



## NORTH CAROLINA BOARD OF ELECTROLYSIS EXAMINERS

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### Semi-Annual Meeting Minutes

July 25, 2020, 10:00 a.m.

The meeting was conducted via the Zoom platform and was called to order at 10:00 a.m. by Chairman, Dr. Summit Kundaria.

In attendance for the Board were: Dr. Summit Kundaria, Charlene Poole, Margaret Wingate, Ashley McCullough, Jennifer Morris, and Susan Magas. Members of the public in attendance were: Lesa Wingate, Dana Combopiano, Dorenda Stilwell, Ann Morris, Myrtle Hamrick, Stacy Miller, April Cobb, and Kathy McHale.

Dr. Kundaria read the Ethics and Conflict of Interest reminder. All board members indicated no conflict, with the exception of Wingate, who will abstain from the EANC agenda topic due to her membership in EANC and also because the presenter is her daughter.

Meeting minutes for the May 4, 2020 called were unanimously approved with the corrections and additions proposed by Wingate.

#### **TREASURER REPORT**

Morris gave an oral report stating that the fund balance has increased this year to over \$70,000. She will email the financial spreadsheet to all board members with a copy to the board. The increase in fund balance is due to increased revenue from new electrologist and lower expenses than expected. Dr. Kundaria asked about rent expense, which has increased to \$310 per month. He also requested that in the future, the Board be provided more detailed and regular updates regarding finances.

Morris provided a copy of the Fee Report to all Board members at the end of May. Further, the Self-Assessment of Internal Control is almost finished, and the transmittal form will be forwarded to the Chairperson for signature. It is due by July 31, 2020. The Treasurer's Report was unanimously accepted.

#### **OLD BUSINESS**

**OFFICE LEASE** - Magas reported that she has already solicited a three-year lease package from the lessor to avoid problems encountered last year when the lessor failed to provide an executed copy so that the State could disburse funds.

**APPRENTICE PROGRAM** – Wingate advised that the committee consists of Charlene Poole, Cheryl Delany, Trudy Brown, and Ann Morris. Ann Morris was asked to coordinate the efforts of the committee and was introduced to the Board by Wingate. Morris reported that the group is working well together after having had several meetings. The committee is in the process of gathering information and researching various options. Proposals will be shared with the Board as they are developed.

**LEGAL ASSISTANCE** – Dr. Kundaria asked about the status of legal assistance. Magas responded that the Board has already approved spending funds to secure outside legal assistance to pursue unlicensed laser practitioners. Morris advised the Board office that another licensed electrologist was advertising

laser services through her website and Facebook page. This person is not licensed for laser service. A letter has been mailed to the practitioner requesting an application or an explanation regarding lack of licensure. A laser inspection has also been requested. Dr. Kundaria asked that the Board receive an update regarding the practitioner's response within two weeks.

**GPEA SEMINAR** – Dorenda Stilwell reported that the association was still searching for a venue that could accommodate social distancing. Magas reminded the Board that approval of the seminar is contingent upon receiving CV's for three proposed instructors, which have not yet been provided.

## **NEW BUSINESS**

**REAPPOINTMENT OF BOARD MEMBERS** – Jennifer Morris has been reappointed through the 2021 appointment period.

**CONSIDERATION OF EANC CONTINUING EDUCATION** - EANC presented a package of 21 online courses to be utilized for CEU. Board members approved the package unanimously on a motion from Poole, seconded by Morris.

**FORGIVENESS OF CEUS FOR 2021 RENEWALS** – A licensee requested that due to COVID and so many months of limited income that the Board consider waiving the CEU requirement for 2021 renewals. Because the statute requires 10 hours of CEU for laser practitioners, the Board does not have the authority to waive this; however, a contact with the Barber and Cosmetology Boards will be made to see what they are doing. No further action was taken at this time.

**DISCIPLINARY AUTHORITY OF THE BOARD** – The Board received a report of an electrologist practicing laser without a laser license. The individual has been advertising on Facebook. The Board mailed a certified letter to the individual requesting that she apply for a laser license or explain why she is not subject to the law.

**CLINICAL EXAM FOR NEW APPLICANT** – A clinical exam needs to be scheduled for a recent applicant who has met all other qualifications for licensure. Electrology Board members will arrange for the practical exam.

**RENEWALS and INSPECTIONS** - Poole reported that 2020 electrolysis renewals are complete. There are 74 licensed electrologists. Despite a number of retirements, electrologists are generally being replaced on a regular basis, particularly within the past year. 2021 Laser licenses due to renew in July 2020 have previously been postponed to 12/13/20 for 11 practitioners.

Board certified schools will be billed in November for calendar year 2021 renewals.

Inspections will be underway soon, with a goal to be completed by the end of the year. Wingate suggested that the check sheets need to be updated with new items from our rules and the new COVID requirements. A committee comprised of Poole, Morris, and Dr. Kundaria was formed to develop new check sheets for the 2021 cycle.

**ELECTION OF OFFICERS** – the following officers were elected:

CHAIRMAN – Margaret Wingate

VICE-CHAIR – Dr. Kundaria

TREASURER – Charlene Poole

## **ADJOURNMENT**

The meeting was adjourned at 11:00 a.m.