

**MISSISSIPPI STATE BOARD OF COSMETOLOGY AND BARBERING**  
**Board Meeting Minutes**  
**January 27, 2025**  
**239 North Lamar Street, Jackson, MS 39201**

1. WELCOME AND CALL TO ORDER

Warren Rossi called the meeting to order at 8:00 a.m.

Catherine Bell provided a roll call with the following present:

Warren Rossi, President	Dr. Mary Gayle Armstrong
Bennie Lee Adkins, Vice President	Linell Palmer, Jr.
Michael McBunch, Secretary	
Clelly Farmer	

A quorum was present for voting purposes.

Others present were:

Catherine Bell, Executive Director  
Ruby Lowery  
Porsha Welch  
Pamela Ratliff, Special Assistant Attorney General / Counsel for the Board

Members of the public present.

2. INVOCATION

Mike McBunch provided the invocation.

3. AGENDA APPROVAL

Mike McBunch moved, seconded by Dr. Mary Gayle Armstrong, to amend the agenda to add:  
Item 13.h. Exam Score Process. The voice vote was unanimous. Motion carried.

Clelly Farmer moved to accept the agenda as amended. Dr. Mary Gayle Armstrong provided a second. The voice vote was unanimous. Motion carried.

4. BOARD MINUTE APPROVAL

Bennie Lee Adkins moved to approve the Board minutes from the December 30, 2024, meeting. Clelly Farmer provided the second. The voice vote was unanimous. Motion carried.

5. AGENDA REQUEST

Fred Tate was not present to address the Board. The Board took no action.

Hiep Thi Nguyen was not present to address the Board. The Board took no action.

Nguyet Pham was not present to address the Board. The Board took no action.

Melvin Calton addressed the Board and discussed Rule 6.2, the NIC exam passing scores for neighboring states, and Rule 11.7. The Board took no action.

6. OFFICER AND COMMITTEE REPORTS

- a. Warren Rossi reported on the amount of comments on the rules and regulations received during the 25-day public comment period and the number of presentations during the oral proceeding on January 26, 2025. Mr. Rossi thanked the public for submitting comments on the rules and regulations.
- b. Bennie Lee Adkins had no Board Vice Chairman report.

- c. Linell Palmer, Jr. and Mike McBunch reported on the January 20, 2025, meeting of the ad hoc committee on school equipment and thanked all members for their participation.

The Board reviewed the recommendations from the ad hoc committee on school equipment and discussed the requirements for a school of cosmetology and school of barbering. Mike McBunch moved, seconded by Linell Palmer, Jr., to approve the Required School Equipment List for cosmetology and barbering as stated below:

### **Board Required School Equipment List**

**All Professions:** (as further defined below)

1. All required signage
2. Adequate supplies/products for teaching skills
3. Adequate supply of disinfectant and safety equipment to comply with Board's sanitation rules
4. Wet disinfectant containers
5. Dry sanitizers
6. Closed cabinets/containers of solid construction for clean towels
7. Covered container for soiled towels
8. Large, covered trash cans of solid construction
9. An adequate supply of client drapes and linens (towels, sheets, and pillow covers)
10. First aid kit
11. Time clock
12. Classroom chairs and tables or desks
13. Cabinet for records

**Cosmetology:**

	MSBCB Required
Workstation with chair and mirror no less than 24/30" (chair must elevate/lower either mechanically or manually)	20
Shampoo bowls and chairs	5
Dryers ("a chair or standing hair dryer with a hood, either stationary or portable")	6
Hairdryer (gun style)	1
Mannequin	12
Cold wave equipment (sets for 12 dozen assorted rods)	10
Thinning/blending shears, professional grade	1
Shears, professional grade	1
Feather razor and blades (box), professional grade	1
Thermal Hair Straightener Comb Stove (if comb is not electric)	1
Curling iron (assorted sizes no larger than 3/4)	10
Rollers (assorted) and clips	10
Brushes (assorted)	6
Combs (assorted)	6
Clippers (all purpose)	10 boxes
Shampoo cape (all-purpose and styling)	2
Tint brush, applicator bottle, and bowl	1
Facial chair/all-purpose chair with headrest OR esthetics treatment table	2
Facial vaporizer/steamer	2
Paraffin warmer	1
Disposal Bags	5

Woods lamp	1
Magnifying lamp (loupe)	2
Electric wax heater for removal of hair	2
Tweezers	1
Mask brush	1 (2 oz.)
Manicure table, client chair, operators stool/chair	3
Small covered containers with foot pedal for waste at each manicure table	3
Container for antiseptic solution	1 per nail technology table
Cushion (8"x12") covered with a washable slip or sanitized towel - client arm rest	3
Supply tray for holding implements/products	3
Finger bowl (plastic/ceramic/glass) for holding warm water and cleanser	3
Cotton containers	3
Disinfection containers	3
Basin for pedicure cleansing	3
Basin for pedicure rinse water	3
Metal pusher	1
Orangewood stick	1
File/emery board	1
Cuticle nippers (or scissors)	1
Nail brush	1
Nail clippers	1
Electric nail file (if device is taught)	1

**Barbering:**

	MSBCB Required
Workstation with 24x30 inch mirror and Hydraulic barber/ all-purpose with headrest	20
Shampoo Bowl with chair	5
Dryers ("a chair or standing hair dryer with a hood, either stationary or portable")	6
Work stand sterilizer/Barbicide jar	10 (1 per every 2 stations)
Hot towel Warmer	2
Mannequin	12
Cold wave equipment (sets for 12 dozen assorted rods)	10
Thinning/blending shears, professional grade	1 pair
Clipper, professional grade	1
Clipper brush	1
Razor and 1 box of blades	1
T-edge, professional grade	1
Hair Dryer (gun type 1600 watts)	1
Combs (assorted)	6
Shears, professional grade	1 pair
Regular hairbrushes (assorted)	6
Tint brush, applicator bottle and bowl	1
Clippies (all purpose)	10 boxes
Rollers (assorted)	10 dozen
Neck duster	1

Shampoo cape (all purpose)	2
Thermal Hair Straighter Comb Stove (if comb is not electric)	1
Curling iron (assorted sizes no larger than ¾)	10
Facial Steamer	2

The voice vote was unanimous. Motion carried.

Mike McBunch moved, seconded by Linell Palmer, Jr., to place the Board Required School Equipment List for schools of esthetics and schools of nail technology on the table pending the recommendations of the ad hoc committee on school equipment. The voice vote was unanimous. Motion carried.

The Board reviewed the student kit recommendations for cosmetology and barbering programs of the ad hoc committee on school equipment. Mike McBunch moved, seconded by Bennie Lee Adkins, to approve the Required Student Kit List for the programs of cosmetology and barbering as follows:

**Cosmetologist:**

	MSBCB Required
Rollers (assorted) and clips (1 box)	4 dozen
Brushes (assorted)	8
Combs (assorted)	12
Wide tooth comb/pick	1
Large, heavy comb (for comb out/color)	1
Shears, professional grade	1 pair
Thinning shears, professional grade	1 pair
Feather razor and blades (box)	1
Curling iron (size no larger than ¾)	1
Flat iron	1
Clippies	2 boxes
Shampoo cape (all-purpose and styling)	1
Hairdryer (gun style) 1600 watt	1
Cold wave equipment (sets for 12 dozen rods) and end papers (1 box)	3 dozen (1 doz. White, 1 doz. Pink, 1 doz. Gray)
Tint brush, applicator bottle and bowl	1
Mannequin	3
Finger bowl	1
Metal pusher	1
Orangewood stick	1
File/emery board	1
Cuticle nippers (or scissors)	1
Nail brush	1
Nail clippers	1
Mask brush	1
Tweezers	1
Magnifying glass	1
Spray Bottle	1
Timer	1
Mannequin Stand	1

**Barber:**

	MSBCB Required
Clipper, professional grade	1
Razor and 1 box of blades, professional grade	1
T-edge, professional grade	1
Hair Dryer (gun type 1600 watts)	1
Combs, assorted	12
Thinning shears, professional grade	1 pair
Shears, professional grade	1 pair
Hairbrushes, assorted	3
Clipper brush	1
Tint brush, applicator bottle, and bowl	1
Curling iron (no larger than 3/4)	1
Cold wave equipment and end papers (1 box)	2 dozen, purple rods
Clippies	2 boxes
Neck duster (optional)	1
Shampoo cape (all-purpose and styling)	2
Mannequin	3
Cape Clip	1
Roller	4 dozen
Spray Bottle	1
Septic Powder	1
Clipper Cleaner	1

The voice vote was unanimous. Motion carried.

Linell Palmer, Jr. moved, seconded by Dr. Mary Gayle Armstrong to place Required Student Kit List for the programs of esthetics and nail technology on the table pending the recommendations of the ad hoc committee on school equipment. The voice vote was unanimous. Motion carried.

7. EXECUTIVE DIRECTOR REPORT

Catherine Bell provided the Executive Director’s report and updated that the legislative budget hearing before the House of Representatives Appropriations Committee was held on January 16 and before the Senate Appropriations Committee was held on January 20. Ms. Bell provided a copy of a sample establishment license for the Board to review. Ms. Bell reported that the new website should launch within the next week and provided the address of [www.msbcbs.ms.gov](http://www.msbcbs.ms.gov) for the Board to review once it is launched. Ms. Bell reported that USNext is working with ITS on building the server and moving data. She will explore test generation software to be used for the UROLA exam. Ms. Bell continued to work with TylerTech to make scheduling the practical exam a smoother process for licensees. The translations of all testing materials should be ready by April 1. Resumes have been solicited for additional practical exam testing evaluator. Within the office, offers were extended to three candidates for the Compliance Inspector II position. Two candidates have accepted. The Accountant position will open for resume submission through SPB on February 3. The office team has met and will continue to meet to ensure that the team is fully abreast of all changes to application forms, statutes, and rules. The team strives for excellent customer service. The Inspector badges have been ordered. A FAQ form for the website is being compiled based on questions that the office team is frequently fielding. The Cosmetology Core Writing Team Meeting at MSU was postponed until 2026 due to the lack of finality of the Board’s rules and regulations.

Ms. Bell requested Board guidance on what amount to issue for a violation during an inspection as the rules and regulations are temporarily in place at this time. Dr. Mary Gayle Armstrong moved, seconded by Mike McBunch, for the inspectors to issue violations based on the fine amounts adopted by the Board during the December 2024 Board meeting. The voice vote was unanimous. Motion carried.

The Board reviewed the Legislative Handout for the hearings before the House of Representatives and Senate Appropriations Committees. The Board took no action.

The Board reviewed the MSBCB Annual Report to the Governor for the period of July until December 2024. Dr. Mary Gayle Armstrong moved, seconded by Linell Palmer, Jr., to approve the MSBCB Annual Report to the Governor for the period of July until December 2024 for submission. The voice vote was unanimous. Motion carried.

Ms. Bell stated that the author of HB713 asked the Board for a position on the bill either in support or opposition. The Board reviewed HB713. Bennie Lee Adkins moved, seconded by Clelly Farmer, that the Board has concerns about the changes to MISS. CODE ANN. § 73-7-19 as proposed by HB713 and will not support HB713 as it is currently written. The voice vote was unanimous. Motion carried.

Bennie Lee Adkins moved, seconded by Dr. Mary Gayle Armstrong, to grant authority for the Executive Director to respond to Representative Summers and notify of the Board's position on HB713. The voice vote was unanimous. Motion carried.

The Board reviewed HB781. The Board took no action.

#### 8. LICENSE/WORK PERMITS/APPROVAL LETTER REPORT

Porsha Welch provided an update of all applications made and licenses/work permits issued for January for the professions of cosmetology, barbering, nail technology, and esthetics as well as establishments. Bennie Lee Adkins moved, seconded by Linell Palmer, Jr., to approve all licenses/work permits as stated. The voice vote was unanimous. Motion carried. A copy of the accepted licenses is attached hereto as "Exhibit A".

The Board reviewed the UROLA application of H.H.N.U. Truong. The Board requested additional information on the scope of practice of a Florida Full Specialist Licensee. Linell Palmer, Jr. moved, seconded by Bennie Lee Adkins, to table any action on the UROLA application submitted by H.H.N.U. Truong. The voice vote was unanimous. Motion carried.

The Board reviewed the UROLA application of U.M. Nguen. The Board requested additional information on the scope of practice of a Florida Full Specialist Licensee.

The Board reviewed the UROLA application of D.D. Ung. The Board requested additional information on the scope of practice of a Florida Full Specialist Licensee.

The Board reviewed the UROLA application of J.D. Hoang. The Board requested additional information on the scope of practice of a Florida Full Specialist Licensee.

Bennie Lee Adkins moved, seconded by Clelly Farmer, to table any action on the UROLA application submitted by U.M. Nguen, D.D. Ung, and J.D. Hoang. The voice vote was unanimous. Motion carried.

The Board reviewed the UROLA application of I.G. Herrera. Applicant Herrea holds a hair designer license issued by Nevada. The Board noted that the scope of practice for a Nevada licensed hair designer does not permit the license holder to practice nail technology or esthetics. However, a cosmetology license issued by the Board permits the license holder to practice cosmetology, esthetics, and nail technology. Because the scope of practice differed,

Dr. Mary Gayle Armstrong moved, seconded by Linell Palmer, Jr. to deny the UROLA application submitted by I.G. Herrea. The voice vote was unanimous. Motion carried.

9. CONTINUING EDUCATION

The Board reviewed the communication from Mississippi Cosmetology and Barbering Association which was previously approved for a continuing education course to be held on February 23-24, 2025, of a change of instructor. Veronica Simpson is sick, so Cheneyah Simpson will present the course on quick waves and wig placement. Additionally, the instructor provided by Milady will be altered. Linell Palmer, Jr. moved, seconded by Mike McBunch to approve the change in instructors for the previously approved CE offered by the Mississippi Cosmetology and Barbering Association on February 23-24, 2025. The voice vote was unanimous. Motion carried.

The Board reviewed the application from Premier Beauty for continuing education of six hours per day for the Orlando, Florida show to be held on May 31-June 2, 2025 for the licenses of cosmetology, barber, esthetician, nail technician, and instructor. Bennie Lee Adkins moved, seconded by Dr. Mary Gayle Armstrong, to table the continuing education application made by Premier Beauty. The voice vote was unanimous. Motion carried.

The Board reviewed the application made by Terrance Bonner for seven (7) hours of continuing education for the licenses of cosmetology, barber, esthetician, nail technician, and instructor to be held on March 29, 2025, in Brandon, Mississippi at the Beauty and Wellness Summit 2.0. Bennie Lee Adkins moved, seconded by Clelly Farmer, to approve the Beauty and Wellness Summit 2.0 to be held in Brandon, MS on March 29, 2025, for seven (7) hours of continuing education for the licenses of cosmetology, barber, esthetician, nail technician, and instructor. The voice vote was unanimous. Motion carried.

10. COMPLIANCE

Ruby Lowery provided an update of all establishments inspected and violations issued for the previous month for the professions of cosmetology, barbering, nail technology, and esthetics. No action was taken.

11. OLD BUSINESS

Mike McBunch moved, seconded by Linell Palmer, Jr., to remove the remove the Application for Schools and School Renewal Applications from the table. The voice vote was unanimous. Motion carried.

The Board noted that the school equipment list as adopted during this meeting would be incorporated into the application for a school for the programs of cosmetology and barbering. Bennie Lee Adkins moved, seconded by Mike McBunch, to approve the application for a school for the programs of cosmetology and barbering. The voice vote was unanimous. Motion carried.

Mike McBunch moved, seconded by Clelly Farmer, to approve the school renewal application for the programs of cosmetology and barbering. The voice vote was unanimous. Motion carried.

12. NEW BUSINESS

The Board took no action on the Rules and Regulations.

The Board reviewed the translation providers. The Board took no action.

The Executive Director discussed the proposed evaluation process for practical exam testing evaluators to vet the applicants and confirm knowledge of all skills tested before presenting an applicant to the Board for review. The Board took no action.

The Board discussed hair braiding. The Board took no action.

Clelly Farmer moved, seconded by Dr. Mary Gayle Armstrong, to approve the Expired License Renewal Forms for Practitioners and Instructors. The voice vote was unanimous. Motion carried.

Bennie Lee Adkins moved, seconded by Linell Palmer, Jr. to approve a methods of teaching continuing education course for submission of license renewal by an instructor licensee only and to clearly state that a methods of teaching continuing education course may not be used by a master license as a continuing education course with license renewal. The voice vote was unanimous. Motion carried.

The Board discussed whether a licensee who holds a cosmetology instructor license and a barber instructor license would be required to submit twenty-four (24) hours or forty eight (48) hours of continuing education courses with each renewal period. Linell Palmer moved, seconded by Mike McBunch, to permit a licensee who holds multiple licenses for which continuing education would be required with renewal (i.e. instructor or master) to use the continuing education courses, if applicable to the license, attended during the renewal period for all licenses held. The voice vote was unanimous. Motion carried.

Bennie Lee Adkins moved, seconded by Clelly Farmer, to permit a licensee to repeat a continuing education course in separate renewal periods and to receive continuing education credit upon license renewal for attending a previously attended continuing education course from a previous licensing renewal period. The voice vote was unanimous. Motion carried.

The Board noted that the written exam is offered at four (4) testing centers in Mississippi. Mike McBunch moved, seconded by Linell Palmer, Jr., to approve the following testing centers located in Arkansas, Louisiana, Tennessee, and Alabama to offer the written examination for licensure:

- Alburn, AL
- Birmingham - Beacon Parkway West
- University of Alabama at Birmingham Testing Center
- Dothan 2
- Huntsville - Exchange Place Mobile - Hillcrest Rd
- Arkadelphia - N. 10th Street
- Fort Smith - South 56th Street
- Little Rock
- Alexandria, LA
- Baton Rouge - S. Sherwood Forest Boulevard
- LASACT - Louisiana Certification Board
- Shreveport - Bossier City
- New Orleans - Metairie
- New Orleans - Metairie
- Chattanooga - Hamilton Park Dr.
- Clarksville - Forbes Avenue
- Knoxville - Center Park Drive
- Memphis
- University of Memphis
- Nashville - Donelson Pike.

The voice vote was unanimous. Motion carried.

Linell Palmer, Jr. moved, seconded by Bennie Lee Adkins, for any candidate for licensure who scored at least a 70 but no more than a 74 to have the candidate's name presented to the



Board for consideration of whether the candidate would either a pass or fail for the examination. The voice vote was unanimous. Motion carried.

13. FINANCIAL REPORT

Denise DeRossette with Cornerstone provided the human resources and financial report. Ms. DeRossette discussed the payroll updates for the office staff, that the POP plan was active, reclassification of the accountant pin with SPB, and recruitment for an accountant. Dr. Mary Gayle Armstrong moved, seconded by Clelly Farmer, to accept the financial report pending audit. The voice vote was unanimous. Motion carried.

14. APPROVAL OF EXPENSES

Mike McBunch moved, seconded by Dr. Mary Gayle Armstrong, to approve the expenses as follows:

- Cornerstone Consulting Group (invoice number 7209) \$11,205.00 and
- DataLynks (invoice number 24-3564) \$8,500.00.

The voice vote was unanimous. Motion carried.

15. FORMAL COMPLAINTS

EXECUTIVE SESSION

Bennie Lee Adkins moved to go into closed session to determine whether an Executive Session was needed. The voice vote was unanimous. Motion carried.

Linell Palmer, Jr. moved, seconded by Clelly Farmer, that the Board had reason to go into Executive Session pursuant to MISS. CODE ANN. § 25-41-7, investigative proceedings regarding allegations of misconduct or violations of law. The voice vote was unanimous. Motion carried.

Within Executive Session the following action was taken:

The Board took no action on the following complaints: FC20240716-001; G2024-85H/3; 2024-1220-001.

Mike McBunch moved, seconded by Bennie Lee Adkins, to accept the terms of the consent agreement presented for case number FC 2024-0624-001. The voice vote was unanimous. Motion carried.

Mike McBunch moved, seconded by Bennie Lee Adkins, to dismiss the complaint numbered 2024-1220-002. The voice vote was unanimous. Motion carried.

Bennie Lee Adkins moved, seconded by Clelly Farmer, to place complaint number 2025-0103-001 on the table.

The Board noted the causes numbered 2024-08-18995-01; 2024-02-664274-1; 2024-01-65462-1; and 2024-07-42015-1 were set for hearing on February 22, 2025. The Board took no action.

Bennie Lee Adkins seconded by Clelly Farmer, moved to exit Executive Session and return to Open Session. The voice vote was unanimous. Motion carried.

16. ADJOURNMENT

Mike McBunch moved, seconded by Linell Palmer, Jr., moved to adjourn at 1:08 pm. The voice vote was unanimous. Motion carried.

APPROVED:



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Mike McBunch, Secretary