



Guam Board of Barbering and Cosmetology

Department of Public Health & Social Services

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REGULAR SESSION MINUTES

Monday, April 02, 2018

Terlaje Professional Bldg., Hagåtña

HPLO Conference Room, Ste. 209

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

MEMBERS ABSENT: Jenneth Quiambao, Chairperson

OTHERS: Heather Narcis, HPLO; Maria Borja, Fresh Impression; Lateisha Hughes, Applicant

TOPIC	DISCUSSION	ACTION
Call to Order	Chair called the meeting to order at 9:20 a.m. as a Reconvened Regular Session Meeting.	<i>Quorum Established</i>
Proof of Publication	Mrs. Torres moved to approve publication of meeting on March 26, 2018 and March 29, 2018. Mr. Hernandez seconded. All in favor; motion carried	<i>Proof of Publication reviewed and approved.</i>
Review and Approval of Agenda	Mrs. Torres moved to approve agenda as written. Mr. Hernandez seconded. All in favor; motion carried	<i>Agenda approved as written.</i>
Review and Approval of Minutes	<p>A. February 28, 2018</p> <ul style="list-style-type: none"> - Mr. Hernandez moved to approve the February 28, 2018 minutes as written. Mrs. Tiong seconded. All in favor; motion carried. 	<i>Minutes approved as written.</i>
Old Business	<p>A. Rules and Regulations</p> <ul style="list-style-type: none"> - Tabled. Still need to schedule a working session. <p>B. Online Testing Agreement</p> <ul style="list-style-type: none"> - Ms. Narcis gave an update of events after board signed Agreement at February meeting. Ms. Narcis had Ms. Marlene Carbullido, Acting Administrator, sign the agreement and Ms. Narcis then emailed the signed agreement to SMT. SMT representative, Katrina Albrecht, had emailed back a copy signed by SMT. - HPLO was to have a scheduled teleconference with SMT last week to discuss moving forward with setting up the online theory testing. Unfortunately, SMT and HPLO were unable to schedule a time. 	<p><i>A. Working session to be scheduled at a later date.</i></p> <p><i>B. Ms. Narcis gave an update of signed Agreement between SMT and HPLO. Conference call with SMT scheduled for April 4, 2018.</i></p>

	<ul style="list-style-type: none">- Conference call was scheduled for Wednesday, April 4, 2018 at 8:30 a.m. Ms. Narcis invited board members to attend if they can. <p>C. New – Application for Apprentice & Examination</p> <ul style="list-style-type: none">- Hughes, Lateisha B – Cosmetologist<ul style="list-style-type: none">- Mrs. Tiong invited Mrs. Hughes to speak with board members.- Mrs. Tiong informed Mrs. Hughes that it had come to the board’s attention that she had been operating before an apprentice license was issued, resulting in tabling approval of apprentice license and approving for examination. Mrs. Tiong asked Mrs. Hughes if she had been operating since receiving letter from the board requesting to stop services.- Mrs. Hughes stated that she has not been working at the salon or as a hairstylist, only as a hobby.- Mrs. Tiong also called Maria Borja from Fresh Impression to speak with the board. Mrs. Tiong asked Ms. Borja if she was aware of the letter issued to Fresh Impression stating that an establishment cannot hire an employee without a license; Ms. Borja acknowledge that she was aware. The board wanted to remind Fresh Impression that as a salon owner, they are liable if anything should happen in the event that they have an unlicensed employee working in the salon.- Mrs. Tiong informed Mrs. Hughes that the board will be approving her apprentice license, but the board just wanted to be sure that the Mrs. Hughes and establishment owners were aware of the law.- Mrs. Hughes wanted to know why she did not personally receive the letter and how the school, Mariacy Beauty Academy, had known about the letter before she did. The board has no knowledge as to how the school found out. Mrs. Hughes stated that she had only received the letter on March 15 through a picture from the establishment owner. Mrs. Tiong stated that she had personally delivered the letter to the salon and it was sealed in an envelope. It should not have been opened by anyone other than her.- Mrs. Tiong reminded Ms. Borja to be sure that their establishment license is posted where it can be seen. Ms. Narcis suggested posting a copy at the second entrance where customers can see as she did not see	<p><i>C. Mrs. Hughes has been approved for Apprentice License and Examination. Fresh Impression was also approved for renewal of Establishment License.</i></p>
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	<p>it posted when she came in. Mrs. Tiong suggested posting the establishment license where the reception desk is. In addition, Mrs. Tiong reminded Ms. Borja to have all employee licenses posted as well, whether they are working or not. Ms. Narcis also suggested making copies of licenses and posting it next to the establishment license.</p> <ul style="list-style-type: none"> - Ms. Borja asked if there was an appeal process/section for situations when an individual feels a decision is unjust. Mrs. Tiong encouraged Ms. Borja, or any individual, to come forward if they have any opinions or statements to make to the board. - Mr. Hernandez moved to approve Lateisha Hughes for her apprentice license and examination. Mrs. Torres seconded. All in favor; motion carried. - Mrs. Torres moved to approve Fresh Impression for renewal of establishment license. Mr. Hernandez seconded. All in favor; motion carried. <p>D. Social Media Advertisement</p> <ul style="list-style-type: none"> - Joy Ann Mendoza Gepanayao, offering home services for Hair Rebonding <ul style="list-style-type: none"> - Ms. Narcis gave an update on attempt to contact Ms. Gepanayao. Ms. Narcis had messaged Ms. Gepanayao on Facebook asking her to call the office to speak with her about advertisement. Ms. Gepanayao stated that she was already instructed to take it down by Mrs. Quiambao. - Ms. Gepanayao apologized for advertising and stated that she was not aware she was not allowed to advertise. She asked Ms. Narcis what she needed to do to get a license. Ms. Narcis informed her she will have to go to school and then contact Ms. Narcis when she has completed that to start the licensing process. 	<p><i>D. Ms. Gepanayao has been informed to remove advertisements and has complied. Business completed.</i></p>
<p>New Business</p>	<p>A. Questions from GCC</p> <ul style="list-style-type: none"> - Ms. Narcis received two emails from Guam Community College (GCC) with questions about theory hours and student health certificates. - GCC wanted to know if students will need health certificates when providing services to clients in school/campus salon. - Members advised Ms. Narcis to have GCC contact Division of Environmental Health (DEH). - GCC wanted to know if students need a minimum amount of hours to complete, each 	<p><i>A. Ms. Narcis will give GCC board recommendations as indicated.</i></p>

	<p>day, for theory or could it be spread out within the program.</p> <ul style="list-style-type: none"> - It would be based on their curriculum. Whatever the requirement is for theory hours for each semester. Board recommends theory in the mornings before going into the practical portion. <p>B. Applicant Inquiries regarding Refresher Courses and Apprentice Licenses</p> <ul style="list-style-type: none"> - Applicants, Mariacy administration as well, would like to know if they can reapply for the apprentice license after completing refresher course. - Ms. Narcis mentioned that the law does not state that they have 2 years for an apprentice license. It only states they have 2 tries to pass examination and then they would have to revoke apprentice license and take a refresher. - Mrs. Tiong suggested that when they finish the refresher course, they must reapply for the exam together with the apprentice license. Apprentice license will be for only 6 months. If applicant fails to take exams within the two scheduled dates within the year, their apprentice license will be revoked. - If an applicant does not show up for one exam, it is marked as a failed attempt. If the applicant has two failed attempts on the exam, apprentice license will be revoked. - Once applicants complete refresher course, they will need to complete the Examination application and Apprentice application with the \$20.00 fee per application. - Mrs. Torres moved to approve applicants to reapply for apprentice and new examination. Applicants will have one year, two attempts, to pass examination. If applicants fail, they will need to take the refresher course again. Mr. Hernandez seconded. All in favor; motion carried. <p>C. Completed Refresher – Request to Test</p> <ol style="list-style-type: none"> 1. Truong, Thanh Ngoc <ul style="list-style-type: none"> - Ms. Narcis will instruct Ms. Truong to complete applications as indicated in previous discussion regarding apprentice licenses and refreshers. - Mr. Hernandez moved to approve Thanh Ngoc Truong to reapply for apprentice license and examination. Mrs. Torres seconded. All in favor; motion carried. <ul style="list-style-type: none"> - Mrs. Tiong noted that Sean Conder messaged her regarding proctor re-certification training that needs to take 	<p>B. <i>Applicants who have completed refresher courses may reapply for an apprentice license and examination. Apprentices will have two attempts, one year, to pass examinations. Applicants will relinquish apprentice license upon failure of second attempt.</i></p> <p>C. <i>Ms. Truong has been approved to reapply for apprentice license and examination.</i></p>
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	<p>place. Because the next exam is in October/November, we need to have him here at that time.</p> <ul style="list-style-type: none"> - Mrs. Tiong asked Ms. Narcis to contact him and schedule him to do re-certification. <p>D. New – Establishment Application</p> <ol style="list-style-type: none"> 1. Tres Lirios Beauty & Barber Shop <ul style="list-style-type: none"> - Ms. Narcis called Ms. Erica Toves to clarify on if there is a separate area for the barbers to work. - Per Ms. Toves, the name is to only let the public know that they also do men’s haircuts, not just women. - Board members informed Ms. Toves that it may be an issue because the shop name suggests that they are operating as a “Barber Shop”, to include shaving. Board members suggested to do a name change on the Business License to either remove “Barber” or include “Unisex”. - Per Ms. Toves, they are currently not employing Barbers. Board members informed Ms. Toves that if she employs Barbers, she will need to have a separate partition for the barbers to work as they are not allowed around chemicals (as used in Beauty Salons). - Mr. Hernandez moved to approve Tres Lirios application, with notation that board had addressed the issue of name with the owner. Mrs. Torres seconded. All in favor; motion carried. <p>E. New – Application for Apprentice License</p> <ol style="list-style-type: none"> 1. De Guzman, Michele D – Cosmetologist <ul style="list-style-type: none"> - Mr. Hernandez moved to table application, pending transcript evaluation from AEQUO International. Mrs. Torres seconded. All in favor; motion carried. 2. Martino, Francesca Marie L – Esthetician <ul style="list-style-type: none"> - Ms. Narcis informed the board that Martino, Francesca is licensed as a Cosmetologist in Rhode Island, but for only a year. Ms. Martino will be applying for an apprentice license as an Esthetician. Ms. Narcis informed her that if she strictly wants to do Esthetician work, she will need to apply for the Esthetician examination. - Mrs. Torres moved to table application, pending receipt of Application for Examination. Mr. Hernandez seconded. All in favor; motion carried. <p>F. New – Application for Examination</p> <ol style="list-style-type: none"> 1. De Guzman, Michele D – Cosmetologist <ul style="list-style-type: none"> - Mr. Hernandez moved to table application, pending transcript evaluation from AEQUO 	<p><i>D. Tres Lirios Beauty & Barber Shop has been approved for Establishment License.</i></p> <p><i>E. Applications for Apprentice for Michele De Guzman and Francesca Marie Martino has been tabled pending receipt of required documents.</i></p> <p><i>F. Applications for Examination for Michele De Guzman and Francesca Marie Martino has been tabled pending</i></p>
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	<p>International. Mrs. Torres seconded. All in favor; motion carried.</p> <p>2. Martino, Francesca Marie L – Esthetician</p> <ul style="list-style-type: none"> - Mrs. Torres moved to table application, pending receipt of Application for Examination. Mr. Hernandez seconded. All in favor; motion carried. <p>3. Silva, Kent – would like to change from Cosmetologist to Barber</p> <ul style="list-style-type: none"> - Kent Silva first applied to take the Cosmetologist examination. He now wants to take the Barber examination instead. Per Mrs. Tiong, he will need to take a shaving course if he wants to apply for the Barber exam. <p>G. April 23 – 27, 2018 Examination Schedule</p> <ul style="list-style-type: none"> - Ms. Narcis gave members a listing of examination schedule for candidates taking Theory and Practical exams. - Ms. Narcis asked if Mrs. Lateisha Hughes will be approved to take the examination in April. - Mrs. Torres moved to approve Lateisha Hughes to take her examination in April. Mr. Hernandez seconded. All in favor; motion carried. 	<p><i>receipt of required documents. Kent Silva will need to take Barber courses in order to sit for the Barber exam.</i></p> <p><i>G. For Board Information. No action taken.</i></p>
<p>Other</p>	<p>A. Proctor Recertification</p> <ul style="list-style-type: none"> - Mrs. Tiong noted that Sean Conder messaged her regarding proctor re-certification training that needs to take place. Because the next exam is in October/November, we need to have him here at that time. - Mrs. Tiong asked Ms. Narcis to contact him and schedule him to do re-certification 	<p><i>A. Ms. Narcis will contact NIC to schedule Mr. Conder for Proctor Recertifications.</i></p>
<p>Announcement</p>	<p>The next Guam Board of Barbering and Cosmetology Regular Session Meeting is scheduled for Monday, May 7, 2018 at 9:00a.m, HPLO Conference Room.</p>	<p><i>Next Board Meeting date approved.</i></p>
<p>Adjournment</p>	<p>Mr. Hernandez motioned to adjourn meeting at 10:45 a.m. Mrs. Torres seconded. All in favor; motion carried.</p>	<p><i>Meeting adjourned at 10:45 am.</i></p>