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Division of Occupational Licensure
Board of Registration of Cosmetology and Barbering
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LAYLA R. D'EMILIA
COMMISSIONER, DIVISION OF
OCCUPATIONAL LICENSURE

MINUTES OF THE June 30th, 2022
PUBLIC BOARD MEETING

TIME: 11:00 a.m.

PLACE: Conference Call

PRESENT: Joy Talbot (Chair), Cate Tool (Vice-Chair), Erinn Breedy, Heather Cohen, Nicole Corliss, and Marian Saluto.

Iris Stowe was absent.

STAFF: Richard Lawless, Executive Director
Kristina Gasson, Deputy General Counsel for Boards and Hearings

The Meeting was called to order at **11:04 a.m.** by Ms. Talbot. All board members and staff appeared telephonically or by videoconference.

Housekeeping and Conference Call Protocol:

Ms. Talbot reviewed conference call and open meeting protocol with meeting attendees.

Discussion

Review of Proposed Examination Content Outlines from PSI

Mr. Lawless provided an update on examinations with PSI, and said that most exams will likely be ready by October. The Board reviewed examination content outlines provided by PSI for cosmetology, barbering, aesthetics, manicuring, Electrology and instructor exams. Mr. Lawless said that the Electrology written-practical exam will need development, which will delay the introduction of that specific exam. He also explained that the Board will have the opportunity to review exam content in greater detail with subject matter expert panels once the examinations are up and running, as part of a routine examination review process.

After discussion, a MOTION was made by Ms. Cohen, seconded by Ms. Breedy, to approve the proposed content outlines.

The Chair called for a Roll call vote:

Ms. Talbot (Yes), Ms. Tool (Yes), Ms. Breedy (Yes), Ms. Cohen (Yes), Ms. Corliss (Yes), and Ms. Saluto (Yes).

The Motion passed 6-0.

Remote Proctoring for New Examinations

Alon Schwartz from PSI was in attendance to describe the remote proctoring process. PSI can permit candidates to take the exams from their own home using remote proctoring software on their own computers. Mr. Schwartz explained the security protocols to ensure the integrity of the exams. Mr. Schwartz also stated that PSI would be able to handle the backlog of test takers through its testing centers, and that remote proctoring would just be an added convenience for candidates.

The Board requested additional information from PSI on remote proctoring before making a decision. Mr. Schwartz said he would send more details on remote proctoring to Mr. Lawless for distribution to the Board.

After discussion, a MOTION was made by Ms. Tool, seconded by Ms. Corliss, to table this discussion until more information was received.

The Chair called for a Roll call vote:

Ms. Talbot (Yes), Ms. Tool (Yes), Ms. Breedy (Yes), Ms. Cohen (Yes), Ms. Corliss (Yes), and Ms. Saluto (Yes).

The Motion passed 6-0.

Delegation of Examination and Application Decisions

Mr. Lawless requested permission from the Board to delegate business decisions on the examination implementation and new application process to Board and agency staff, as well as one or two Board members, to help streamline the process for getting examinations ready.

After discussion, a MOTION was made by Ms. Tool, seconded by Ms. Saluto, to delegate business decisions on exam implementation and application process development to Board staff, and Ms. Talbot and Ms. Corliss.

The Chair called for a Roll call vote:

Ms. Talbot (Yes), Ms. Tool (Yes), Ms. Breedy (Yes), Ms. Cohen (Yes), Ms. Corliss (Yes), and Ms. Saluto (Yes).

The Motion passed 6-0.

Public Comment

Mary Evangelista from the Electrology Institute of New England asked about the number of other states PSI works with for Electrology.

Adjournment

A MOTION was made by Ms. Tool, seconded by Ms. Saluto to adjourn at 11:53 a.m.

The Chair called for a Roll call vote:

Ms. Talbot (Yes), Ms. Tool (Yes), Ms. Breedy (Yes), Ms. Cohen (Yes), Ms. Corliss (Yes), and Ms. Saluto (Yes).

The Motion passed 6-0.

The above Minutes were approved at the open meeting held on July 14, 2022.

A handwritten signature in dark ink, appearing to read 'R. Lawless', with a long horizontal flourish extending to the right.

Richard Lawless, Executive Director

Documents Used During the Meeting:

Agenda

Examination Content Outlines from PSI