointed himself, Ms. Wingate, and Dr. Burkhart to the ad hoc committee.

Budget revisions for fiscal year 2024 and executive director report

Mr. Holloway referred board members to Mr. Seavers’s April 17, 2024 memo, which reported on the FY 2024 budget and requested revisions (see Attachment 2). The board asked questions and discussed the proposed changes. Mr. Williams made a motion to approve the revisions, except for the proposed school audit in Tewksbury, Massachusetts. Ms. Wingate seconded the motion, which passed, 7–0, as shown below. The board decided to meet in a week to further discuss the proposed expenditures for the school audit.

Board member	Yes	No	Abstain	Not present
Sherod Holloway	X			
Don Beal				X
Craig N. Burkhart	X			
William K. Graham	X			
Stacy M. Miller	X			
Kristina Proctor				X
Michael T. Swinney	X			
David L. Williams	X			
Margaret Wingate	X			
Total	7	0	0	2

CLOSED SESSION

Mr. Holloway made a motion to go into closed session under G.S. § 143–318.11. The motion specified that the board would discuss litigation in the matter of Altitude Academy vs. North Carolina Board of Barber and Electrolysis Examiners. Dr. Burkhart seconded the motion, which passed, 7–0.

Board member	Yes	No	Abstain	Not present
Sherod Holloway	X			
Don Beal				X
Craig N. Burkhart	X			

William K. Graham	X			
Stacy M. Miller	X			
Kristina Proctor				X
Michael T. Swinney	X			
David L. Williams	X			
Margaret Wingate	X			
Total	7	0	0	2

The board entered closed session at 10:46 a.m. The board emerged from closed session at 11:56 a.m.

OPEN SESSION

The board made the following determinations:

- Shayquan A. Pittman would be offered a consent order with standard terms and conditions, including five years of probation.
- Ekwan Teasley would be offered a consent order with standard terms and conditions, including five years of probation.
- Clyde Transue would be offered a consent order with standard terms and conditions, including five years of probation.

Dr. Burkhart made a motion to adopt the previous determinations, and Ms. Miller seconded. The motion passed, 6–0 (Mr. Williams was not present for this portion of the meeting).

Board member	Yes	No	Abstain	Not present
Sherod Holloway	X			
Don Beal				X
Craig N. Burkhart	X			
William K. Graham	X			
Stacy M. Miller	X			
Kristina Proctor				X
Michael T. Swinney	X			
David L. Williams				X
Margaret Wingate	X			
Total	6	0	0	3

Dr. Burkhart made a motion to offer August Williams a consent order allowing him to be licensed while he fulfilled a payment plan for his outstanding debt. Ms. Wingate seconded the motion, which passed 6–0 (Mr. David Williams was not present for this portion of the meeting).

Board member	Yes	No	Abstain	Not present
Sherod Holloway	X			

Don Beal				X
Craig N. Burkhart	X			
William K. Graham	X			
Stacy M. Miller	X			
Kristina Proctor				X
Michael T. Swinney	X			
David L. Williams				X
Margaret Wingate	X			
Total	6	0	0	3

Dr. Burkhart made a motion to deny Khalil Toney’s appeal and uphold the staff determination as set forth in the administrative record. Ms. Miller seconded the motion, which passed, 6–0 (Mr. Williams was not present for this portion of the meeting.)

Board member	Yes	No	Abstain	Not present
Sherod Holloway	X			
Don Beal				X
Craig N. Burkhart	X			
William K. Graham	X			
Stacy M. Miller	X			
Kristina Proctor				X
Michael T. Swinney	X			
David L. Williams				X
Margaret Wingate	X			
Total	6	0	0	3

Mr. Holloway adjourned the meeting at 12:02 p.m.

Minutes approved on _____

 Sherod Holloway
 Board Chairperson



NORTH CAROLINA BOARD OF BARBER AND ELECTROLYSIS EXAMINERS

Memo

TO: Board members

FROM: Dennis Seavers

DATE: April 20, 2024

SUBJECT: Request for approval of CEUs

The board has received a request for approval of continuing-education courses from the Electrolysis Association of North Carolina. ("EANC"). The board will consider this request at the April 23, 2024 meeting. The EANC submission is attached to this memo.

The board has a committee to consider CEU submissions and make recommendations to the board. The committee members considered the request and will report on their recommendation at the April 23 meeting.



**North Carolina Board of Barber and Electrolysis Examiners
REQUEST FOR APPROVAL OF CEU COURSE OR PROGRAM**

7001 Mail Service Center, Raleigh, North Carolina 27699-7000

Phone (919) 814-0640 • Fax (919) 981-5068

bbee.nc.gov • electrolysis@nc.gov

SPONSORING ENTITY INFORMATION

Sponsoring entity name: Electrolysis Association of North Carolina (EANC)

Address: 4724 Park Road Suite C

Address: _____

City: Charlotte State: NC ZIP: 28209

Phone (optional): 704-522-8028 Fax (optional): _____

Email (optional): infomationeanc@gmail.com

Contact person: Lesla Wingate, EANC President

ATTACHMENTS

Please attach to this form documentation that shows the following:

- Title of the course or program
- Whether the course or program is for electrology or laser hair practice
- Course or program dates
- Course objective(s)
- Outline of the course's content. *Tip:* please provide plenty of information about the content to avoid the delay of follow-up requests for information or clarification.
- Hours of study for each course topic
- Name, education, and background of each instructor
- Manner of content delivery

We recommend providing the following information for our website (<https://www.bbee.nc.gov/electrologists/continuing-education>). However, this information isn't required.

- Cost

CONTINUED ON THE NEXT PAGE

- Website address where information about the course will be listed
- Website address for your organization
- Whether we can list your email, phone, and address online

Please respond below:

I understand that I must certify to the board the names of all electrologists licensed in North Carolina who attend the program or course and provide their actual hours of attendance.

Yes No

Name and title: Lesla Wingate, EANC President

Signature: *lesla wingate*

EANC SEMINAR 2024

Date: August 17-18, 2024

Facilitator: In-person seminar at the Hilton Garden Inn and online via Zoom

Saturday, August 17, 2024: Part One

EXPERIENCE A COMPREHENSIVE HANDS-ON DEMO WHERE YOU WILL LEARN PRACTICAL TECHNIQUES AND GAIN VALUABLE INSIGHTS.
WITH CERTIFIED ELECTROLYSIS INSTRUCTOR JENNIFER JACOBS, CPE CI
(3-hour CEU Course for In-person class and Webinar participation)

Course Objectives:

1. Basic review of
 - a. Choosing suitable probes for different areas of the body & face
 - b. Different Probe Brands in our industry
 - c. Heating patterns & Point Effect
 - d. Intensity and Timing of heat and an effective working point
 - e. Selecting the suitable modalities
 - f. Importance of the moisture gradient of the skin

2. A hands-on demonstration
 - a. Hand positioning
 - i. How to hold the probe for better insertions and angles
 - ii. Stretching the skin for effective insertions
 - b. Hair Angles for Right side vs. Left side
 - i. Eyebrows
 - ii. Chin
 - iii. Neck
 - iv. Underarms
 - v. Nape
 - c. Client and Electrologist Positioning
 - i. Effectively working on areas without increasing body fatigue
 - ii. Importance of choosing the type and height of a treatment table

Saturday, August 17, 2024: Part Two

(3-hour CEU Course for In-person class participants only)

Course Objectives:

1. In-class hands-on participation with all Electrologist attending
 - a. Learning to be proficient in the Intensity and Timing of heat on their machines
 - b. Working with the Instructor individually
 - c. Working in pairs to practice new skills
 - d. Experiencing different probe choices

Learning Outcome for the Electrologist: This advanced Electrology class is designed to cater to the needs of both seasoned and new electrologists. It offers a unique opportunity to explore and apply new skills and tips, enhancing their professional growth.

Sunday, August 18, 2024

AFTERCARE TREATMENTS AND SOLUTIONS **WITH CERTIFIED INSTRUCTOR JENNIFER JACOBS, CPE CI**

(2-hour CEU Course for In-person class and Webinar participation)

Course Objectives:

1. Evolution of Aftercare treatments
 - a. Why meticulous aftercare is essential for Electrolysis client
 - b. How microorganisms are introduced to the treated area
 - c. What products should be avoided in the treated area
 - d. Exploring new solutions
 - e. Q&A

HOW TO APPROACH THE PROBLEMATIC CONSULTATION **WITH CERTIFIED INSTRUCTOR JENNIFER JACOBS, CPE CI**

(2-hour CEU Course for In-person class and Webinar participation)

Course Objectives:

1. Jennifer will demonstrate various ways to approach problems during a consultation through "mock" consultation demos. Allowing for Q&A participation
 - a. How to approach:
 - i. Teenagers' sensitivity and talking to the parent(s)
 - ii. Different age groups (20's,30's,40's)
 - iii. Perimenopausal women vs. Menopausal women
 - iv. Individuals with health concerns

- v. Transgender clients
 1. Pre/post-surgery
- vi. Electrolysis after laser hair removal
 1. Change in the skin
 2. Explaining Paradoxical Hypertrichosis
- vii. Q & A

Learning Outcome for the Electrologist: Exploring new ideas for approaching various types of consultations will allow the building blocks of open communication between the client and the Electrologist.

10 CEU HOURS FOR IN-PERSON PARTICIPANTS
7 CEU HOURS FOR WEBINAR PARTICIPANTS
AUGUST 17-18,2024

SPEAKER/CERTIFIED ELECTROLOGIST INSTRUCTOR

JENNIFER LEIGH JACOBS, CPE CI

EDUCATION

- Académie Dectro Photoepilation Accredited Instructor, Quebec City, Canada 2019
- Académie Dectro Electroepilation Accredited Instructor, Quebec City, Canada 2019
- Académie Dectro Photoepilation and Photorejuvenation Certification, Montreal, Canada 2017
- International Board of Electrologists Certification, Orlando, Florida, 2014
- Tattoo Vanish Inc Tattoo Removal Certification, Las Vegas, Nevada 2014
- Académie Dectro Electroepilation Certification, Houston, Texas 2008
- Sam Houston State University Bachelor of Arts, Huntsville, Texas, 2000

EXPERIENCE

- January 2019-Present (Instructor)Academy for Advanced Electrolysis Studies
Electroepilation/ Photoepilation/ Photorejuvenation
- 2022 – Present (Electrologist)
Electrolysis Specialists of Texas
- 2012 – 2022 (Electrologist)
My Bare Lady Electrolysis & IPL
- 2008 – 2012 / 2020 - 2021 (Electrologist)
International Beauty Center

Fiscal Year 2024 Budget vs. Actuals

July 2023 - February 2024

	Total				
	Actual	Budget	Over budget	Perc. of budget & over/under budget	
Income					
43 - investment income					
43121000 - STIF interest income	\$ 26,602.21	\$ 10,077.92	\$ 16,524.29	263.97%	▲
Total 43 - investment income	\$ 26,602.21	\$ 10,077.92	\$ 16,524.29	263.97%	▲
45 - fees, licenses, and fines					
45100000 - business license fees					
45100059 - duplicate license	\$ 470.00	\$ 484.64	\$ (14.64)	96.98%	▼
45100060 - individual license	\$ 71,905.00	\$ 69,030.64	\$ 2,874.36	104.16%	▲
45100061 - school permit	\$ 1,680.00	\$ 1,692.32	\$ (12.32)	99.27%	▼
45100062 - bus/shop permit	\$ 28,200.00	\$ 26,313.00	\$ 1,887.00	107.17%	▲
45100063 - student permit	\$ 21,540.00	\$ 15,650.64	\$ 5,889.36	137.63%	▲
45100064 - renewal-individual	\$ 45,545.00	\$ 40,291.36	\$ 5,253.64	113.04%	▲
Total 45100000 - business license fees	\$ 169,340.00	\$ 153,462.60	\$ 15,877.40	110.35%	▲
45300000 - certification fees					
45300015 - reexamination	\$ 300.00	\$ 5,268.00	\$ (4,968.00)	5.69%	▼
45300016 - instructor exam fee	\$ 6,195.00	\$ 5,094.64	\$ 1,100.36	121.60%	▲
45300017 - registered exam fee	\$ 15,525.00	\$ 17,406.00	\$ (1,881.00)	89.19%	▼
45300018 - apprentice exam fee	\$ 88,450.00	\$ 79,932.00	\$ 8,518.00	110.66%	▲
45300019 - apprentice certific	\$ 17,550.00	\$ 24,166.00	\$ (6,616.00)	72.62%	▼
45300020 - instructor certific	\$ 2,315.00	\$ 3,057.36	\$ (742.36)	75.72%	▼
Total 45300000 - certification fees	\$ 130,335.00	\$ 134,924.00	\$ (4,589.00)	96.60%	▼
45400000 - inspection/exam fees	\$ 25,800.00	\$ 29,834.64	\$ (4,034.64)	86.48%	▼
45500000 - fines, pen, assess fee	\$ 1,079.96	\$ -	\$ 1,079.96		
45800000 - tuition and fees					
45830000 - other fees	\$ 300.00	\$ 526.64	\$ (226.64)	56.96%	▼
Total 45800000 - tuition and fees	\$ 300.00	\$ 526.64	\$ (226.64)	56.96%	▼
Total 45 - fees, licenses, and fines	\$ 326,854.96	\$ 318,747.88	\$ 8,107.08	102.54%	▲

	Total					
	Actual	Budget	Over budget	Perc. of budget & over/under budget		
47 - miscellaneous						
47127000 - procuremnt card rebate	\$ 1,086.94	\$ 250.00	\$ 836.94	434.78%		▲
47990000 - other misc revenue	\$ (401.54)	\$ 431.36	\$ (832.90)	-93.09%		▼
Total 47 - miscellaneous	\$ 685.40	\$ 681.36	\$ 4.04	100.59%		▲
Total Income	\$ 354,142.57	\$ 329,507.16	\$ 24,635.41	107.48%		▲
Gross Profit	\$ 354,142.57	\$ 329,507.16	\$ 24,635.41	107.48%		▲
Expenses						
51 - personal services						
51110000 - EPA regular salaries	\$ 224,820.08	\$ 206,297.68	\$ 18,522.40	108.98%		▲
51460000 - longevity - receipts	\$ 2,605.00	\$ 5,010.00	\$ (2,405.00)	52.00%		▼
51510000 - Social Security	\$ 16,268.47	\$ 15,298.24	\$ 970.23	106.34%		▲
51520000 - regular retirement	\$ 56,901.80	\$ 50,295.60	\$ 6,606.20	113.13%		▲
51560000 - medical insurance	\$ 24,294.20	\$ 26,406.80	\$ (2,112.60)	92.00%		▼
51576000 - flexible spending acct	\$ 459.92	\$ 520.00	\$ (60.08)	88.45%		▼
51651000 - comp to board members	\$ 1,400.00	\$ 1,600.00	\$ (200.00)	87.50%		▼
Total 51 - personal services	\$ 326,749.47	\$ 305,428.32	\$ 21,321.15	106.98%		▲
52 - purchased services						
52110000 - legal services	\$ 12,716.37	\$ 13,443.32	\$ (726.95)	94.59%		▼
52120000 - financial/audit svcs	\$ 17,500.00	\$ 17,500.00	\$ -	100.00%		▼
52145000 - managed server support	\$ 50,460.56	\$ 38,292.39	\$ 12,168.17	131.78%		▲
52170001 - prof testing serv	\$ 7,301.00	\$ 12,333.36	\$ (5,032.36)	59.20%		▼
52184000 - janitorial services	\$ 2,800.00	\$ 2,800.00	\$ -	100.00%		▼
52199000 - misc contract services	\$ 8,104.81	\$ 26,862.00	\$ (18,757.19)	30.17%		▼
52430000 - maint agrmnt - equip	\$ 1,657.82	\$ 1,278.00	\$ 379.82	129.72%		▲
52512000 - rental of bldg/prop	\$ 19,173.81	\$ 17,022.50	\$ 2,151.31	112.64%		▲
52714000 - ground trans in-state	\$ 21,066.19	\$ 21,200.00	\$ (133.81)	99.37%		▼
52721000 - lodging in-state	\$ 17,775.14	\$ 12,666.68	\$ 5,108.46	140.33%		▲
52724000 - meals in-state	\$ 9,825.56	\$ 6,000.00	\$ 3,825.56	163.76%		▲
52731000 - board/non-emp transpor		\$ 533.32	\$ (533.32)	0.00%		▼
52732000 - board/non-emp subsist		\$ 600.00	\$ (600.00)	0.00%		▼

	Total						
	Actual	Budget	Over budget	Perc. of budget & over/under budget			
52811000 - telephone service	\$ 1,299.15	\$ 1,333.32	\$ (34.17)	97.44%			▼
52814000 - cellular phone service	\$ 4,400.17	\$ 3,866.68	\$ 533.49	113.80%			▲
52815000 - email and calendaring	\$ 73.91	\$ 240.00	\$ (166.09)	30.80%			▼
52822000 - managed LAN svc charge	\$ 2,229.82	\$ 2,200.00	\$ 29.82	101.36%			▲
52825000 - managed WAN service	\$ 10,446.51	\$ 10,000.00	\$ 446.51	104.47%			▲
52826000 - software subscriptions	\$ 10,638.54	\$ 3,666.68	\$ 6,971.86	290.14%			▲
52828000 - managed desktop svcs	\$ 4,050.39	\$ 6,064.00	\$ (2,013.61)	66.79%			▼
52840000 - postage & delivery	\$ 122.76	\$ 2,266.68	\$ (2,143.92)	5.42%			▼
52840003 - postage/postal meter charges	\$ 7,375.33	\$ 8,666.64	\$ (1,291.31)	85.10%			▼
52850000 - printing, binding, dup	\$ 571.97	\$ 4,666.64	\$ (4,094.67)	12.26%			▼
52911000 - insurance - property	\$ 20,272.80	\$ 18,000.00	\$ 2,272.80	112.63%			▲
52942000 - other emp trng expense	\$	\$ 66.64	\$ (66.64)	0.00%			▼
Total 52 - purchased services	\$ 229,862.61	\$ 231,568.85	\$ (1,706.24)	99.26%			▼
53 - Supplies							
53110000 - general office supply	\$ 2,518.64	\$ 4,355.00	\$ (1,836.36)	57.83%			▼
Total 53 - Supplies	\$ 2,518.64	\$ 4,355.00	\$ (1,836.36)	57.83%			▼
54 - property, plant, & equip							
54511000 - office equipment	\$	\$ 1,694.56	\$ (1,694.56)	0.00%			▼
54534000 - PC and printer purch	\$ 598.45	\$ 1,647.99	\$ (1,049.54)	36.31%			▼
Total 54 - property, plant, & equip	\$ 598.45	\$ 3,342.55	\$ (2,744.10)	17.90%			▼
55 - other expenses and adjust							
55830000 - member dues & subcript	\$ 529.27	\$ 630.00	\$ (100.73)	84.01%			▼
55900000 - other expenses	\$ 1,193.23	\$ 470.00	\$ 723.23	253.88%			▲
Total 55 - other expenses and adjust	\$ 1,722.50	\$ 1,100.00	\$ 622.50	156.59%			▲
58 - intragovernmental transac							
58030000 - fine/penalty transfer	\$ 440.00	\$ -	\$ 440.00				
Total 58 - intragovernmental transac	\$ 440.00	\$ -	\$ 440.00				
Total Expenses	\$ 561,891.67	\$ 545,794.72	\$ 16,096.95	102.95%			▲
Net Operating Income	\$ (207,749.10)	\$ (216,287.56)	\$ 8,538.46	96.05%			▼
Net Income	\$ (207,749.10)	\$ (216,287.56)	\$ 8,538.46	96.05%			▼