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Cosmetologist Examiners, Board of

http://www.bceboard.state.mn.us

Small Agency Profile

Mission:

The Board's mission is to constantly strive to serve and care for our licensees, applicants, and the public by being committed to public protection, superior service, excellence, and continuous improvement.

The Board of Cosmetologist Examiners (BCE) is responsible for licensing and inspecting all cosmetology related individuals, salons, and schools. In addition, the BCE investigates complaints and issues enforcement actions when violation of law or rule has occurred.

Statewide Outcome(s):

Cosmetologist Examiners, Board of supports the following statewide outcome(s).

People in Minnesota are Safe

Context:

Cosmetologist regulation exists to safeguard and promote public health, safety and welfare. BCE provides consistent standards to applicants for cosmetology related licenses (individuals, salons, and schools), current licensees, and the public.

To safeguard and promote public health, safety and welfare the BCE's primary functions are licensing and renewing applicants for licensure, inspecting cosmetology salons and schools, and investigating complaints. Improper sanitation/disinfecting practices and working on an expired or no license are the major issues the Board faces.

BCE deposits licensing fees and civil penalties into the general fund and receives a direct appropriation back from the general fund to cover operational expenses.

Strategies:

The BCE has four specialized work divisions (Administration, Compliance, Inspections, and Licensing) to deliver its mission and vision and to support its statewide outcomes. The work completed by these divisions includes:

- Inspect salons, practitioners, and schools to ensure compliance with sanitation and licensing protocols and issue 'Orders to Comply' to salons or schools when critical violations are found during inspections.
- Educate salons, cosmetologists, estheticians, and manicurists through BCE website, newsletters, position statements and information sharing (e.g. self-inspection for salons and pedicure disinfection procedures).
- Reach voluntary resolution of violations of statute and/or rule established by the Board's Complaint Committee, and when necessary, bring unresolved matters to the Office of Administrative Hearings.
- Carefully and timely review application documents and analyze those in conjunction with state specific laws and rules
- Work with applicants, other cities, counties, and state offices to ensure compliance with all local and general codes and requirements. inspections making the processes more accessible, easier, and efficient for our licensees and allowing for 24x7 operations.

Results:

The BCE has a wide and vast responsibility of safeguarding the health and safety of the public by ensuring those performing BCE regulated services are licensed and perform proper sanitation and disinfecting practices as well as educating consumers about our role in public protection. The BCE has focused our public protection results to the operational elements within our control, this includes; licensing, inspecting, enforcement, technology improvements, and educating. BCE monitors various measures and uses the data to analyze performance and identify improvements to the specialized work divisions.

Performance Measures	Previous	Current	Trend
Completed Inspections	1,966	2,520	Increasing
Average Application Processing Time in Business Days	14.1 Days	13.6 Days	Decreasing
% of Applications Processed within 15 Business Days*	91%	96%	Increasing
Board Filed Cases Resulting In Signed Consent Order**	96%	73%	Decreasing
Recidivism Rate (Re-Offend Rate) of Signed Consent Orders	0%	0%	Stable
Online Renewals Process Rate	96%	96%	Stable

Performance Measures Notes:

*The 15 business day window may not be met when external factors are present such as the MN Attorney General's Office, applicant's legal counsel, discipline on applicant record from another state, or applicant requires a Board waiver. Applicants are well informed of their application status and we seek agreement to continue the application process, rather than denying the application.

**The Board makes every effort not to file complaints without merit. On occasion a complaint may get filed with incorrect information that is discovered throughout the complaint investigations. Complaints that do not have merit, have disputed information, or informal disposition are closed.

All performance measures: previous is 2011, current is 2012.

Cosmetologist Examiners, Board of
Current, Base and Governor's Recommended Expenditures
(Dollars in Thousands, Biennial Totals)

	General Funds	Other State Funds	Federal Funds	All Funds
Current Biennium Expenditures (FY 2012-13)	$2,092			$2,092
Current Law Expenditures (FY 2014-15)	$2,092			$2,092
Governor's Recommended Expenditures (FY2014-15)	$2,092			$2,092
$ Change from FY 2014-15 Current Law to Governor's Rec	$0			$0
% Change from FY 2014-15 Current Law to Governor's Rec	0%			0%

Cosmetologist Examiners, Board of
Sources and Uses
(Dollars in Thousands)

	Biennium FY14-FY15			
	General Funds	**Other State Funds**	**Federal Funds**	**Total Funds**
APPROPRIATION	$2,092			$2,092
SOURCES OF FUNDS	**$2,092**			**$2,092**
EXPENDITURES	$2,092			$2,092
PAYROLL EXPENSE	$1,493			$1,493
OPERATING EXPENSES	$599			$599
USES OF FUNDS	**$2,092**			**$2,092**

Cosmetologist Examiners, Board of
All Funds FTE by Program

Program	Current FY 2013	Forecast Base FY 2015	Governor's Recommendation FY 2015
Program: Cosmetology	13.9	13.9	13.9
Cosmetologist Examiners, Board of	13.9	13.9	13.9

Cosmetologist Examiners, Board of
Revenue Summary
(Dollars in Thousands)

		Biennium FY14-15			
		General Fund	**Other State Funds**	**Federal Funds**	**All Funds**
Non Dedicated	DEPARTMENTAL EARNINGS	2,878			2,878
	ALL OTHER	0			0
	Subtotal	2,878			2,878
	Total	**2,878**			**2,878**