

DRAFT MINUTES – NOT YET APPROVED BY THE BOARD



NORTH CAROLINA BOARD OF BARBER AND ELECTROLYSIS EXAMINERS

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DRAFT Minutes for Public Meeting Held August 22, 2023, at 8:30 a.m. Videoconference

Board Members

Sherod Holloway, Board Chairperson, Barber Member
Don Beal, Barber Member
Craig N. Burkhart, MD, Physician 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
Barber (Vacant)

Executive Director

Dennis Seavers

Counsel to the Board

M. Jackson Nichols

The meeting of the North Carolina Board of Barber and Electrolysis Examiners was called to order at 8:43 a.m., on August 22, 2023.

The following board members were present by video- or teleconference: Sherod Holloway, Craig N. Burkhart, MD; Stacy M. Miller, LE, CPE; Kristina Proctor; Michael T. Swinney; Margaret Wingate. David L. Williams joined the meeting at 8:55 a.m. The following board members were absent: Don Beal.

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Also in attendance in person were Dennis Seavers, Executive Director, and M. Jackson Nichols, 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

Dr. Burkhart made a motion to approve the minutes from the June 20, 2023 meeting. Ms. Proctor seconded the motion, which passed, 5–0 (Ms. Miller abstained).

Board member	Yes	No	Abstain	Not present
Sherod Holloway	X			
Don Beal				X
Craig N. Burkhart	X			
Stacy M. Miller			X	
Kristina Proctor	X			
Michael T. Swinney	X			
David L. Williams				X
Margaret Wingate	X			
Total	5	0	1	2

Ms. Proctor made a motion to approve the closed-session narrative from the June 20, 2023 board meeting. Dr. Burkhart seconded the motion, which passed, 5–0 (Ms. Miller abstained).

Board member	Yes	No	Abstain	Not present
Sherod Holloway	X			
Don Beal				X
Craig N. Burkhart	X			
Stacy M. Miller			X	
Kristina Proctor	X			
Michael T. Swinney	X			
David L. Williams				X
Margaret Wingate	X			
Total	5	0	1	2

Felony hearings

The board held a hearing for Kelvin R. Nichols (file #26279) to determine whether his felony criminal history should prevent him from getting a license. Duane Cogdell of the

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Department of Adult Corrections (NCDAC) was present remotely and offered testimony about Mr. Nichols. Mr. Cogdell answered questions from Mr. Nichols and the board members.

Proposal regarding apprenticeships by Lee O. Brooks

The board considered a proposal by Lee O. Brooks regarding apprenticeships (see Attachment 1). Mr. Brooks answered questions from the board.

Fiscal year 2024 budget

The board considered the proposed budget for fiscal year 2024 (see Attachment 2). Mr. Seavers answered questions from the board members. After discussion by the board, Mr. Williams made a motion to approve the budget. Ms. Proctor seconded the motion, which passed, 7–0.

Board member	Yes	No	Abstain	Not present
Sherod Holloway	X			
Don Beal				X
Craig N. Burkhart	X			
Stacy M. Miller	X			
Kristina Proctor	X			
Michael T. Swinney	X			
David L. Williams	X			
Margaret Wingate	X			
Total	7	0	0	1

Executive director report

The board considered the executive director’s report (see Attachment 3). Mr. Seavers answered questions from the board members.

CLOSED SESSION

Mr. Holloway made a motion to go into closed session under G.S. § 143–318.11. Mr. Holloway noted that the board would discuss the case Rodney Bullock c/o Altitude Academy, LLC, v. North Carolina Board of Barber and Electrolysis Examiners and Pitt Community College. 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			
Stacy M. Miller	X			
Kristina Proctor	X			
Michael T. Swinney	X			

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David L. Williams	X			
Margaret Wingate	X			
Total	7	0	0	1

The board entered closed session at 9:41 a.m. The board emerged from closed session at 10:13 a.m.

OPEN SESSION

Determinations

Mr. Holloway made a motion for Kelvin R. Nichols to be offered a consent order allowing him to get a license, with five years of probation, payment of required fees, and standard terms and conditions. Ms. Miller seconded the motion, which passed 7–0.

Board member	Yes	No	Abstain	Not present
Sherod Holloway	X			
Don Beal				X
Craig N. Burkhart	X			
Stacy M. Miller	X			
Kristina Proctor	X			
Michael T. Swinney	X			
David L. Williams	X			
Margaret Wingate	X			
Total	7	0	0	1

The board members agreed that the next meeting would be held as a virtual meeting, and the board would consider Raleigh as an in-person location for the December meeting.

Mr. Holloway adjourned the meeting at 10:20 a.m.

Minutes approved on _____

 Sherod Holloway
 Board Chairperson

Lee O. Brooks
Licensed Barber Instructor

Aug. 4, 2023

North Carolina Board of Barber Examiners
123 Barber Licensing Avenue Raleigh, NC 27601

Subject: Request to Allow Option of Apprenticeship in Barbershops

Dear Members of the North Carolina Board of Barber Examiners,

I am writing to bring to your attention a crucial matter concerning the future of barber education in our state. As a concerned barber, instructor and advocate for the barbering profession, I am urging the Board to consider amending the current regulations to allow for true apprenticeship programs within licensed barbershops.

The art of barbering is deeply rooted in tradition and skill, and the path to becoming a proficient barber should reflect this heritage. I firmly believe that by permitting students to learn directly from licensed instructors within barbershops, we can ensure that aspiring barbers receive the best possible education and practical training.

It is crucial to acknowledge the growing concern of unlicensed individuals operating as barbers after receiving training in community colleges. While these individuals may have undergone some form of instruction, many lack the practical training that is made available in a true apprenticeship program. Many Community Colleges do not see an inflow of clientele to provide the students with the degree of expertise that is needed to be successful. This has led to an influx of unqualified practitioners who call themselves barbers without meeting the necessary licensing requirements. By introducing a true apprenticeship option in barbershops, we can ensure that only those who have completed the required hours of instruction, served as apprentices under licensed instructors and have mastered the art of cutting can legitimately be recognized as skilled and certified barbers in North Carolina. This move will not only elevate the standards of the profession but also protect the public from potential harm caused by unqualified practitioners.

I propose the addition of a new apprenticeship option where no more than two students may be trained by a licensed instructor in an established barbershop. This apprenticeship program should still require a substantial commitment in terms of hours and time. To ensure the quality of education, students should complete a minimum of 1528 hours of instruction and serve as an apprentice for a duration of one to three years. This will guarantee that they receive comprehensive and hands-on training, honing their skills under the guidance of experienced professionals and increase their chances of passing the required testing.

It is essential to acknowledge that the demand for barbers in our communities remains high. However, there has been a noticeable decline in the number of proficient barbers graduating from traditional educational institutions. One of the root causes of this issue is the lack of adequate cutting practice and real-world experience within the confines of a classroom. By allowing students to work in actual barbershops with licensed instructors, they will gain the necessary practical knowledge and build confidence in their craft.

To address concerns of safety and adherence to regulations, I recommend that students under the apprenticeship program be required to obtain and display the necessary student permit at their workstations. This will ensure that they are appropriately identified and authorized to work under the guidance of a licensed instructor.

In conclusion, I firmly believe that adopting a true apprenticeship option within barbershops will revitalize the quality of barber education in North Carolina. It will bridge the gap between theoretical knowledge and practical application, producing competent and skilled barbers who can serve our communities with pride. I kindly request that the Board carefully consider this proposal and work towards its implementation.

Thank you for your time and attention to this matter. Your support in advancing the barbering profession will undoubtedly have a positive impact on the future of aspiring barbers in our state.

Sincerely,

Lee O Brooks



NORTH CAROLINA BOARD OF BARBER AND ELECTROLYSIS EXAMINERS

Memo

TO: Board members

FROM: Dennis Seavers

DATE: August 19, 2023

SUBJECT: Fiscal year 2024 budget proposal

Below is a proposal for the board's fiscal year (FY) 2024 budget, which the board will be considering at its August 22, 2022 meeting. Board members should feel free to contact me if they have questions about the details of the proposal.

The table in Attachment A shows a detailed breakdown of the budget proposal according to the state's revenue and expense accounts. The table also compares the FY 2023 and 2024 proposals.

SUMMARY

- The board's starting fund balance on July 1, 2023, was \$1,005,302.55.
- The budget anticipates \$814,344.88 in revenues. (The increase is attributable to higher interest revenues from bank deposits and the addition of revenues formerly received by the Board of Electrolysis Examiners.)
- The budget would authorize \$818,132.24 in spending. This spending represents an increase of \$41,172.84 (5.3%) from the FY 2023 budget.
- The board's net income is projected to be a loss of \$3,787.36.
- The board's ending fund balance on June 30, 2024, would be approximately \$1,001,515.19.

STATEWIDE BUDGET VS. BOARD BUDET

For individuals who served on the Board of Electrolysis Examiners, the adoption of an annual budget will be new. This section of the memo explains the difference between the statewide budget and the board budget. (Individuals who previously served on the Board of Barber Examiners can skip this section.)

Although the board's revenues are almost entirely based on fees rather than taxes, the board's spending is still subject to the oversight of the Office of State Budget and

Management (OSBM). The General Assembly approves a budget for the board and most other state agencies, and any subsequent changes must be approved by OSBM. For some boards and commissions, this budget governs the spending for the fiscal year, and the boards don't adopt a separate budget.

This board adopts its own budget, within the constraints of the budget approved by the General Assembly and revisions approved by the Office of State Budget and Management. I recommended this change in 2015 so that the governance body could weigh in on its spending priorities, which in turn reflect the board's goals for the agency. That way, the staff alone isn't determining agency spending priorities within the budget adopted by the General Assembly. For example, the board will determine how much money it wishes to direct to IT projects that improve customer service or improve workflows.

The proposed budgets are based on the recommendations of the board's executive director. However, the board is in no way constrained by these recommendations. Although the executive director will have an understanding of board operations and the impact of the budget on them, the board is certainly free to change the proposed budget as it wishes. The board should keep in mind that some changes could be subject to OSBM approval.

ASSUMPTIONS AND AUTHORIZATIONS

Every budget makes certain assumptions, and I've listed some assumptions below for this budget proposal (others appear in the next section of this memo).

Contracts

As part of this proposal, I ask the board to authorize me to continue or enter into any necessary contracts—the costs of which are included in the budget—to make sure that operations remain smooth, just as the board has done for the last eight fiscal years. These contracts would still need to comply with statewide procurement regulations.

Board meetings

Various portions of the budget include costs associated with board meetings. The proposal assumes that the board will hold six regularly scheduled meetings. This assumption is solely for cost projection and doesn't commit the board to a schedule. This budget also assumes that the board will continue its practice of only providing per diems for "full" meetings (such as the regularly scheduled meetings) rather than brief special meetings.

Pending legislation

The General Assembly has not yet passed a budget for fiscal year 2024. Under state law, the certified budget (i.e., the originally approved budget, without revisions

authorized by the Office of State Budget and Management) will be in effect until the budget is adopted. Once the budget is passed, the board may need to revise its budget at future meetings. As discussed below, the areas of revision would likely include personnel and IT expenses.

DETAILED EXPLANATIONS AND JUSTIFICATIONS

This section of the memo explains portions of the budget that depart notably from the FY 2023 budget. Not all changes in spending are addressed—though the most important are—so if board members have additional questions about changes, they should feel free to contact me. The focus is on expenditures rather than revenues because the latter are projections rather than proposals. The information below is organized by the state's expenditure categories and chart of accounts, as shown in Attachment A.

Personal services (531)

There have been discussions of salary increases for staff members. As discussed above, the FY 2024 budget has not yet been approved by the General Assembly. Although the proposal doesn't include increases in base salaries, the board will need to revise this area of the budget at a subsequent meeting to reflect any salary increases.

Purchased services (532)

Financial and audit services (532120)

Due to the merger, the annual financial audit will cover not just the current board, but also the former Board of Barber Examiners and Board of Electrolysis Examiners. In the past, the Board of Electrolysis Examiners was exempt from the requirement to have an annual audit because its budget was less than \$50,000 a year. The expansion of the normal audit to cover an agency not previously audited will require more work by auditors than in previous fiscal years, so the auditing cost will be higher.

Managed server support (532145)

Of the proposed increase in spending, only about \$1,700 represents contractual increases due to inflation. The remainder is for add-on services that the board can remove from the budget if it wishes. However, I believe these add-on services will be beneficial for the reasons discussed below.

The non-contractual increases include:

- Escalated task. The contract includes a certain number of tasks for improvements or to correct problems that are not due to vendor error. However, these tasks occur on a set time frame. If an issue needs to be corrected immediately, the board must pay for the task to be escalated to an urgent time

frame. The cost is about \$678. In my experience, at least one task is necessary during each fiscal year for unexpected issues.

- Additional project. Projects represent larger-scale work than tasks. The board has several projects lined up, including ones to implement legislation for mobile barber shops, to add electrologists and laser hair practitioners to the licensing database, and to have an online renewal system for electrologists and laser hair practitioners. The board also must update the interface with the payment processor (which handles credit- and debit-card payments) by next year. I recommend that the board approve an additional project to accelerate the time frame to complete this work. The cost is about \$6,300.

Professional testing service (532170001)

As discussed in the executive director's report for the August 22, 2023 board meeting, the number of people failing the written exam has decreased dramatically as the pandemic has abated. This budget accounts for higher testing costs in case the number of exams remains high, but the board may be able to revise this figure downward to cover increase in other areas of the budget as the fiscal year progresses.

Miscellaneous contract services (532199)

The addition of \$12,324 represents the addition of already budgeted costs from the former Board of Electrolysis Examiners. The costs would be used for services related to inspections and administrative work for the electrolysis and laser hair practice industries, if needed.

Ground transportation in state (532714)

This area of spending covers staff vehicle travel, including the cost of state fleet vehicles and car rentals. Gas prices have increased, and the board inspectors are traveling more to increase the number of inspections performed.

IT costs (5328xx)

As discussed above, when the General Assembly adopts a budget, the board may need to revise its budget. One area of potential revision will be IT costs assessed by the Department of Information Technology (the account codes that begin with 5328). Those costs may increase in accordance with a schedule approved by the General Assembly.

Attachment A
FY 2024 Budget Proposal

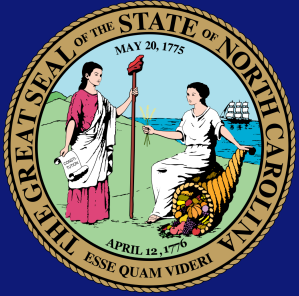
August 22, 2023 minutes
ATTACHMENT 2

	FY23 Budget (Revised)	FY24 Proposed	Difference
Income			
433 - investment income			
433121 - STIF interest income	\$ 4,200.00	\$ 15,116.88	\$ 10,916.88
Total 433 - investment income	\$ 4,200.00	\$ 15,116.88	\$ 10,916.88
434 - sales, service, rentals			
434320 - sale of surplus property	\$ -	\$ -	\$ -
Total 434 - sales, service, rentals	\$ -	\$ -	\$ -
435 - fees, licenses, and fines			
435100 - business license fees			
435100059 - duplicate license	\$ 727.00	\$ 727.00	\$ -
435100060 - individual license	\$ 294,571.00	\$ 306,046.00	\$ 11,475.00
435100061 - school permit	\$ 5,077.00	\$ 5,077.00	\$ -
435100062 - bus/shop permit	\$ 126,939.00	\$ 126,939.00	\$ -
435100063 - student permit	\$ 23,476.00	\$ 23,476.00	\$ -
435100064 - renewal-individual	\$ 60,437.00	\$ 60,437.00	\$ -
435100 - business license fees - Other	\$ -	\$ -	\$ -
Total 435100 - business license fees	\$ 511,227.00	\$ 522,702.00	\$ 11,475.00
435300 - certification fees			
435300015 - reexamination	\$ 7,642.00	\$ 7,902.00	\$ 260.00
435300016 - instructor exam fee	\$ 7,642.00	\$ 7,642.00	\$ -
435300017 - registered exam fee	\$ 35,109.00	\$ 35,109.00	\$ -
435300018 - apprentice exam fee	\$ 119,898.00	\$ 119,898.00	\$ -
435300019 - apprentice certific	\$ 36,249.00	\$ 36,249.00	\$ -
435300020 - instructor certific	\$ 13,586.00	\$ 13,586.00	\$ -
Total 435300 - certification fees	\$ 220,126.00	\$ 220,386.00	\$ 260.00
435400 - inspection/exam fees	\$ 37,652.00	\$ 44,752.00	\$ 7,100.00
435500 - fines, pen, assess fee	\$ 9,326.00	\$ 9,701.00	\$ 375.00
435800 - tuition and fees			
435830 - other fees	\$ 790.00	\$ 790.00	\$ -
Total 435800 - tuition and fees	\$ 790.00	\$ 790.00	\$ -
Total 435 - fees, licenses, and fines	\$ 779,121.00	\$ 798,331.00	\$ 19,210.00
437 - miscellaneous			
432127 - procurement card rebate	\$ 250.00	\$ 250.00	\$ -
437990 - other misc revenue	\$ 647.00	\$ 647.00	\$ -
Total 437 - miscellaneous	\$ 897.00	\$ 897.00	\$ -
Total Income	\$ 784,218.00	\$ 814,344.88	\$ 30,126.88
Expense			
531 - personal services			
531112 - EPA regular salaries	\$ 309,446.48	\$ 309,446.48	\$ -
531462 - longevity - receipts	\$ 4,900.87	\$ 5,010.00	\$ 109.13
531512 - Social Security	\$ 22,947.36	\$ 22,947.36	\$ -
531522 - regular retirement	\$ 75,443.36	\$ 75,443.36	\$ -
531562 - medical insurance	\$ 39,610.16	\$ 39,610.16	\$ -
531576 - flexible spending acct	\$ 780.00	\$ 780.00	\$ -
531651 - comp to board members	\$ 2,400.00	\$ 2,400.00	\$ -
Total 531 - personal services	\$ 455,528.23	\$ 455,637.36	\$ 109.13
532 - purchased services			
532110 - legal services	\$ 20,000.00	\$ 20,165.00	\$ 165.00
532120 - financial/audit svcs	\$ 14,500.00	\$ 17,500.00	\$ 3,000.00
532145 - managed server support	\$ 48,763.58	\$ 57,438.59	\$ 8,675.01

Attachment A
FY 2024 Budget Proposal

August 22, 2023 minutes
ATTACHMENT 2

	FY23 Budget (Revised)	FY24 Proposed	Difference
532170001 - prof testing serv	\$ 16,000.00	\$ 18,500.00	\$ 2,500.00
532184 - janitorial services	\$ 4,200.00	\$ 4,200.00	\$ -
532199 - misc contract services	\$ 27,969.00	\$ 40,293.00	\$ 12,324.00
532430 - maint agrment - equip	\$ 1,917.00	\$ 1,917.00	\$ -
532512 - rental of bldg/prop	\$ 24,881.28	\$ 25,627.74	\$ 746.46
532714 - ground trans in-state	\$ 24,200.00	\$ 31,800.00	\$ 7,600.00
532721 - lodging in-state	\$ 18,000.00	\$ 19,000.00	\$ 1,000.00
532724 - meals in-state	\$ 9,000.00	\$ 9,000.00	\$ -
532731 - board/non-emp transpor	\$ 1,000.00	\$ 800.00	\$ (200.00)
532732 - board/non-emp subsist	\$ 1,200.00	\$ 900.00	\$ (300.00)
532811 - telephone service	\$ 1,800.00	\$ 2,000.00	\$ 200.00
532814 - cellular phone service	\$ 6,180.00	\$ 5,800.00	\$ (380.00)
532815 - email and calendaring	\$ 360.00	\$ 360.00	\$ -
532822 - managed LAN svc charge	\$ 3,978.72	\$ 3,300.00	\$ (678.72)
532825 - managed WAN service	\$ 14,217.60	\$ 15,000.00	\$ 782.40
532826 - software subscriptions	\$ 4,150.00	\$ 5,500.00	\$ 1,350.00
532828 - managed desktop services	\$ 9,096.00	\$ 9,096.00	\$ -
532840 - postage & delivery	\$ 1,800.00	\$ 3,400.00	\$ 1,600.00
532840003 - postage/postal meter charges	\$ 13,000.00	\$ 13,000.00	\$ -
532850 - printing, binding, dup	\$ 7,000.00	\$ 7,000.00	\$ -
532911 - insurance - property	\$ 26,000.00	\$ 27,000.00	\$ 1,000.00
532942 - other emp trng expense	\$ 100.00	\$ 100.00	\$ -
Total 532 - purchased services	\$ 299,313.18	\$ 338,697.33	\$ 39,384.15
533 - Supplies			
533110 - general office supply	\$ 6,000.00	\$ 6,355.00	\$ 355.00
Total 533 - Supplies	\$ 6,000.00	\$ 6,355.00	\$ 355.00
534 - property, plant, & equip			
534511 - furniture - office	\$ 370.00	\$ 1,694.56	\$ 1,324.56
534534 - PC and printer purchases	\$ 1,647.99	\$ 1,647.99	\$ -
Total 534 - property, plant, & equip	\$ 2,017.99	\$ 3,342.55	\$ 1,324.56
535 - other expenses and adjust			
535830 - member dues & subcript	\$ 630.00	\$ 630.00	\$ -
535900 - other expenses	\$ 470.00	\$ 470.00	\$ -
Total 535 - other expenses and adjust	\$ 1,100.00	\$ 1,100.00	\$ -
538 - intragovernmental transac			
538030 - fine/penalty transfer	\$ 13,000.00	\$ 13,000.00	\$ -
Total 538 - intragovernmental transac	\$ 13,000.00	\$ 13,000.00	\$ -
Total Expense	\$ 776,959.40	\$ 818,132.24	\$ 41,172.84
Net Income	\$ 7,258.60	\$ (3,787.36)	\$ (11,045.96)



North Carolina Board of Barber Examiners

Summary of Executive Director's Report

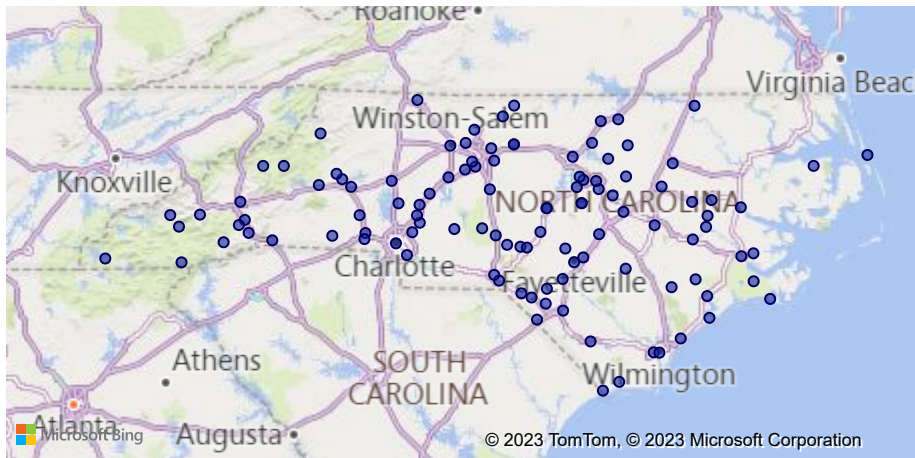
August 22, 2023 Board Meeting

Routine Inspections in Fiscal Year 2023 (July 2022 - June 2023)

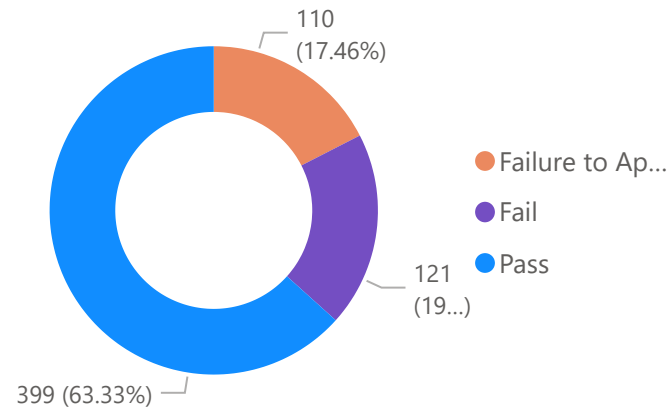
97.98

Average Sanitation Score

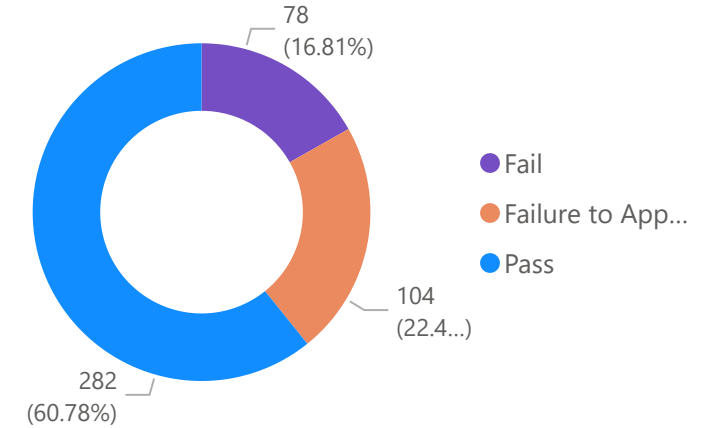
Complaint locations



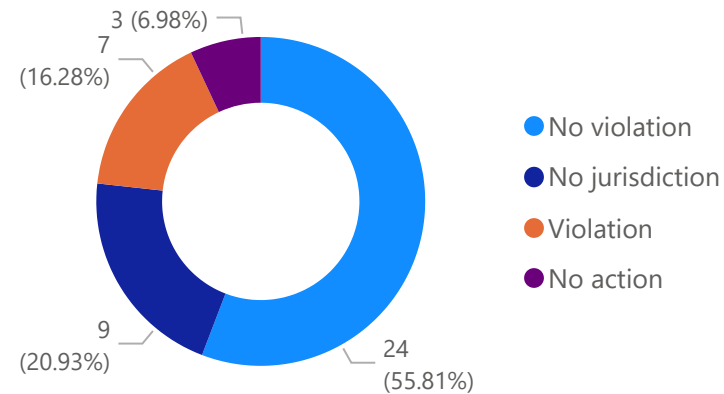
Apprentice Results - Written Exam (CY 2023)



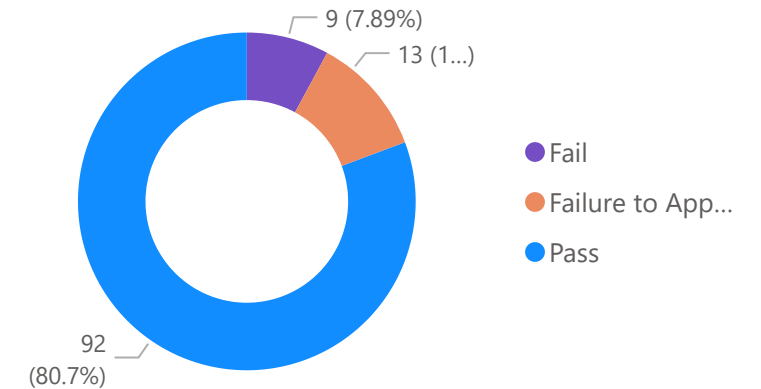
Apprentice Results - Practical Exam (CY 2023)



Complaint outcome (FY 2023)



Registered Results - Practical Exam (CY 2023)





NORTH CAROLINA BOARD OF BARBER AND ELECTROLYSIS EXAMINERS

Memo

TO: Board members

FROM: Dennis Seavers

DATE: August 14, 2023

SUBJECT: Executive director's report

Below is the executive director's report for the board's August 22, 2023 meeting. If there are other areas of finances or operations that the board is interested in, or if board members have questions about this report, please feel free to contact me.

Board members should refer to the summary dashboard that precedes this memo and discusses various aspects of board operations.

BUDGET REPORT

Attachment A shows the board's expenditures and revenues for fiscal year (FY) 2023 on an accrual basis through June 2023. Expenditures were \$14,773.45 under budget, or about 98% of the budget. Although revenues were higher than expected, almost \$70,000 of that amount was a one-time transfer of the fund balance held by the former Board of Electrolysis Examiners.

Attachment B shows the board's fund balance over the past few years. Perhaps for the first time in its history, the board's fund balance exceeded one million dollars, though again this was partially attributable to the transfer of the Electrolysis Board fund balance.

EXAMS

This section of the report gives an overview of the activity and changes related to exams for the licenses under the board's jurisdiction.

Electrolysis

The board has held and will be holding various practical exams for individuals applying to become electrologists. Board member Margaret Wingate has been generous in

allowing the board to use her facility for exams. I'm also grateful to board member Stacy Miller and former board member Charlene Poole for helping to administer the exams.

The board's ad hoc committee has made significant progress toward developing a North Carolina written exam and will report back to the board once its work is finished.

Barbers

As the pandemic has abated, the pass rate for written exams has jumped back up, as reflected in the summary dashboard that precedes this memo. The board has rightly been concerned for the past few years about the number of people failing the written exam. But the board also had reason to believe that the pandemic was driving the poor performance. As the pandemic has abated, we've also seen a significant increase in the pass rate. The board should continue to monitor the pass rate.

IT PROJECTS

This section of the memo discusses the status of IT-related projects designed to improve the board's business processes and customer service.

Website

The board launched a newly designed website earlier this month. The new URL is bbee.nc.gov, and I encourage all board members to review the site (if they haven't already). The benefits of the new site include:

- Above all, the new design will merge the two websites of the former boards (ncbee.com and barbers.nc.gov).
- The new site should be easier to use and more aesthetically appealing.
- It will improve compliance with best practices for making sites accessible to people with disabilities.
- There will be greater security, since updates can only be made by authorized personnel who are on the state network at the time they make the updates (or accessing the state network with VPN).
- Websites need redesigns from time to time to reflect current practices, even if those practices are more aesthetic and functional than urgent

The old websites, barbers.nc.gov and ncbee.com, either will redirect to the new site or will have a message notifying users about the new site.

Student hours reporting

The board deployed a new system that allows barber schools to report student hours online rather than submit paper reports. As discussed in a recent email, this will be one of the most significant time-saving projects for both staff and schools and is a long overdue improvement.

By law, schools must report to the board any hours accrued by students during the previous month, along with a list of currently enrolled students. The report and roster are due by the 15th of each month. The board uses these data to determine whether the students have completed the 1528-hour curriculum required for a barber license. Under the new process, schools will sign into the same Dashboard Page they already use for renewals and student permit applications. They will then have an easy-to-use system to report hours, which will make data entry faster and reduce the regulatory burden on schools. The system also helps identify errors and notifies schools when their reports are overdue.

Applicants will also see a benefit because the turn-around time between submission of an application or a request for temporary permit will decrease over time. That's because the staff won't have to catch up on manual entries or pull paper records that haven't yet been electronically filed.

Upcoming projects

The board has several projects underway or planned, including the following (which are not necessarily listed in order of importance):

- Backend setup for mobile barber shops;
- Website for reporting locations for mobile barber shops;
- Various web processes related to mobile barber shops, such as renewals and applications;
- A change needed to update the interface between our payment processor and the vendor-hosted websites;
- Backend changes for electrology and laser hair practice; and
- Web processes for electrology and laser hair practice, including renewals and applications.

Attachment A
Fiscal Year 2022 Budget vs. Actuals
July 2022 - June 2023

	Total			
	Actual	Budget	Over budget	Perc. of budget & over/under budget
Income				
433 - investment income				
433121 - STIF interest income	\$ 15,116.82	\$ 4,200.00	\$ 10,916.82	359.92% ▲
Total 433 - investment income	\$ 15,116.82	\$ 4,200.00	\$ 10,916.82	359.92% ▲
434 - sales, service, and rentals				
434320 - sale of surplus property	\$ 63.48		\$ 63.48	
Total 434 - sales, service, and rentals	\$ 63.48	\$ -	\$ 63.48	
435 - fees, licenses, and fines		\$ 825.00	\$ (825.00)	0.00% ▼
435100 - business license fees		\$ 5,325.00	\$ (5,325.00)	0.00% ▼
435100059 - duplicate license	\$ 1,465.00	\$ 727.00	\$ 738.00	201.51% ▲
435100060 - individual license	\$ 290,720.81	\$ 294,571.00	\$ (3,850.19)	98.69% ▼
435100061 - school permit	\$ 6,760.00	\$ 5,077.00	\$ 1,683.00	133.15% ▲
435100062 - bus/shop permit	\$ 118,620.00	\$ 126,939.00	\$ (8,319.00)	93.45% ▼
435100063 - student permit	\$ 27,650.00	\$ 23,476.00	\$ 4,174.00	117.78% ▲
435100064 - renewal-individual	\$ 83,735.00	\$ 60,437.00	\$ 23,298.00	138.55% ▲
Total 435100 - business license fees	\$ 528,950.81	\$ 516,552.00	\$ 12,398.81	102.40% ▲
435300 - certification fees		\$ 130.00	\$ (130.00)	0.00% ▼
435300015 - reexamination	\$ 150.00		\$ 150.00	
435300016 - instructor exam fee	\$ 5,940.00	\$ 7,642.00	\$ (1,702.00)	77.73% ▼
435300017 - registered exam fee	\$ 20,705.00	\$ 35,109.00	\$ (14,404.00)	58.97% ▼
435300018 - apprentice exam fee	\$ 141,265.00	\$ 119,898.00	\$ 21,367.00	117.82% ▲
435300019 - apprentice certific	\$ 42,950.00	\$ 36,249.00	\$ 6,701.00	118.49% ▲
435300020 - instructor certific	\$ 14,515.00	\$ 13,586.00	\$ 929.00	106.84% ▲
Total 435300 - certification fees	\$ 225,525.00	\$ 212,614.00	\$ 12,911.00	106.07% ▲
435400 - inspection/exam fees	\$ 32,620.00	\$ 41,202.00	\$ (8,582.00)	79.17% ▼
435500 - fines, pen, assess fee	\$ 9,928.80	\$ 9,701.00	\$ 227.80	102.35% ▲
435800 - tuition and fees				
435830 - other fees	\$ 700.00	\$ 790.00	\$ (90.00)	88.61% ▼
Total 435800 - tuition and fees	\$ 700.00	\$ 790.00	\$ (90.00)	88.61% ▼
Total 435 - fees, licenses, and fines	\$ 797,724.61	\$ 781,684.00	\$ 16,040.61	102.05% ▲
437 - miscellaneous				
437127 - procuremnt card rebate	\$ 891.97	\$ 250.00	\$ 641.97	356.79% ▲
437990 - other misc revenue	\$ (768.73)	\$ 647.00	\$ (1,415.73)	-118.81% ▼
Total 437 - miscellaneous	\$ 123.24	\$ 897.00	\$ (773.76)	13.74% ▼
438 - intergovernmental transactions				
4384AA - agency nonroutine transfer	\$ 69,838.55		\$ 69,838.55	
Total 438 - intergovernmental transactions	\$ 69,838.55	\$ -	\$ 69,838.55	
Total Income	\$ 882,866.70	\$ 786,781.00	\$ 96,085.70	112.21% ▲
Gross Profit	\$ 882,866.70	\$ 786,781.00	\$ 96,085.70	112.21% ▲
Expenses				
531 - personal services				
531112 - EPA regular salaries	\$ 306,384.31	\$ 309,446.48	\$ (3,062.17)	99.01% ▼
531462 - longevity - receipts	\$ 5,010.00	\$ 4,900.87	\$ 109.13	102.23% ▲
531512 - Social Security	\$ 22,328.54	\$ 22,947.36	\$ (618.82)	97.30% ▼
531522 - regular retirement	\$ 76,291.61	\$ 75,443.36	\$ 848.25	101.12% ▲
531562 - medical insurance	\$ 33,934.00	\$ 39,610.16	\$ (5,676.16)	85.67% ▼
531576 - flexible spending acct	\$ 586.93	\$ 780.00	\$ (193.07)	75.25% ▼
531651 - comp to board members	\$ 1,400.00	\$ 2,400.00	\$ (1,000.00)	58.33% ▼
Total 531 - personal services	\$ 445,935.39	\$ 455,528.23	\$ (9,592.84)	97.89% ▼
532 - purchased services				
532110 - legal services	\$ 27,962.68	\$ 20,082.50	\$ 7,880.18	139.24% ▲
532120 - financial/audit svcs	\$ 14,500.00	\$ 14,559.00	\$ (59.00)	99.59% ▼
532145 - managed server support	\$ 48,858.50	\$ 48,763.58	\$ 94.92	100.19% ▲
532170001 - prof testing serv	\$ 21,861.00	\$ 16,000.00	\$ 5,861.00	136.63% ▲
532184 - janitorial services	\$ 4,200.00	\$ 4,200.00	\$ -	100.00% ▼

532199 - misc contract services	\$	17,016.36	\$	27,969.00	\$	(10,952.64)	60.84%	▼
532430 - maint agrmnt - equip	\$	1,974.78	\$	1,917.00	\$	57.78	103.01%	▲
532512 - rental of bldg/prop	\$	24,881.28	\$	26,681.28	\$	(1,800.00)	93.25%	▼
532714 - ground trans in-state	\$	31,866.76	\$	24,455.00	\$	7,411.76	130.31%	▲
532721 - lodging in-state	\$	18,642.80	\$	18,000.00	\$	642.80	103.57%	▲
532724 - meals in-state	\$	8,792.40	\$	9,000.00	\$	(207.60)	97.69%	▼
532731 - board/non-emp transpor	\$	478.85	\$	1,000.00	\$	(521.15)	47.89%	▼
532732 - board/non-emp subsist	\$	563.06	\$	1,200.00	\$	(636.94)	46.92%	▼
532811 - telephone service	\$	1,925.19	\$	2,948.00	\$	(1,022.81)	65.30%	▼
532814 - cellular phone service	\$	5,444.82	\$	6,180.00	\$	(735.18)	88.10%	▼
532815 - email and calendaring	\$	130.60	\$	360.00	\$	(229.40)	36.28%	▼
532822 - managed LAN svc charge	\$	2,750.20	\$	3,978.72	\$	(1,228.52)	69.12%	▼
532825 - managed WAN service	\$	14,558.16	\$	14,217.60	\$	340.56	102.40%	▲
532826 - software subscriptions	\$	7,735.01	\$	4,150.00	\$	3,585.01	186.39%	▲
532828 - managed desktop svcs	\$	5,903.39	\$	9,096.00	\$	(3,192.61)	64.90%	▼
532840 - postage & delivery	\$	3,442.96	\$	1,800.00	\$	1,642.96	191.28%	▲
532840003 - postage/postal meter charges	\$	12,098.95	\$	13,000.00	\$	(901.05)	93.07%	▼
532850 - printing, binding, dup	\$	4,255.82	\$	7,000.00	\$	(2,744.18)	60.80%	▼
532911 - insurance - property	\$	22,186.93	\$	26,000.00	\$	(3,813.07)	85.33%	▼
532942 - other emp trng expense	\$		\$	100.00	\$	(100.00)	0.00%	▼
Total 532 - purchased services	\$	302,030.50	\$	302,657.68	\$	(627.18)	99.79%	▼
533 - Supplies								
533110 - general office supply	\$	6,001.13	\$	6,355.00	\$	(353.87)	94.43%	▼
Total 533 - Supplies	\$	6,001.13	\$	6,355.00	\$	(353.87)	94.43%	▼
534 - property, plant, & equip								
534511 - office equipment	\$	504.08	\$	370.00	\$	134.08	136.24%	▲
534534 - PC and printer purch	\$	1,185.55	\$	1,647.99	\$	(462.44)	71.94%	▼
Total 534 - property, plant, & equip	\$	1,689.63	\$	2,017.99	\$	(328.36)	83.73%	▼
535 - other expenses and adjust								
535830 - member dues & subcript	\$	394.27	\$	630.00	\$	(235.73)	62.58%	▼
535840 - service & other awards	\$	251.20	\$		\$	251.20		
535900 - other expenses	\$	5,816.07	\$	6,632.00	\$	(815.93)	87.70%	▼
Total 535 - other expenses and adjust	\$	6,461.54	\$	7,262.00	\$	(800.46)	88.98%	▼
538 - intragovernmental transac								
538030 - fine/penalty transfer	\$	9,929.26	\$	13,000.00	\$	(3,070.74)	76.38%	▼
Total 538 - intragovernmental transac	\$	9,929.26	\$	13,000.00	\$	(3,070.74)	76.38%	▼
Total Expenses	\$	772,047.45	\$	786,820.90	\$	(14,773.45)	98.12%	▼
Net Operating Income	\$	110,819.25	\$	(39.90)	\$	110,859.15		
Net Income	\$	110,819.25	\$	(39.90)	\$	110,859.15		

Attachment B. Fund balance

