



Guam Board of Barbering and Cosmetology

Department of Public Health & Social Services
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REGULAR SESSION MINUTES

*Wednesday, February 28, 2018
 Terlaje Professional Bldg., Hagåtña
 HPLO Conference Room, Ste. 209*

MEMBERS PRESENT: Jenneth Quiambao, Chairperson; Marcy Tiong, Vice Chairperson; Andrew Hernandez, Secretary; Juannet Torres, Treasurer

MEMBERS ABSENT:

OTHERS: Heather Narcis, HPLO

TOPIC	DISCUSSION	ACTION
Call to Order	Chair called the meeting to order at 9:18 a.m. as a Reconvened Regular Session Meeting.	<i>Quorum Established</i>
Review and Approval of Agenda	Mr. Hernandez motioned to move IV. Old Business to after VII. Other. Mrs. Tiong seconded. All in favor; motion carried	<i>Agenda approved as written.</i>
Review and Approval of Minutes	<p>A. December 18, 2017</p> <ul style="list-style-type: none"> - Mr. Hernandez motioned to approve minutes as written. Mrs. Torres seconded. All in favor; motion carried 	<i>Minutes approved.</i>
New Business	<p>A. Social Media Advertisement</p> <ul style="list-style-type: none"> - Joy Mendoza Gepanayao, offering home services for Hair Rebonding - Ms. Narcis looked through Cosmetology records and informed members that Ms. Gepanayao is not currently licensed. - Members instructed Ms. Narcis to send a letter to Ms. Gepanayao to cease and desist services and advertisements. Ms. Narcis to inform Division of Environmental Health (DEH) and Dept. of Revenue and Taxation (DRT) as well. <p>B. Inquiry from Ms. Cynthia Agustin</p> <ul style="list-style-type: none"> - Ms. Agustin would like to find out what are the necessary steps/procedures to hold training session on beauty products to currently licensed estheticians. - Members requested Ms. Narcis to have Ms. Agustin send a letter/email request/inquiry to the board so that an official reply can be released. 	<p>A. <i>Ms. Narcis will contact individual for mailing information to send letter. Ms. Narcis instructed to contact DEH and DRT to let them know as well.</i></p> <p>B. <i>Ms. Narcis will inform Ms. Agustin to submit certification to train from company and for Ms. Agustin to send a formal letter/email requesting to teach.</i></p>

APPROVED – April 02, 2018

	<ul style="list-style-type: none"> - Ms. Agustin will need to submit certification of training from the company as an educator/trainer. - Need information on where training will be. If being held at her establishment, she will need to renew. <p>C. Sponsor of Continuing Education</p> <p>1. Afa, Elisa</p> <ul style="list-style-type: none"> - Ms. Afa appeared before the board the answer questions about CE courses for manicurists that she would like to conduct using OPI products. - Ms. Afa is currently working at Mariacy and GCC. She tentatively has an agreement with Mariacy to conduct courses at the school site. - Per members, she cannot be working at Mariacy and doing CE courses together. If Ms. Afa will be doing CE courses, she will need to submit a letter from Mariacy of release from employment. - Ms. Afa will also need to submit documentation from company that she is a certified OPI educator. <p>Mrs. Tiong motioned to add Quichocho, Tina to agenda item D for renewal. Mr. Hernandez seconded. All in favor; motion carried.</p> <p>D. Renewal Application</p> <p>1. Quichocho, Tina</p> <ul style="list-style-type: none"> - Mrs. Josephine Quichocho brought Ms. Tina Quichocho's continuing education certificate for review and acceptance by the board. - Ms. Tina Quichocho will need to submit an additional two (2) hours of sanitation continuing education. <p>E. Japanese Special License</p> <p>1. Shinkai, Yuki</p> <ul style="list-style-type: none"> - Ms. Shinkai is reapplying for the Japanese Special License in order to continue working until she passes the NIC examination. - Mrs. Tiong motioned to approve Ms. Shinkai to retake examination. Mrs. Torres seconded. All in favor; motion carried <p>F. New – Application for Reciprocity</p> <p>1. Siu, Ammy – Manicurist 2. Yim, Paulina S – Cosmetologist</p> <ul style="list-style-type: none"> - Mr. Hernandez motioned to approve Siu, Ammy and Yim, Paulina for Reciprocity license. Mrs. Tiong seconded. All in favor; motion carried. <p>G. New – Application for Apprentice License</p> <p>1. Alfonso, Karen I – Cosmetologist 2. Mcean, Evgenia – Cosmetologist 3. Hughes, Lateisha B – Cosmetologist</p>	<p><i>C. Ms. Afa will submit documentation of OPI Educator certification and letter of release from employment at Mariacy Beauty Academy.</i></p> <p><i>D. Ms. Quichocho's continuing education is approved pending submission of two (2) hours of sanitation.</i></p> <p><i>E. Ms. Shinkai has been approved to retake Special Japanese License examination.</i></p> <p><i>F. Siu, Ammy and Yim, Paulina approved for Reciprocity license.</i></p> <p><i>G. Lateisha Hughes' application tabled until next meeting. Karen Alfonso, Evgenia Mcean, and Jeong Kim are approved for Apprentice license.</i></p>
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	<p>4. Kim, Keong Jin – Esthetician</p> <ul style="list-style-type: none"> - Hughes, Lateisha has been working at Fresh Impression without a cosmetology license. Services are being advertised on social media and via personal website. - Mr. Hernandez motioned to send a letter to Ms. Hughes informing her to cease services until apprentice licensed is approved. Mrs. Tiong seconded. All in favor; motion carried. - Mrs. Torres motioned to send a letter to Fresh Impression informing them of law that states they cannot employ unlicensed individuals. Mr. Hernandez seconded. All in favor; motion carried. - Mr. Hernandez motioned to approve Karen Alfonso, Evgenia Mclean and Jeong Kim for apprentice license. Mrs. Torres seconded. All in favor; motion carried. - Mrs. Tiong motioned to table Lateisha Hughes' application until next scheduled meeting. Mrs. Torres seconded. All in favor; motion carried. <p>H. New – Application for Examination</p> <ol style="list-style-type: none"> 1. Alfonso, Karen I – Cosmetologist 2. Hughes, Lateisha B – Cosmetologist 3. Kim, Jeong Jin – Esthetician 	<p><i>Ms. Narcis will type up letters for Mrs. Tiong to sign and hand deliver to Fresh Impression.</i></p> <p><i>H. Lateisha. Hughes' application tabled until next meeting. Karen Alfonso and Jeong Kim are approved for examination.</i></p>
<p>Old Business</p>	<p>A. Rules and Regulations</p> <ul style="list-style-type: none"> - Ms. Narcis informed the board that she contacted DEH regarding rules and regulations they are working on. - Per Mr. Jerome Garcia, DEH, he informed Ms. Narcis that he was unable to release the draft they are working on. He stated that board members are welcomed to sit in on their working session. <p>B. Online Testing Agreement</p> <ul style="list-style-type: none"> - Ms. Narcis provided all members with copies of the Online Testing Agreement between DPHSS/HPLO and SMT, effective March 1, 2018. - All board members signed agreement. - Ms. Narcis will send signed agreement to SMT once Ms. Marlene Carbullido, HPLO Administrator, signs agreement as well. 	<p><i>A. Ms. Narcis will contact DEH to find out when they will be meeting again to discuss Rules and Regulations. Request for Board to be attend.</i></p> <p><i>B. Online Testing Agreement with SMT signed by all board members. Ms. Narcis will have Ms. Marlene Carbullido sign and send to SMT electronically.</i></p>
<p>Other</p>	<p>A. Letter from Mariacy Beauty Academy</p> <ul style="list-style-type: none"> - For board information – additional instructor doing training at Academy. 	<p><i>A. Noted.</i></p>
<p>Announcement</p>	<p>The next Guam Board of Barbering and Cosmetology Regular Session Meeting is scheduled for Monday, March 12, 2018 at 9:00a.m, HPLO Conference Room.</p>	<p><i>Next Board Meeting date approved.</i></p>

	- Mrs. Torres moved to approve the date for next meeting. Mr. Hernandez seconded. All in favor; motion carried.	
Adjournment	Mr. Hernandez motioned to adjourn meeting at 10:55 a.m. Mrs. Torres seconded. All in favor; motion carried.	<i>Meeting adjourned at 10:20 am.</i>