



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

Regular Meeting Minutes of Sunday, August 20, 2023

I. Call to Order

The meeting was called to order by Mike Cothran, Chairman of the Board. Chairman Cothran provided a devotion and Bennie Adkins provided the prayer.

Members present:

Mike Cothran, Chairman
Bennie Adkins, Vice-Chairman
Clelly Farmer, Member

Members absent due to COVID illness:

Mike McBunch, Secretary

Also in attendance were:

Sharron Martin, Executive Director
Ed Wiggins, Assistant Attorney General and Board Counsel
Melvin Calton, Member of the Public
Yvonne Laird, Consultant
Tyrone McLaurin, Member of the Public
Erica Turner, Member of the Public
Asheena Woods, Member of the Public

A quorum was present for voting purposes.

II. Discussion of the Minutes

A. July 16, 2023 Meeting

Upon motion made by Clelly Farmer, with a second by Bennie Adkins, the Minutes of June 16, 2023 were approved as presented. The vote was as follows:

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

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

B. June 25, 2023 Meeting

Upon motion made by Clelly Farmer, 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
Absent – Mike McBunch**

III. Reports of Officers

A. Chairman

The Chairman advised that inspector training would be held on Tuesday, August 22, 2023 to prospective board inspectors. No vote required at this time.

B. Vice-Chairman

No report.

IV. Financial Report

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

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

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

V. Report of Counsel

Ed Wiggins, Special Assistant Attorney General and Counsel for the Board advised that he was still reviewing case number 2023-2716/87-01 and would get in touch with the Executive Director, Sharron Martin after completion of his review. No further action required by the Board at this time.

VI. Report of Executive Director

A. Sharron Martin and Yvonne Laird brought information to the Board relative to the scanning of documents in the LicenseLynks database system. After discussions relative to the cost, it was determined that the Board would only perform the work already approved in their bid for services, which consisted of the active licensee files. All other files, once separated and identified by DataLynks, would be returned along with all active files once scanned. No vote required by the Board.

B. Retention of monthly student records submitted by the barber schools was discussed at length. Ed Wiggins will advise Sharron Martin if they must be retained more than 7 years. No vote required by the Board at this time.

VII. Old Business

A. Case No. 2023-5511-02 (CT) was tabled until the next meeting.

- B. Instructor Practical (Grading Factors) was tabled for development of a rubric.
- C. The database system implementation should be fully functional by October 1, 2023.
- D. Bennie Adkins requested clarification of mobile barber business. Ed Wiggins instructed Sharron Martin to pull all of the old minutes to determine if there had previously been a vote to not allow mobile barber businesses in the State of Mississippi. Sharron Martin will pull this information and make it available to all Board members.
No vote required by the Board on these matters at this time.

VIII. New Business

- A. Establishment of the next quarterly school and instructor training
It was determined by the Board to establish the date of October 2, 2023 for the next school and instructor training date. The training topic would include methods of teaching.
The Board members were reminded of the following upcoming Board dates.
 1. October 2, 2023 – Mike McBunch and Bennie Adkins (tentative) was be conducting testing at the Marshall County Correctional Facility;
 2. Regular scheduled Board meeting – Sunday, October 15, 2023;
 3. Testing – Monday, October 16, 2023;
 4. School and Instructor Training – Sunday, October 29, 2023

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 October 15, 2023 at 9:00 a.m.

XII. Adjournment

Mike Cothran, Chairman of the Board adjourned the meeting at 10:12 a.m.

APPROVED:



Mike Cothran, Chairman



Mike McBunch, Secretary