



**MAURA HEALEY**  
GOVERNOR

**KIM DRISCOLL**  
LIEUTENANT GOVERNOR

**YVONNE HAO**  
SECRETARY, EXECUTIVE OFFICE  
OF ECONOMIC DEVELOPMENT

**Commonwealth of Massachusetts**  
**Division of Occupational Licensure**  
**Board of Registration of Cosmetology and Barbering**  
1000 Washington Street, Suite 710  
Boston, Massachusetts 02118

**LAYLA R. D'EMILIA**  
UNDERSECRETARY, CONSUMER  
AFFAIRS AND BUSINESS  
REGULATION

**SARAH R. WILKINSON**  
COMMISSIONER, DIVISION OF  
OCCUPATIONAL LICENSURE

**MINUTES OF THE March 14, 2024**  
**PUBLIC BOARD MEETING**

**TIME:** 9:30 a.m.

**PLACE:** Conference Call / Virtual Meeting

**PRESENT:** Joy Talbot (Chair), Erinn Breedy, Heather Cohen, Nicole Corliss, Cassia Gilroy, Marian Saluto, Iris Stowe

**ABSENT:** Cate Tool (Vice-Chair)

**STAFF:** Richard Lawless, Executive Director  
Jamie Dalton, Board Counsel

The Meeting was called to order at **9:32 a.m.** by the Chair. All board members and staff appeared telephonically or by videoconference.

The Chair informed Board members and attendees that the public meeting was being recorded.

Anthony Clemente from the Massachusetts Association of Cosmetology Schools informed the Chair that he would be recording the meeting.

**Housekeeping and Conference Call Protocol**

The Chair reviewed conference call and open meeting protocol with meeting attendees.

**Executive Director Report**

Mr. Lawless reminded public attendees that the meeting was being recorded and explained that the Board would be reviewing exams in a closed Executive Session later in the meeting.

**Minutes of the February 8, 2024 Public Meeting**



The Board reviewed the minutes of the February 8, 2024 public meeting.

After discussion, a MOTION was made by Ms. Cohen seconded by Ms. Gilroy, to approve the public minutes of the February 8, 2024 meeting as drafted.

The Chair called for a Roll call vote:

Ms. Breedy (Yes), Ms. Cohen (Yes), Ms. Corliss (Yes), Ms. Gilroy (Yes), Ms. Saluto (Yes), Ms. Stowe (Abstain), and Ms. Talbot (Yes).

The Motion passed 6-0, with one abstention.

## **Discussion**

### **Proposed Apprentice Program – Cape Cod Regional Technical High School Adult Education Program**

Carol Connolly was in attendance to discuss the school's proposed apprentice program. The Board provided recommended revisions to the school's documentation.

After discussion, a MOTION was made by Ms. Cohen, seconded by Ms. Gilroy, to approve the program upon Board staff receiving updated documentation incorporating the Board's requested revisions.

The Chair called for a Roll call vote:

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

The Motion passed 7-0.

### **Proposed Updated Aesthetics Curriculum – Catherine Hinds Institute**

Kristen Magnell from Catherine Hinds Institute was in attendance to discuss the school's proposed revised curriculum. Board members provided minor edits to the curriculum.

After discussion, a MOTION was made by Ms. Cohen, seconded by Ms. Corliss, to approve the revised curriculum with the Board's recommended changes being incorporated.

The Chair called for a Roll call vote:

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

The Motion passed 7-0.

### **Proposed Aesthetics, Manicuring and Advanced Schools – Gillyard Institute**

LaToya Gillyard was in attendance to discuss her proposed schools. The Board reviewed the school documents and provided recommended revisions and asked Ms. Gillyard to bring the revised documents back to the Board's next meeting for additional review. No formal action was taken.

### **Electrology Offices**

The Board reviewed correspondence asking how electrology office approvals would apply when multiple electrologists are working in the same space. The Board gave direction to staff to advise that if multiple electrologists are using the same space, they would all need to register an electrology office at that location, and each would be responsible for regulatory compliance, including sanitation, when they are using the space. Any electrologists working in shared space would run the risk of being liable if there is an issue with the premises, and they are advised to be careful with who they share office space with.

### **Hearing on Refunds for Elizabeth Grady School of Esthetics Students**

The Board discussed the status of student refund requests for the recently closed Elizabeth Grady School of Esthetics. The school's president, Kathy DeNicola, did not attend the hearing. The Board reviewed correspondence from students claiming that they have not received any answers regarding their refund requests, and at the time of the meeting there were no confirmations that refunds had been issued.

After discussion, a MOTION was made by Ms. Saluto, seconded by Ms. Cohen, to make a finding that the school's bond should be used to refund any students who qualify for a refund under M.G.L. c. 255, s. 13K, if the school is unable to fulfill their refund obligations.

The Chair called for a Roll call vote:

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

The Motion passed 7-0.

### **Public Comment:**

Anthony Clemente asked for the Board to discuss issues with PSI's exam reports and said that he is continuing to receive inaccurate reports of student exam data.

Janice Dorian asked the Board to review the definition of a clock hour. She also asked if Elizabeth Grady School of Esthetics' license is now invalid. Mr. Lawless said the school is closed, but the license is technically active until it expires or additional decisions are made.

### **Executive Session CLOSED per M.G.L. c. 30A, § 21(a)(1); M.G.L. c. 30A, § 21(a)(7), namely chapter 4, Section 7, paragraph 26(l), Individual Character Rather Than Competence and Review of Examination Materials**

A MOTION was made by Ms. Cohen, seconded by Ms. Saluto, to adjourn the public meeting at **11:21 a.m.**, and to enter into **Executive Session, pursuant to Massachusetts General Laws chapter 30A, Section § 21(a)(1) and M.G.L. c. 30A, § 21(a)(7), namely chapter 4, Section 7, paragraph 26(l)**, to discuss individuals' character rather than competence and review examination materials, respectively; and then to move into **Closed Investigative Conference, closed session pursuant to G.L. c. 112, § 65C**, to consider open cases, conduct investigative conferences, and consider settlement offers; and the Open Meeting would not resume.

The Chair called for a Roll call vote:

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

The Motion passed 7-0.

**Closed Investigative Conference, closed session pursuant to G.L. c. 112, § 65C**

During the closed Investigative Conference, the Board voted to take the following actions:

**Settlements**

2023-205210-FI-ENF	Guidance Given to Prosecutor
2022-201323-FI-ENF	Guidance Given to Prosecutor
2022-204180-FI-ENF	Guidance Given to Prosecutor
2023-201457-FI-ENF	Guidance Given to Prosecutor
2023-202225-FI-ENF	Dismissed

**Review of Cases**

2023-000759-IT-ENF	Referred to Prosecutions
2023-000740-IT-ENF	Referred to Prosecutions
2023-000701-IT-ENF	Dismissed
2023-000586-IT-ENF	Dismissed

**Executive Session CLOSED per M.G.L. c. 30A, § 21(a)(1); Individual Character Rather Than Competence.**

A MOTION was made by Ms. Cohen, seconded by Ms. Gilroy, to adjourn the closed session at 1:32 p.m., and to enter into Executive Session, pursuant to **Massachusetts General Laws chapter 30A, Section § 21(a)(1)**, to discuss individuals' character rather than competence.

**Review of Cases**

2023-000543-IT-ENF	Dismissed
2023-000868-IT-ENF	Referred to Prosecutions
2024-000016-IT-ENF	Referred to Prosecutions

**Executive Session CLOSED per M.G.L. c. 30A, § 21(a)(1); M.G.L. c. 30A, § 21(a)(7), namely chapter 4, Section 7, paragraph 26(l), Individual Character Rather Than Competence and Review of Examination Materials**

A MOTION was made by Ms. Cohen, seconded by Ms. Corliss, to adjourn the closed session at 1:56 p.m., and to enter into **Executive Session, pursuant to Massachusetts General Laws chapter 30A, Section § 21(a)(1) and M.G.L. c. 30A, § 21(a)(7), namely chapter 4, Section 7, paragraph 26(l)**, to discuss individuals' character rather than competence and review examination materials, respectively.

*Ms. Breedy left the meeting at or around 3:55 p.m.*

**Review of Cases**

2023-000848-IT-ENF	Dismissed
2023-000868-IT-ENF	Referred to Prosecutions
2023-206504-FI-ENF	Dismissed with an Advisory
2023-204191-FI-ENF	Referred to Prosecutions

**Adjournment**

A MOTION was made by Ms. Cohen, seconded by Ms. Corliss, to adjourn the meeting at 4:27 p.m.

Ms. Cohen (Yes), Ms. Corliss (Yes), Ms. Gilroy (Yes), Ms. Saluto (Yes), Ms. Stowe (Yes), and Ms. Talbot (Yes).

The Motion passed 6-0.

The above Minutes were approved at the open meeting held on April 11, 2024.

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

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Richard Lawless, Executive Director

**Documents Used During the Meeting:**

Agenda

Draft Minutes of February 8, 2024 Open Meeting

Documentation from Cape Cod Regional Technical High School Adult Education Program

Documentation from Catherine Hinds Institute

Documentation from Gillyard Institute

Correspondence on Electrology Office requirements

Board Letter to Kathy DeNicola regarding Elizabeth Grady School refunds

Student correspondence regarding Elizabeth Grady refunds