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GOVERNOR

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**Commonwealth of Massachusetts**  
**Division of Occupational Licensure**  
**Board of Registration of Cosmetology and Barbering**  
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AFFAIRS AND BUSINESS  
REGULATION

**LAYLA R. D'EMILIA**  
COMMISSIONER, DIVISION OF  
OCCUPATIONAL LICENSURE

**MINUTES OF THE December 8**  
**PUBLIC BOARD MEETING**

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

**PLACE:** Conference Call / Virtual Meeting

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

**ABSENT:** Iris Stowe

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

The Meeting was called to order at **9:31 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.

**Executive Director Report**

Mr. Lawless confirmed that the Board has hired a new staff person for January 2023. He also reported that the agency is moving to a new file transfer system for Board packet materials.

**Board Counsel Report:**

Atty. Gasson reported on the agency's imminent completion of transferring its healthcare-related Boards to the Department of Public Health.

**Minutes of the November 10, 2022 Public Meeting**

After discussion, a MOTION was made by Ms. Cohen, seconded by Ms. Saluto, to approve the public minutes of the November 10, 2022 meeting as drafted.



The Chair called for a Roll call vote:

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

The Motion passed 6-0.

### **Minutes of the November 3, 2022 Evelash Subcommittee Public Meeting**

After discussion, a MOTION was made by Ms. Tool, seconded by Ms. Cohen, to accept the public subcommittee minutes of the November 3, 2022 meeting as drafted.

The Chair called for a Roll call vote:

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

The Motion passed 6-0.

### **Discussion**

#### **PSI Exam Implementation**

Mr. Lawless provided an update on issuing licenses for candidates who have passed the exam, explaining that the technical aspects were still being worked on with PSI and the agency's eLicensing Team. He confirmed that the process for exam authorizations for Instructor/Lapsed/Out of State/Country candidates was finalized and that PSI is beginning to send out exam authorizations to candidates for these exams/applications. He also spoke about the process for schools to request exam vouchers for their students, and re-iterated that PSI is currently waiving all exam re-take fees. He also explained that candidates seeking to take the exam in a different language offered by PSI must contact PSI's Cosmetology Application Processing email address to request their exam to be scheduled in a different language. Board members asked about how schools would obtain exam reports for their students. Mr. Lawless responded that schools can contact PSI's Cosmetology Division directly with their 4-digit school code from their school stamp to request reports to be delivered on a regular basis.

#### **Proposed Apprenticeship Program – Minuteman Technical Institute**

Lauren Sciarratta and Nancy Houle from Minuteman Technical Institute were present to discuss re-submitted documentation for the school's proposed Apprenticeship Program for its Adult Education Cosmetology program.

After discussion, a MOTION was made by Ms. Corliss, seconded by Ms. Cohen, to delegate final review of all required documents, incorporating the Board's recommended edits, to Board staff, and if all requirements are met, to approve the program.

The Chair called for a Roll call vote:

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

The Motion passed 6-0.

### **Proposed Advanced Courses – LaBluh Esthetics Institute**

The Board reviewed documentation from LaBluh Esthetics Institute regarding proposed advanced courses for brow laminations and facial massage lifting techniques.

After discussion, a MOTION was made by Ms. Tool, seconded by Ms. Cohen, to delegate final evaluation of the Board's suggested edits and approval of the courses to Ms. Tool and Board staff.

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

The Motion passed 6-0.

### **Extension of Temporary Permits**

Mr. Lawless explained that due to the PSI exam authorization process for Instructor/Lapsed / Out of Country/State applicants taking longer than expected, the Board may want to consider extending temporary permits for affected applicants.

After discussion, a MOTION was made by Ms. Saluto, seconded by Ms. Gilroy, to extend all temporary permits for Instructor/Lapsed /Out of Country/State candidates through March 1, 2023.

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

The Motion passed 7-0.

### **Revisions to Policy on Mobile Services**

The Board reviewed proposed revisions to its Policy on Mobile Services. Revisions included the removal of references to two-tiered licensing, a requirement for mobile registrants to immediately report any discipline or criminal convictions to the Board, to clarify repeated use of remote locations, and to permit the full scope of manicuring services in a Mobile Unit.

After discussion, a MOTION was made by Ms. Corliss, seconded by Ms. Cohen, to approve the proposed revisions and send the policy to the agency for review.

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

The Motion passed 7-0.

### **Public Comment**

Becca Sarhadi asked the Board to consider a process for investigators to inspect mobile services actively being provided.

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

A MOTION was made by Ms. Tool, seconded by Ms. Cohen, to adjourn the public meeting at **10:56 a.m.**, and to enter into **Executive Session, closed per M.G.L. c. 30A, § 21(a)(1)**, for the purposes of discussing character rather than competence; 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.

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

The Motion passed 7-0.

*Ms. Stowe joined the Closed meeting at or around 11:10 a.m.*

**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**

2021-204330-FI-ENF	Guidance given to Prosecutor
2021-205803-FI-ENF	Guidance given to Prosecutor
2022-200546-FI-ENF	Guidance given to Prosecutor
2021-204769-FI-ENF	Guidance given to Prosecutor

*Ms. Breedy left the meeting at or around 12:15 p.m.*

2021-205539-FI-ENF	Guidance given to Prosecutor
2022-201296-FI-ENF	Dismissed with an Advisory
2021-000371-IT-ENF	Guidance given to Prosecutor

*Ms. Saluto left the meeting at or around 12:36 p.m.*

**Review of Cases**

2022-000889-IT-ENF	Referred to Office of Prosecutions
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**Adjournment**

A MOTION was made by Ms. Cohen, seconded by Ms. Tool, to adjourn at 12:43 p.m.

The Chair called for a Roll call vote:

Ms. Talbot (Yes), Ms. Tool (Yes), Ms. Cohen (Yes), Ms. Corliss (Yes), and Ms. Gilroy (Yes).

The Motion passed 5-0.

The above Minutes were approved at the open meeting held on January 12, 2023.



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Richard Lawless, Executive Director

**Documents Used During the Meeting:**

Agenda

Draft Minutes of November 10, 2022 Open Meeting

Draft Minutes of November 3, 2022 Open Subcommittee Meeting

Apprentice Program Documentation from Minuteman Technical Institute

Advanced Course Documentation from LaBluh Esthetics Institute

Board Policy on Temporary Permits

Board Policy on Mobile Services