

**OREGON HEALTH LICENSING AGENCY  
ADVISORY COUNCIL FOR ELECTROLOGISTS, PERMANENT COLOR  
TECHNICIAN AND TATTOO ARTISTS  
MINUTES OF April 7, 2008**

**MEMBERS PRESENT**

Brenda Cox, Chairperson  
Judith Culp, Vice-Chairperson  
Molly Ballew, Electrologist

**STAFF PRESENT**

Susan Wilson, Director  
Dixie Bryant, Policy Analyst  
Kathryn Helton, Board Specialist

**AUDIENCE MEMBERS**

Jaimee Bloom, OALE  
Sheila Ahern, Electrologist  
Emanuel Stockton, Tattoo Artist  
Steve Williams, Tattoo Artist  
Lolly Canela, Tattoo Artist  
Jan Weeks, Tattoo Artist  
Jordan Nofzigen, Tattoo Artist  
Dan Miller, Tattoo Artist  
Melanie Rurak, Tattoo Artist

**MEMBERS EXCUSED**

Marie Keyes, Public Member

**CALL TO ORDER**

Chairperson, Brenda Cox, called the meeting of the Advisory Council for Electrologists, Permanent Color Technicians and Tattoo Artists (EPT) to order Monday, April 7, 2008, at 1:03 p.m. at the Veteran's Building in the Rhoades Conference Room, 700 Summer St NE, Salem, Oregon.

**APPROVAL OF AGENDA**

**MOTION**

Ms. Culp made a motion and Ms. Ballew seconded to approve the agenda. The motion passed with Ms. Culp, Ms. Ballew, and Ms. Cox voting aye.

**APPROVAL OF MINUTES**

**MOTION**

Ms. Culp made a motion and Ms. Ballew seconded to approve the minutes of November 19, 2007. The motion passed with Ms. Culp, Ms. Ballew, and Ms. Cox voting aye.

**REPORTS**

**DIRECTOR'S MESSAGE**

Ms. Wilson stated the Agency will host an "All Board and Council Meeting" April 18, 2008, at the Salem Red Lion Hotel. Topics for discussion will include fee structures, two-year renewal, 2009 Legislation, and reorganization of the Agency. The advancements made with the Oregon Health

Licensing Agency (OHLA) will be covered. Ms. Wilson also mentioned that Representative Greenlick is very interested in OHLA and topics of increased accountability, efficiency and public safety.

Audience members had some questions regarding the proposed legislative concept. Ms. Wilson stated that the Agency is still awaiting approval from the Governor.

Sheila Ahern asked Ms. Wilson if the legislature was planning on equalizing the fee structure across the boards. Ms. Wilson responded that the legislature did not approve the concept of a uniform fee structure. The restructure of fees is being reviewed by Mr. McNew and will reflect direct and indirect costs and complexity of programs in the recommendation.

Emanuel Stockton asked if the Agency was implementing an independent contractor license for tattoo artists. Ms. Wilson answered that an argument could be made for one as far as taxes are concerned. Ms. Cox reiterated that it may complicate business practice more than is necessary without changing how overall business is done.

Jaimee Bloom asked how to reinstate an electrology instructor's license that is no longer valid. Ms. Wilson explained that she would have to contact the Oregon Department of Education (ODE). Ms. Helton provided Ms. Bloom with the name and contact information necessary to proceed through ODE.

#### **ADMINISTRATIVE SERVICES REPORTS**

Richard McNew, Administrative Services Manager, introduced himself to members and addressed the Agency's plan for fee restructuring. He reminded members that reports will no longer be in their books, they will be sent electronically on a monthly basis. Mr. McNew explained OHLA's objective in restructuring is geared toward efficiencies -- eliminating unnecessary or redundant processes and centralizing work around function to save money and best serve the needs of licensees. He stated that the more efficiencies the Agency implements, the less staff is required, which will have a beneficial affect on license fees. Mr. McNew was not able to give precise numbers for the reduction in fees. Whatever fees are put into effect must be sustainable for 4 to 10 years. However, he emphasized that the lower fee projections are still pending approval and are not permanent by any means, as they are based on usage. Mr. McNew also emphasized the importance of licensees responding to questionnaires they receive from the Agency to ascertain stakeholder's wants and needs.

#### **REGULATORY OPERATIONS**

Mike Simpson, Statistical Analyst, presented reports with statistics for new licenses, renewals (in office, mail, and online), exam pass/fail rates, complaints, inspections, and citations issued. Council members requested to have the statistics for electrology, permanent color, and tattoo broken down by professional designation for more specific information and also to have those statistics forwarded to the Oregon Department of Education.

Tim Molloy, Regulatory Operations Division Manager, reported on the 'self-inspection checklist' forms newly available on the OHLA Web site. The forms are currently available online for cosmetology and denture technology, and forms for other boards are being adapted. Mr. Molloy stated that the idea behind these new forms is to enable licensees to assess themselves for compliance with standards. Also, since the new forms are based on regulatory procedures, licensees are informed of what is expected during the inspection process. Mr. Molloy stated that his goal is to have Body Piercing and EPT 'self-inspection checklist' forms available by May. Mr. Molloy reported on the new citation pad

that allows for licensees to be handed the citation as soon as it is written by the inspector, making it easier for them to take care of quickly. Licensees who are cited for violations may now take an 'infection control' class offered by OHLA and have the violation expunged from their record; and possibly avoiding paying the fine as well. He also pointed out the financial benefit to the Agency with less paperwork, less staff responses, and less overall cost. Mr. Molloy announced that the division is now performing concentrated inspections in certain areas, verses single, sporadic location inspections. This change is resulting in greater efficiency, more uniformity and lower costs. He added that the team has begun to work more flex-time, resulting in more inspections outside of the usual Monday through Friday, 8 to 5 routine, which is expected by licensees.

### **OUTREACH AND COMMUNICATION**

Kraig Bohot addressed the Council about OHLA Web site updates, starting with the update of the 'license inquiry' section. The public can now use this tool to look up any license or licensee and view the license status. Mr. Bohot also notified members of the Agency's plan to add all final orders to the Web site, so that the public has full access to information. He added that this feature is not fully operational at this time. Mr. Bohot informed members of his efforts to add short, personal biographies to the Web site as soon as possible. He also noted the council member vacancies and expressed the need to recruit additional council members.

### **COMMITTEES AND REPORTS**

None.

### **ITEMS FOR COUNCIL ACTION**

None.

### **EXECUTIVE SESSION**

Council did not enter Executive Session.

### **OTHER COUNCIL BUSINESS**

Ms. Helton explained that the pay schedule for council member per diem will change to once a month. The pay-day now being the 15<sup>th</sup> of the month following the original meeting date.

### **PUBLIC COMMENT**

Public comment was fairly continuous throughout the meeting; comments and concerns included the proposed legislative concept, fee structures, independent contractor licenses for tattooists, and reinstating electrology instructor's licenses.

### **MISCELLANEOUS**

The council meeting start time was revisited and will remain at 1:00p.m. until further discussed at next meeting on November 17, 2008.

The meeting adjourned at 3:15 p.m.

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Advisory Council for Electrologists, Permanent Color Technicians & Tattoo Artists  
Minutes for April 7, 2008

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*I attest that the Advisory Council for Electrologists, Permanent Color Technicians and Tattoo Artists minutes of April 7, 2008, are a true and accurate reflection of the matters discussed and the views of the participants.*

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Kathryn L. Helton, Board and Qualification Specialist

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Date

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