



**Mississippi Board of Barber Examiners**  
510 George Street, Suite 400, Jackson, MS 39202

**Special Called Meeting Minutes of Sunday, July 16, 2023**

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**I. Call to Order**

The meeting was called to order by Mike Cothran, Chairman of the Board. Jan McBunch provided the devotion.

**Members present:**

**Mike Cothran, Chairman**  
**Bennie Adkins, Vice-Chairman**  
**Mike McBunch, Secretary**  
**Clelly Farmer, Member**

**Also in attendance were:**

**Sharron Martin, Executive Director**  
**Ed Wiggins, Assistant Attorney General and Board Counsel**  
**Jan McBunch, Guest**  
**Melvin Calton, Member of the Public**  
**Yvonne Laird, Consultant**

**A quorum was present for voting purposes.**

**II. Discussion of the June 25, 2023 Meeting**

Upon motion made by Mike McBunch, with a second by Bennie Adkins, the Minutes of June 25, 2023 were approved as presented. The vote was as follows:

**Aye – Bennie Adkins**  
**Aye – Clelly Farmer**

**Aye – Mike Cothran**  
**Aye – Mike McBunch**

### III. Reports of Officers

#### CLOSED DETERMINATION/EXECUTIVE SESSION

Upon motion made by Mike McBunch, with a second by Clelly Farmer, the Board voted to go into a closed determination session to establish the need for an Executive Session. The motion carried with the following members voting: voting for: Bennie Adkins, Mike Cothran, Clelly Farmer and Mike McBunch; voting against: none; recusal: none; absent: none.

In the determination session, Bennie Adkins moved, seconded by Mike McBunch, that the Board had reason to go into Executive Session, namely to: transact business and discussions regarding employment of a person in a specific position. The motion carried with the following members voting: voting for: Bennie Adkins, Mike Cothran, Clelly Farmer and Mike McBunch; voting against: none; recusal: none; absent: none.

The Board announced to the public the aforesaid reasons as the Board's purpose for entering into an Executive Session.

Upon the conclusion of business of Executive Session, the Board voted, upon motion made by Bennie Adkins and seconded by Mike McBunch to come out of Executive Session. The motion carried with the following members voting: voting for: Bennie Adkins, Mike Cothran, Clelly Farmer and Mike McBunch; voting against: none; recusal: none; absent: none.

The Board resumed in open meeting by announcing the following actions and votes taken in Executive Session.

#### RETURN TO REGULAR SESSION

Within the Executive Session, the Board took the following actions:

##### A. Chairman

1. **Personal Service Contract – J-Bar and Associates, Inc.**  
The motion was made by Mike McBunch to approve the contract between MBBE and J-Bar and Associates, Inc. for management consultation for a period July 17, 2023 through December 31, 2023. A second was provided by Bennie Adkins. The vote was, as follows:

Aye – Bennie Adkins  
Aye – Clelly Farmer

Aye – Mike Cothran  
Aye – Mike McBunch

2. **Personal Service Contract - Cornerstone Consulting Group**  
The motion was made by Mike McBunch to approve the contract between MBBE and Cornerstone Consulting Group for fiscal

management services for a period July 17, 2023 through June 30, 2023. A second was provided by Bennie Adkins. The vote was, as follows:

Aye – Bennie Adkins	Aye – Mike Cothran
Aye – Clelly Farmer	Aye – Mike McBunch

**3. Options for Transitional Relocation of MBBE**

The motion to made by Mike McBunch to maintain the existing offices at George Street until which time adequate space can become available at the discretion of DFA. A second was provided by Bennie Adkins. The vote was, as follows:

Aye – Bennie Adkins	Aye – Mike Cothran
Aye – Clelly Farmer	Aye – Mike McBunch

**B. Vice-Chairman**  
No report.

**IV. Financial Report**

The motion was made by Mike McBunch to accept the financial report as provided. A second was provided by Clelly Farmer. The vote was, as follows:

Aye – Bennie Adkins	Aye – Mike Cothran
Aye – Clelly Farmer	Aye – Mike McBunch

The motion was made to Mike McBunch to accept the FY 2025 budget request in the amount of \$344,410. (level finding from FY2024), with the following noted changes:

- A. Increase the current salary of the Executive Director to \$43,321 from \$42,721 effective July 1, 2023;
- B. Increase Customer Service Representative II salary to \$26,785.60 from \$26,185.60 effective July 1, 2023;
- C. Increase Customer Service Representative III to \$24,623.49 from \$24,023.49 effective July 1, 2023;
- D. Move salary monies for the three (3) inspector positions to contractual Services.

A second was provided by Clelly Farmer. The vote was, as follows:

Aye – Bennie Adkins	Aye – Mike Cothran
Aye – Clelly Farmer	Aye – Mike McBunch

**V. Report of Counsel**  
No report

**VI. Report of Executive Director Sharron Martin**

- A. All website changes have been made and are not interactive for the benefit of the applicants and licensees.**

**VII. Old Business**

**After discussion and review of the following documents and revisions as recommended by Mike McBunch, Bennie Adkins and Ed Wiggins, the motion was made by Mike McBunch to accept the following, as corrected. A second was provided by Clelly Farmer.**

- A. PEER Response with Attachments (Due 7/21/2023)**
- B. Internal Control Manual (Due as PEER Attachment 7/21/2023)**
- C. Board Member Manual (Due as PEER Attachment 7/21/2023)**
- D. 5-Year Strategic Plan (Due to DFA 7/17/2023)**
- E. Performance Measures (Due ASAP for FY2025 Budget)**
- F. Proposed Rules and Regulations (Due Upon Board Approval)**

**The vote was, as follows:**

<b>Aye – Bennie Adkins</b>	<b>Aye – Mike Cothran</b>
<b>Aye – Clelly Farmer</b>	<b>Aye – Mike McBunch</b>

**VIII. New Business**

- A. Approval of 35-Question State Examination**

**The motion was made by Mike McBunch to increase the Mississippi law examination from 10 to 25 questions (due as PEER Attachment 7/21/2023). A second was provided by Bennie Adkins. The vote was, as follows:**

<b>Aye – Bennie Adkins</b>	<b>Aye – Mike Cothran</b>
<b>Aye – Clelly Farmer</b>	<b>Aye – Mike McBunch</b>

- B. The motion was made by Bennie Adkins to incur the cost of the NIC video for showing at the School and Instructor Training scheduled for July 23, 2023. A second was provided by Mike McBunch. The vote was, as follows:**

<b>Aye – Bennie Adkins</b>	<b>Aye – Mike Cothran</b>
<b>Aye – Clelly Farmer</b>	<b>Aye – Mike McBunch</b>

- C. Travel Policy**

**After a review of state policy and board requirements for travel and per diem, the motion was made by Bennie Adkins to authorize travel in excess of 100 miles for Board meetings scheduled for a morning meeting, the member is allowed to travel to Jackson the prior day. The member will not be allowed to charge a \$40 per diem rate for the travel day; however, will be able to charge the cost of the actual dinner (night) meal cost not to exceed the maximum amount allowed. When a board meeting is held in the morning and a testing day is scheduled for the following day, the member is allowed to travel one**

day, and remain in Jackson for the board meeting as well as the test day the following day. All actual meal reimbursements will be reimbursable not to exceed the maximum amount allowed in a twenty-four (24) hour period. A second was provided by Clelly Farmer. The vote was, as follows:

Aye – Bennie Adkins	Aye – Mike Cothran
Aye – Clelly Farmer	Aye – Mike McBunch

D. The motion was made by Mike McBunch to allow for compensatory time for staff required to work when Board meetings are held on Sunday. Bennie Adkins provided a second. The vote was, as follows:

Aye – Bennie Adkins	Aye – Mike Cothran
Aye – Clelly Farmer	Aye – Mike McBunch

**IX. School and Instructor Training – July 23, 2023**

**A. Development of Draft Agenda**

Upon motion made by Mike McBunch, with a second by Bennie Adkins, the school training agenda will include the following:

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|--|---------------|
| 1. Housekeeping  | Mike Cothran  |
| 2. CEU Credit Hours  | Mike Cothran  |
| 3. Practical Examination   | Mike Cothran  |
| Practical Practice Examination                                     | Mike McBunch  |
| 4. Legislation – What Pending                                      | Mike Cothran  |
| 5. NIC – Video   | Mike Cothran  |
| Increase in Questions RE MS Statute                                | Mike Cothran  |
| 6. Demonstration – Use of a Female Mannikin – Chemical and Haircut | Ms. Butler    |
| 7. Textbook and Workbook Requirements                              | Mike Cothran  |
| 8. Questions and Answers   | Board Members |
| 9. Closing Comments  | Board Members |
| 10. Adjournment  |               |

**X. Public Comment**

There were no public comments not previously considered in the minutes.

**XI. Next Regular Scheduled Meeting**

The next regularly scheduled meeting is August 20, 2023 at 9:00 a.m.

**XII. Adjournment**

**There being no further business to come before the Board, the motion was made by Bennie Adkins to adjourn the meeting at 12:47 p.m. Clelly Farmer provided a second. The vote was, as follows:**

**Aye – Bennie Adkins  
Aye – Clelly Farmer**

**Aye – Mike Cothran  
Aye – Mike McBunch**

**APPROVED:**

  
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**Mike Cothran, Chairman**

  
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**Mike McBunch, Secretary**

**Mississippi Board of Barber Examiners**  
510 George Street, Suite 400, Jackson, MS 39202

**Sunday, August 20, 2023 – 9:00 a.m.**

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|--------------|--|-----------------------|
| <b>I.</b>    | <b>Call to Order</b>   | <b>Mike Cothran</b>   |
| <b>II.</b>   | <b>Discussion of the July 16, 2023 Meeting</b>                           | <b>Mike Cothran</b>   |
| <b>III.</b>  | <b>Reports of Officers</b>   |                       |
|              | <b>A. Chairman</b>   | <b>Mike Cochran</b>   |
|              | <b>B. Vice-Chairman</b>  | <b>Bennie Adkins</b>  |
| <b>IV.</b>   | <b>Financial Report</b>  | <b>Mike McBunch</b>   |
| <b>V.</b>    | <b>Report of Counsel</b>   | <b>Ed Wiggins</b>     |
|              | <b>Case No. 2023-2716/87-01 (AK) - Update</b>                            |                       |
| <b>VI.</b>   | <b>Report of Executive Director</b>                                      | <b>Sharron Martin</b> |
| <b>VII.</b>  | <b>Old Business</b>  | <b>Mike Cothran</b>   |
|              | <b>A. Case No. 2023-5511-02 CT)</b>                                      |                       |
|              | <b>B. Instructor Practical (Grading Factors)</b>                         |                       |
|              | <b>C. Database System Implementation Update</b>                          |                       |
| <b>VIII.</b> | <b>New Business</b>  | <b>Mike Cothran</b>   |
|              | <b>Establishing next quarter date for School and Instructor Training</b> |                       |
| <b>IX.</b>   | <b>Public Comment</b>  |                       |
| <b>X.</b>    | <b>Next Regular Scheduled Meeting</b>                                    | <b>Sharron Martin</b> |
| <b>XI.</b>   | <b>Adjournment</b>   | <b>Mike Cothran</b>   |