



State of Idaho

Division of Occupational and Professional Licenses

Idaho Barber and Cosmetology Services Licensing Board

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Board Meeting Minutes of 12/01/2025

Board	Debra Thompson, Chair	Division	Allegra Earl, Executive Officer
Members	Thomas Grimsman	Staff:	Greg Loos, General Counsel
Present:	Mandie Abel		Skip Liddle, Investigative Program Manager
	Ryan Evans		Steve Hogue, Investigations Supervisor
	Wendy Rucker		Lizzie Kukla, Licensing Supervisor
	Lindy High		Nicole Rohr, Licensing Specialist
			Dyan Durham, Board Support Specialist
		Others	Eric Nelson, Board Prosecutor
		Present:	

The meeting was called to order at 9:04 AM by Debra Thompson.

Approval of Minutes

A motion was made and seconded to approve the 09/15/2025 minutes. The motion carried unanimously.

Public Comment

Merrilyn Cleland, former Board member, expressed her gratitude for the time she spent on the Board. She also encouraged the current Board members to learn their roles, get to know each other, and become familiar with the administration.

DIVISION BUSINESS

Board Roles and Responsibilities – Q & A Session with Board Attorney: Ms. Earl and Mr. Loos responded to questions previously asked by the Board members regarding their roles and responsibilities as Board members. Mr. Loos explained the structure of government and the rule-making process. Ms. Earl stated that monitoring Townhall Idaho and signing up for Board updates via GovDelivery are the best ways to follow rulemaking hearings and meetings.

Mr. Loos informed the Board that its responsibility to report infractions it may see while patronizing a facility is the same as that of any other member of the public, and that such reports should be submitted through the online complaint form on the Division's website.

SharePoint Site for Meeting Materials: Ms. Earl presented a new SharePoint site designed for the Board. The site will be used by Board members to access meeting materials, resources, and training documents.

Travel Policy: Ms. Earl presented information on the State Travel Policy. She focused on ways to be cognizant of available funds and guidelines to assist in adherence to the policies.

Financial Update: Ms. Earl presented the Board's financial report for the first quarter of FY2026, which indicated that the Board had a cash balance of \$41,101.14 as of September 30, 2025.

BOARD BUSINESS

Process for Foreign Applications: Mr. Loos explained that due to a recent uptick in human trafficking and the fact that Board staff cannot independently verify application documents in languages other than English, that the Board could use their discretionary authority under Idaho Code § 54-5816 to not automatically grant initial licensure to Endorsement Applicants but, instead, convert relevant applications to applications by examination under Idaho Code § 54-5810.

A motion was made and seconded to delegate authority to staff to convert Endorsement applicants under Idaho Code § 54-5816 to Exam applicants under Idaho Code § 54-5810, whenever the "official documentation" provided in their endorsement application is in a language other than English. The motion carried unanimously.

Endorsement Applications and Scope of Practice: Ms. Earl informed the Board that there has been an increase in the number of endorsement applications from Washington state, where the scope of practice is not equivalent to that of Idaho. Cosmetologist endorsement applicants who do not intend to perform acrylic services, but who have received straight razor training, may be eligible for an Idaho Barber Stylist license if their training hours are equal to or greater than Idaho's minimum qualifications.

The Board has delegated authority to staff to review all endorsement applications. As part of this review, if the scope of practice associated with the applicant's current license does not match the scope of practice for the license being sought, staff are authorized to issue a license that more accurately aligns with the applicant's qualifications and scope of practice. No motion was made.

Lifestyle Injectables Update: Ms. Abel, representing the Interprofessional Advisory Committee on Lifestyle Injectables, provided the Board with an update on the Committee's last meeting. She reported that the Committee emphasized the importance of safeguarding the public by ensuring that compounded medications are prepared exclusively by appropriately trained and licensed professionals. The Committee also received a presentation on the proposal to establish a Med-Spa Board. Additionally, Marti Hutchison, a business owner, shared the operational protocols she uses in her med-spa practice. The Committee reviewed disciplinary actions previously adjudicated by the individual Boards represented, with the objective of assessing the nature of the violations and identifying potential areas of overlap.

Conference Updates and Reports: Ms. Earl, Ms. Thompson, and Ms. Abel attended the NIC 2025 Conference in Phoenix, Arizona. Ms. Abel reported on the pros and cons of Esthetician licensing versus certification. Topics included the lack of standardization in hours, training, enrollment requirements, and exams across the states. They discussed what is considered a basic esthetician and the possible need for a Master Esthetician credential.

Delegated Authority: Ms. Earl reviewed the authorities delegated by the Board to staff and individual Board members. A motion was made and seconded to affirm the delegated authority for numbers 12 through 13 as presented. The motion carried unanimously.

Licensing Report: Ms. Kukla presented the licensing report.

Executive Session

A motion was made and seconded to enter executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code § 74-106(9). The purpose of the executive session was to discuss documents relating to the fitness of a licensee

to obtain or retain a license or registration. The vote was: Ms. Thompson, aye; Mr. Grimsman, aye; Ms. Abel, aye; Mr. Evans, aye; Ms. High, aye; and Ms. Rucker, aye. The motion carried unanimously.

A motion was made and seconded to exit executive session. The motion carried unanimously. No decisions were made in executive session.

Discipline

A motion was made and seconded to close case numbers 1872246 and 1869625 without action. The motion carried unanimously.

A motion was made and seconded to close case number 1712919 with an advisory letter. The motion carried unanimously.

A motion was made and seconded to authorize the prosecuting attorney to negotiate a Stipulation and Consent Order in case numbers 1727411, 1849540, 1637920, 1846697, 1862926, 1866614, 1669592, 1896018, and 1867565 with the terms discussed in executive session, and to authorize the Board chair to sign on behalf of the Board. The motion carried unanimously.

A motion was made and seconded to approve the Final Order in case number 1444988 and to allow the Board chair to sign on behalf of the Board. The motion carried unanimously.

Applications

A motion was made and seconded to approve application 1888300 for renewal. The motion carried unanimously.

A motion was made and seconded to deny application 1870307 based on Idaho Code § 54-5823(07). The motion carried unanimously.

Adjourn

There being no further business, the meeting was adjourned at 1:14 PM.

The next meeting is on 03/02/2026.