

## **State Board of Private Career Education**

### **Meeting Minutes**

**December 14, 2018 – 10:00 a.m.**

### **Telephone Conference**

**Members Present:** Josh Blevins, Alice Obenshain, Brittney Matthews, Danny Knight, Jack Avery

**Others Present:** Alana Boles, Tracye McKeown, Julie Chavis, Jeff Majors, Jeff Jackson, Sherri Woodus

Josh Blevins, Chair, called the meeting to order. Alana Boles recommended approval of the minutes from the November 14 meeting. Danny Knight made a motion to approve the minutes. Jack Avery seconded the motion. All were in favor. None opposed.

### **Current Activities**

Alana Boles updated the board on a project contacting schools with expired licenses to see if they were open or closed. Tracye McKeown reported to the board that 28 letters were sent to the schools with expired licenses on December 3 by regular mail, certified mail and electronically. She also stated that out of the 28 schools contacted, 12 schools were closed, 8 schools did not respond and 8 schools responded with the intent to renew. Danny Knight asked what the next step is. Ms. Boles said renewal forms and fees are still coming in from the schools that want to stay open and she asked the board how they would like to proceed with the schools that have not responded. Julie Chavis asked if the letter sent to the schools had a date certain to respond. Ms. Boles stated that there was a 14-day deadline given to respond in the letter. Ms. Chavis asked if the green return receipt cards for the eight schools who did not respond had been received. She also recommended that a final letter be sent to those schools stating the date the school was notified that their license had expired and the date confirmation of receipt of the letter was received by the school. Ms. Chavis said the letter should state that since no response has been received from the school, the school is closed and if the school continues to operate, it is in violation and may face a disciplinary hearing. Jeff Majors from the Arkansas Department of Health (ADH) asked what percent of the body art schools had expired licenses. Ms. Boles said she would get those exact numbers to Mr. Majors. Alice Obenshain suggested putting in the letter an excerpt from the State Board of Private Career Education's handbook stating that all fees collected while the school is not licensed shall be refunded to the students. Ms. Chavis agreed and said she would approve a draft letter.

### **New School**

Ms. Boles informed the board about a school that is opening that is going to offer certified nursing assistant training. Ms. Boles stated that she is working with the Office of Long Term Care at DHS, as directed in the rules and regulations, and will be meeting with DHS next week to talk about tightening up procedures. Ms. Boles said she would give an update on that meeting at the next board meeting.

### **New Board Member**

Alana Boles asked for recommendations for a new board member who is associated with private career education schools and added that that name will be given to the Governor's office.

### **Input and/or Questions from the Board**

Josh Blevins opened the floor for any input or questions from the board. Alice Obenshain stated that she had received many reports on a school. In addition, some students trying to come to Arkansas Welding Academy have been impacted by actions of another school. Alana Boles stated that she had not received any complaints and she recommended that those students call her so she can send them the student complaint form. Josh Blevins reminded the board members that complaints have to be filed with the State Board of Private Career Education staff.

Jeff Majors with the Arkansas Department of Health (ADH) stated that they had recently become aware of the proposed legislation moving the body art school to ADH. Mr. Majors asked if it would be possible to get a draft of that legislation and for some perspective or background on what factors led to this legislative move in order to plan accordingly. Ms. Boles stated that she would set up a meeting or call with Ann Clemmer where she can discuss those issues. Mr. Majors asked that that information be emailed to him. Ms. Sherri Woodus stated that she would be interested in that meeting as well.

Ms. Alice Obenshain asked for the handbook to be sent to the board members to read over and give some suggestions. Ms. Boles stated that she would send the rules and regulations to the board members and asked the board members to make note of the legislative changes that may or may not happen which could affect the rules and regulations.

### **Meeting Adjourned**

Josh Blevins entertained a motion to adjourn. Danny Knight made a motion. All were in favor. None opposed. The meeting adjourned at 10:31 a.m.