



Department of Health

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**STATE OF RHODE ISLAND  
CENTER FOR PROFESSIONAL BOARDS AND COMMISSIONS  
BOARD OF BARBERS, HAIRDRESSERS, COSMETICIANS,  
MANICURISTS AND ESTHETICIANS**

**ROOM 205  
3 CAPITOL HILL  
PROVIDENCE, RHODE ISLAND**

**WEDNESDAY, AUGUST 17, 2016  
8:30 A.M.**

**OPEN SESSION MINUTES**

**BOARD MEMBERS IN ATTENDANCE**

Erin Bradford  
Vincenzo Carnevale  
Normand Demers  
Karen Silva

**BOARD MEMBERS ABSENT**

Stephen Beaman  
Beverly Manzi-Greco  
Bryant O'Neill

**STAFF MEMBERS IN ATTENDANCE**

Linda Esposito, Board Manager  
Julie Sacks, Legal Counsel

**OTHERS IN ATTENDANCE**

Jacqueline Pace, Cosmetology Instructor

**1. Establishment of a quorum**

A meeting of the Rhode Island Board of Barbers, Hairdressers, Cosmeticians, Manicurists, Estheticians and Instructors was held on Wednesday, August 17, 2016 at the Rhode Island Department of Health, Room 205, 3 Capitol Hill, Providence, RI 02908. A quorum was established and the Open Session meeting was called

to order at 9:00 a.m. on a motion made by Normand Demers, and seconded by Vincenzo Carnevale. Motion carried.

## **2. Board Manager's Report**

Board Manager, Linda Esposito, advised members present that the Department is in the process of instituting the use of the Webfile Repository for all Boards. The main purpose of the process is to have all complaints and documentation available to members electronically rather than by paper. The Board Manager will give the Board advance notice and instructions before that process is set to begin.

## **3. Presentation of the May 18, 2016 Open Session Meeting Minutes**

Motion was made by Erin Bradford, and seconded by Karen Silva, to accept the Open Session minutes for the Rhode Island Board of Barbers, Hairdressers, Cosmeticians, Manicurists, Estheticians and Instructors for Wednesday, May 18, 2016. The Board voted unanimously to approve the Open Session minutes as presented. Motion carried.

## **4. Summary of Recent Complaints**

A "Complaint Summary" was provided for the Board's information. Since May 18, 2016, 13 Complaints have been received by the Department and were processed, as follows:

- 2 Complaints were Administratively Closed
- 4 Complaints are pending inspection
- 2 Complaints are awaiting team review
- 5 Complaints require follow up action
- 4 Complaints have received responses to be reviewed by the Board.

## **5. New Business**

- Discussion of changes to Rules and Regulations and Statutes.
  - ◇ Board Members were provided a breakdown of the changes made to the Statute, effective July 1, 2016, as follows:
    - Instructor licenses have been added back into regulation and have already been reinstated back to July 1, 2016; applications are already back on the website.
      - Sarah Harrigan to work with PSI to get the instructor exams added.
    - Barber Apprentice licenses have been added back into regulation and have already been reinstated if they would have still been

active as of July 1, 2016; license applications and Apprenticeship forms are already on the website.

- Apprenticeships must be done under supervision of a Barber only, not a hairdresser.
  - Rules and Regs do not accurately reflect what the statute says on this subject. Either the statute must be changed to allow Barber Apprentices to work under hairdressers, or the Rules and Regulations must be changed to accurately reflect the statute.
  - Notification letters will be sent to Barber shops.
  - Any Barber Apprentices whose license would have expired by July 1, 2016 will have to reapply for the Apprentice license if they intend to continue their Apprenticeship.
  - The Department will work with the Barber Apprentice program at the ACI in order to make sure everyone is properly licensed and to allow the program to continue.
- Space rental changes
  - The Department will waive the fee for one move with the 1<sup>st</sup> year of licensure.
    - Exception occurs if they move during the renewal cycle, in which case they would have to reapply and pay the fee.

After review and discussion, a motion was made by Normand Demers and seconded by Karen Silva to update the Rules and Regulations to coincide with the Statute that Barber Apprentices are only allowed to work under the supervision of a Barber. Motion carried.

- Board members were provided with a copy of the "Shop License Attestation" form for review. This form has been created with the intent of providing shop owners with a way to become licensed and begin operating while waiting for their initial inspection.

After review and discussion a motion was made by Normand Demers and seconded by Karen Silva to accept the "Shop License Attestation" form as presented. Motion carried.

- Board members were provided with a copy of the newly formatted Shop Inspection Report form for their information.
- Board members reviewed questions received by e-mail with regard to specific procedures which can or cannot be done by an Esthetician licensed in Rhode Island, and determined the following: 1) they can perform scalp treatments; 2) they can perform foot treatments such as scrubs (not pedicures); and 3) they can use tools or appliances such as extractors.

## 6. Old Business

None for this meeting.

## **7. Motion to Adjourn to Closed Session**

A motion was made by, Normand Demers, and seconded by, Erin Bradford, to adjourn to Closed Session at 9:40 a.m. pursuant to Sections 42-46-4 and 42-46-5(a)(4) of the Rhode Island General Laws, for investigatory proceedings regarding allegations of civil or criminal misconduct. Motion carried.

## **8. Motion to Return to Open Session**

Motion was made by Normand Demers, and seconded by Karen Silva at 9:50 a.m. to re-open the Open Session and to seal the Minutes of the Closed Session pursuant to Sections 42-46-4, 42-46-5 and 42-46-7 of the Rhode Island General Laws. Motion carried.

## **9. Final Actions on all votes taken in Closed Session**

- 2 cases Administratively closed

## **10. Adjournment**

The next Rhode Island Board of Barbers, Hairdressers, Cosmeticians, Manicurists, Estheticians and Instructors meeting will be held on Wednesday, November 16, 2016. Motion was made by Normand Demers, and seconded by Erin Bradford, to adjourn at 9:55 a.m. Board voted unanimously to adjourn. Motion carried.

Respectfully submitted,

Linda L. Esposito  
Board Manager  
State of Rhode Island  
Center for Professional Boards and Commissions  
Board of Barbers, Hairdressers, Cosmeticians,  
Manicurists, Estheticians and Instructors