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**Commonwealth of Massachusetts**  
**Division of Occupational Licensure**  
**Board of Registration of Cosmetology and Barbering**  
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**SARAH R. WILKINSON**  
COMMISSIONER, DIVISION OF  
OCCUPATIONAL LICENSURE

**MINUTES OF THE June 13, 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 **9:30 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.

**Housekeeping and Conference Call Protocol**

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

**Executive Director Report**

Mr. Lawless reported that updated Cosmetology exams were released at the end of May, reflecting significant edits from the Board on questions to ensure that exam content is appropriate for Massachusetts candidates. He also confirmed that the Board was currently reviewing Barber exam content, and that several Board members would be participating in an upcoming national exam review panel with PSI. He also said that PSI is working on an updated portal for schools to access exam pass data for their students.

**Discussion**



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

The Board reviewed school documents from the Gillyard Institute for proposed Manicuring and Aesthetics programs.

After discussion, a MOTION was made by Ms. Cohen, seconded by Ms. Breedy, to delegate final review of the school documents to Board staff, and upon receipt of revised documentation incorporating the Board's recommended changes, and upon meeting all other Board requirements including a final inspection, to approve the school.

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.

The Board gave direction to staff to postpone review of the manicuring school documents until all required documents are received.

### **Proposed Updated Aesthetics Curriculum – EINE / Aesthetics Institute of New England**

The Board reviewed an updated aesthetics curriculum from EINE / Aesthetics Institute of New England.

After discussion, a MOTION was made by Ms. Corliss, seconded by Ms. Saluto, to approve the updated curriculum.

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 Apprentice Program – New England Barber Academy**

The Board reviewed documentation for a proposed apprentice program from New England Barber Academy.

After discussion, a MOTION was made by Ms. Corliss, seconded by Ms. Saluto, to approve the program upon receiving updated documentation incorporating the Board's requested edits.

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.

### **Apprentice and Student Employment Policy Discussion**

The Board discussed a proposal from Frank Zona to add more protections into the Policy on Apprenticeship and Student Employment to guarantee that shops are employing apprentices and shop-employed students as wage employees, and not as independent contractors. The Board gave direction to staff to add additional measures into the policy clarifying that employment of

apprentices and shop-employed students must be W2 wage employment, and to bring an updated policy back to the Board for review.

### **Application from Haiti**

The Board reviewed an Out of Country application from Haiti. Due to ongoing issues in the country, the applicant was unable to provide complete documentation, but did provide proof of licensure in Haiti and proof of passing an examination.

After discussion, a MOTION was made by Ms. Cohen, seconded by Ms. Saluto, to allow the application to move forward, due to the ongoing situation in Haiti.

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.

### **School Application Process**

The Board discussed ways to streamline the school application process. After discussion, the Board gave direction to staff to bring the recently revised school document checklists back to the Board for review.

### **Students Completing Limited Hours at Transfer Schools**

The Board discussed how to handle school approval for students who are completing a small number of hours at a new school at the end of their program.

After discussion, a MOTION was made by Ms. Cohen, seconded by Ms. Corliss, to permit the Board to approve applications for students who are completing 10% or less of their total program hours at a transfer school, and that students should submit a copy of their transcript from their previous school and a letter from their current school confirming that they have completed the remaining hours and final exams with their licensure application.

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:**

Janice Dorian recommended that the Board not use templates for the school application process, and to emphasize that schools follow the Board's checklists to ensure completeness.

### **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. Saluto, seconded by Ms. Gilroy, to adjourn the public meeting at **11:51 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), at 11:30 a. m.** 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**

2024-201643-FI-ENF	Guidance Given to Prosecutor
2023-207221-FI-ENF	Guidance Given to Prosecutor
2024-200973-FI-ENF	Guidance Given to Prosecutor

**Executive Session CLOSED per M.G.L. c. 30A, § 21(a)(7), namely chapter 4, Section 7, paragraph 26(l), Review of Examination Materials**

A MOTION was made by Ms. Saluto, seconded by Ms. Cohen, to adjourn the closed session at 1:32 p.m., and to enter into **Executive Session, pursuant to Massachusetts General Laws chapter 30A, § 21(a)(7), namely chapter 4, Section 7, paragraph 26(l)**, to review examination materials.

**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:

**Review of Cases**

2023-205488-FI-ENF	Refer to Prosecutions
2024-000292-IT-ENF	Dismissed
2024-000308-IT-ENF	Refer to Prosecutions
2024-000180-IT-ENF	Dismissed
2024-000125-IT-ENF	Refer to Prosecutions

**Adjournment**

A MOTION was made by Ms. Stowe, seconded by Ms. Cohen, to adjourn the meeting at 3:08 p.m.

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.

The above Minutes were approved at the open meeting held on August 15th, 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

School application documentation from Gillyard Institute

Proposed aesthetics curriculum from EINE / Esthetics Institute of New England

Proposed apprentice program documentation from New England Barber Academy

Application documents from Haiti

Letter from Frank Zona on wage requirements

Email from New England Hair Academy on student hours