



NORTH CAROLINA BOARD OF BARBER AND ELECTROLYSIS EXAMINERS

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Minutes for Public Meeting Held August 19, 2025, at 9:00 a.m. Videoconference

Board Members

Sherod Holloway, Board Chairperson, Barber Member
Don Beal, Barber Member
Craig N. Burkhart, MD, Physician Member
William K. Graham, Barber Member
Paula M. Rolka, LE, CPE, Electrologist Member
Judi Rossabi, Public Member
Michael T. Swinney, Barber Member
David L. Williams, Barber Member
Margaret Wingate, LE, Electrologist Member

Executive Director

Dennis Seavers

Counsel to the Board

M. Jackson Nichols

The meeting of the North Carolina Board of Barber and Electrolysis Examiners was called to order at 9:07 a.m., on August 19, 2025.

The following board members were present by video- or teleconference: Don Beal; Craig N. Burkhart, MD; William K. Graham; Michael T. Swinney; David Williams; and Margaret Wingate, LE. The following board members were absent: Sherod Holloway; Paula M. Rolka, LE; and Judi Rossabi.

Also in attendance by videoconference was Dennis Seavers, Executive Director.

As vice-chairperson, Mr. Beal chaired the meeting in Mr. Holloway's absence.

OPEN SESSION

Ethics awareness and conflict of interest

Mr. Beal read the statement required by G.S. § 138A-15(e) on ethics awareness and conflicts of interest. No board members indicated that they had any potential or actual conflicts.

Approval of minutes

Dr. Burkhart made a motion to approve the minutes from the April 22 and June 17, 2025 board meetings. Mr. Williams seconded the motion, which passed, 6-0.

Board member	Yes	No	Abstain	Not present
Sherod Holloway				X
Don Beal	X			
Craig N. Burkhart	X			
William K. Graham	X			
Paula M. Rolka				X
Judi Rossabi				X
Michael T. Swinney	X			
David L. Williams	X			
Margaret Wingate	X			
Total	6	0	0	3

Felony hearings

Adrienne C. Bridges of the North Carolina Department of Adult Correction (DAC) presented the case of Raymond L. Goggins (file #41520). Mr. Goggins was incarcerated due to felony criminal history and was released on August 8, 2025. He was seeking a barber license from the board after completing the barber program at Harnett Correction Institute. Ms. Bridges answered questions from the board members.

Ms. Bridges presented the case of Roger G. Graves (file #38715). Mr. Graves was incarcerated due to felony criminal history and was released on July 14, 2025. He was seeking a barber license from the board after completing the barber program at Harnett Correction Institute. Ms. Bridges answered questions from the board members.

Ms. Bridges presented the case of Christopher R. Morris (file #12930). Mr. Morris was incarcerated due to felony criminal history and was released on August 6, 2025. He was seeking a barber license from the board after completing the barber program at Harnett Correction Institute. Ms. Bridges answered questions from the board members.

Ms. Bridges presented the case of Dion A. Torrence (file #38735). Mr. Torrence was incarcerated due to felony criminal history and was released on August 3, 2025. He was seeking a barber license from the board after completing the barber program at Harnett Correction Institute. Ms. Bridges answered questions from the board members.

The board held a hearing for Richard G. Dayson (file #53797), who was convicted of felony offenses. Mr. Dayson was not present.

The board held a hearing for Jordan D. Kirk (file #36100), who was convicted of a felony offense. Mr. Swinney recused himself from the case. Mr. Kirk was present by videoconference. He offered testimony and answered questions from the board.

Fiscal year 2026 budget

Mr. Holloway referred board members to Mr. Seavers's August 12, 2025 memo proposing a budget for fiscal year 2026 (see Attachment 1). Mr. Seavers briefly outlined the differences between the board-approved budget and the budget approved by the Office of State Budget and Management.

Mr. Williams made a motion to approve the budget proposal, and Dr. Burkhart seconded. The motion passed by roll call, 6-0.

Board member	Yes	No	Abstain	Not present
Sherod Holloway				X
Don Beal	X			
Craig N. Burkhart	X			
William K. Graham	X			
Paula M. Rolka				X
Judi Rossabi				X
Michael T. Swinney	X			
David L. Williams	X			
Margaret Wingate	X			
Total	6	0	0	3

Ad hoc committee—electrolysis practical exam

Ms. Wingate referred board members to the committee's proposed practical exam structure and documentation. She recommended that the board adopt the revised exam.

Ms. Wingate made a motion to approve the budget proposal, and Mr. Swinney seconded. The motion passed by roll call, 6-0.

Board member	Yes	No	Abstain	Not present
Sherod Holloway				X
Don Beal	X			
Craig N. Burkhart	X			
William K. Graham	X			
Paula M. Rolka				X
Judi Rossabi				X
Michael T. Swinney	X			
David L. Williams	X			
Margaret Wingate	X			
Total	6	0	0	3

Ad hoc committee—strategic plan

Mr. Holloway referred board members to Mr. Swinney's August 14, 2025 memo reporting on committee activity (see Attachment 2).

CLOSED SESSION

Mr. Beal made a motion to go into closed session under G.S. § 143–318.11. Dr. Burkhart seconded the motion, which passed, 6–0.

Board member	Yes	No	Abstain	Not present
Sherod Holloway				X
Don Beal	X			
Craig N. Burkhart	X			
William K. Graham	X			
Paula M. Rolka				X
Judi Rossabi				X
Michael T. Swinney	X			
David L. Williams	X			
Margaret Wingate	X			
Total	6	0	0	3

The board entered closed session at 10:00 a.m. The board emerged from closed session at 10:14 a.m.

DETERMINATIONS

Ms. Wingate made a motion to offer consent orders for the four cases presented by DAC. The consent orders would include standard terms and conditions, including five years of probation. Mr. Williams seconded the motion, which passed 6-0.

Board member	Yes	No	Abstain	Not present
Sherod Holloway				X
Don Beal	X			
Craig N. Burkhart	X			
William K. Graham	X			
Paula M. Rolka				X
Judi Rossabi				X
Michael T. Swinney	X			
David L. Williams	X			
Margaret Wingate	X			
Total	6	0	0	3

Dr. Burkhart made a motion to do a preliminary denial for Mr. Dayson, with an additional hearing to offer him a final opportunity to present evidence. Mr. Beal seconded the motion, which passed, 6-0.

Board member	Yes	No	Abstain	Not present
Sherod Holloway				X
Don Beal	X			
Craig N. Burkhart	X			
William K. Graham	X			
Paula M. Rolka				X
Judi Rossabi				X
Michael T. Swinney	X			
David L. Williams	X			
Margaret Wingate	X			
Total	6	0	0	3

Mr. Williams made a motion to approve a consent order with standard terms and conditions, including three years of probation, for Jordan D. Kirk. Mr. Graham seconded the motion, which passed 5-0 (Mr. Swinney had recused himself).

Board member	Yes	No	Abstain	Not present
Sherod Holloway				X
Don Beal	X			
Craig N. Burkhart	X			
William K. Graham	X			
Paula M. Rolka				X
Judi Rossabi				X
Michael T. Swinney			X	
David L. Williams	X			
Margaret Wingate	X			
Total	5	0	1	3

Mr. Beal adjourned the meeting at 10:18 a.m.

Minutes approved on October 21, 2025.

Sherod Holloway
Board Chairperson



NORTH CAROLINA BOARD OF BARBER AND ELECTROLYSIS EXAMINERS

Memo

TO: Board members

FROM: Dennis Seavers

DATE: August 12, 2025

SUBJECT: Fiscal year 2026 budget proposal

Below is a proposal for the board's fiscal year (FY) 2026 budget, which the board will be considering at its August 19, 2025 meeting. Board members should feel free to contact me if they have questions about the details of the proposal.

The table in Attachment A shows a detailed breakdown of the budget proposal according to the state's revenue and expense accounts. The table also compares the FY 2025 and 2026 proposals.

SUMMARY

- The board's starting fund balance on July 1, 2025, was \$1,104,760.98.
- The budget anticipates \$866,877.00 in revenues. (The increase is attributable to higher interest revenues from bank deposits and a realignment of fee-based revenues to actual revenues over the past few FYs.)
- The budget would authorize \$887,786.80 in spending. This spending represents a decrease of \$6,974.65 (0.78%) from the FY 2025 budget.
- The board's net income is projected to be a loss of \$23,909.80.
- The board's ending fund balance on June 30, 2026, would be approximately \$1,083,851.18.

STATEWIDE BUDGET VS. BOARD BUDET

This section of the memo explains the difference between the statewide budget and the board budget. Although the board's revenues are almost entirely based on fees rather than taxes, the board's spending is still subject to the oversight of the Office of State Budget and Management (OSBM). The General Assembly approves a budget for the board and most other state agencies, and any subsequent changes must be approved by OSBM. For some boards and commissions, this budget governs the spending for the fiscal year, and the boards don't adopt a separate budget.

This board adopts its own budget, within the constraints of the budget approved by the General Assembly and revisions approved by the Office of State Budget and Management. I recommended this change in 2015 so that the governance body could weigh in on its spending priorities, which in turn reflect the board's goals for the agency. That way, the staff alone isn't determining agency spending priorities within the budget adopted by the General Assembly. For example, the board will determine how much money it wishes to direct to IT projects that improve customer service or improve workflows.

The proposed budgets are based on the recommendations of the board's executive director. However, the board is in no way constrained by these recommendations. Although the executive director will have an understanding of board operations and the impact of the budget on them, the board is certainly free to change the proposed budget as it wishes. The board should keep in mind that some changes could be subject to OSBM approval.

ASSUMPTIONS AND AUTHORIZATIONS

Every budget makes certain assumptions, and I've listed some assumptions below for this budget proposal (others appear in the next section of this memo).

Contracts

As part of this proposal, I ask the board to authorize me to continue or enter into any necessary contracts—the costs of which are included in the budget—to make sure that operations remain smooth, just as the board has done for the last eight fiscal years. These contracts would still need to comply with statewide procurement regulations.

Board meetings

Various portions of the budget include costs associated with board meetings. The proposal assumes that the board will hold six regularly scheduled meetings. This assumption is solely for cost projection and doesn't commit the board to a schedule. This budget also assumes that the board will continue its practice of only providing per diems for "full" meetings (such as the regularly scheduled meetings) rather than brief special meetings.

DETAILED EXPLANATIONS AND JUSTIFICATIONS

This section of the memo explains portions of the budget that depart notably from the FY 2025 budget. Not all changes in spending are addressed—though the most important are—so if board members have additional questions about changes, they should feel free to contact me. The focus is on expenditures rather than revenues because the latter are projections rather than proposals. The information below is organized by the state's expenditure categories and chart of accounts, as shown in Attachment A.

Income – STIF interest income (433121)

This increase is based on the higher interest revenues the board is receiving from bank deposits, due to changes in interest rates and a higher fund balance.

Personal services (51)

The board should be aware that the General Assembly has not yet adopted a budget for FY 2026, which means that the FY 2025 carries forward. The General Assembly has discussed pay increases for employees. If enacted at a later date, the board would need to revise its budget accordingly.

Purchased services (52)

Ground transportation in-state (52714000)

As discussed above, if the General Assembly adopts a FY 2026, it may authorize higher fees from Motor Fleet. If that happens, the board would need to revise its budget.

IT costs (528xxxxx)

As discussed above, the General Assembly may adopt a budget at a later date that authorizes higher fees for IT services. If those higher rates are adopted, the board would need to revise its budget.

Attachment A FY 2025 Budget Proposal

ATTACHMENT 1
August 19, 2025 minutes

	FY25 Budget	FY26 Proposed	Difference
Income			
433 - investment income			
433121 - STIF interest income	\$ 37,000.00	\$ 42,000.00	\$ 5,000.00
Total 433 - investment income	\$ 37,000.00	\$ 42,000.00	\$ 5,000.00
434 - sales, service, rentals			
434320 - sale of surplus property	\$ -	\$ -	\$ -
Total 434 - sales, service, rentals	\$ -	\$ -	\$ -
435 - fees, licenses, and fines			
435100 - business license fees			
435100059 - duplicate license	\$ 727.00	\$ 1,210.00	\$ 483.00
435100060 - individual license	\$ 306,046.00	\$ 281,000.00	\$ (25,046.00)
435100061 - school permit	\$ 5,077.00	\$ 8,500.00	\$ 3,423.00
435100062 - bus/shop permit	\$ 126,939.00	\$ 114,530.00	\$ (12,409.00)
435100063 - student permit	\$ 23,476.00	\$ 23,476.00	\$ 28,700.00
435100064 - renewal-individual	\$ 60,437.00	\$ 111,380.00	\$ 50,943.00
435100 - business license fees - Other	\$ -	\$ -	\$ -
Total 435100 - business license fees	\$ 522,702.00	\$ 540,096.00	\$ 17,394.00
435300 - certification fees			
435300015 - reexamination	\$ 7,902.00	\$ 500.00	\$ (7,402.00)
435300016 - instructor exam fee	\$ 7,642.00	\$ 5,100.00	\$ (2,542.00)
435300017 - registered exam fee	\$ 35,109.00	\$ 38,710.00	\$ 3,601.00
435300018 - apprentice exam fee	\$ 119,898.00	\$ 131,415.00	\$ 11,517.00
435300019 - apprentice certific	\$ 36,249.00	\$ 46,150.00	\$ 9,901.00
435300020 - instructor certific	\$ 13,586.00	\$ 15,210.00	\$ 1,624.00
Total 435300 - certification fees	\$ 220,386.00	\$ 237,085.00	\$ 16,699.00
435400 - inspection/exam fees	\$ 44,752.00	\$ 32,740.00	\$ (12,012.00)
435500 - fines, pen, assess fee	\$ 9,701.00	\$ 9,701.00	\$ -
435800 - tuition and fees			
435830 - other fees	\$ 790.00	\$ 623.00	\$ (167.00)
Total 435800 - tuition and fees	\$ 790.00	\$ 623.00	\$ (167.00)
Total 435 - fees, licenses, and fines	\$ 798,331.00	\$ 820,245.00	\$ 21,914.00
437 - miscellaneous			
432127 - procurement card rebate	\$ 250.00	\$ 900.00	\$ 650.00
437990 - other misc revenue	\$ 647.00	\$ 732.00	\$ 85.00
Total 437 - miscellaneous	\$ 897.00	\$ 1,632.00	\$ 735.00
Total Income	\$ 836,228.00	\$ 863,877.00	\$ 27,649.00
Expense			
51 - personal services			
51110000 - EPA regular salaries	\$ 361,635.38	\$ 361,635.38	\$ -
51460000 - longevity - receipts	\$ 2,600.00	\$ 2,600.00	\$ -
51510000 - Social Security	\$ 26,800.93	\$ 26,800.93	\$ -
51520000 - regular retirement	\$ 88,112.65	\$ 88,112.65	\$ -
51560000 - medical insurance	\$ 39,610.16	\$ 39,610.16	\$ -
51576000 - flexible spending acct	\$ 780.00	\$ 780.00	\$ -
51651000 - comp to board members	\$ 2,400.00	\$ 2,400.00	\$ -
Total 51 - personal services	\$ 521,939.12	\$ 521,939.12	\$ -
52 - purchased services			
52110000 - legal services	\$ 20,165.00	\$ 20,165.00	\$ -
52120000 - financial/audit svcs	\$ 19,500.00	\$ 20,500.00	\$ 1,000.00
52145000 - managed server support	\$ 53,076.20	\$ 54,589.32	\$ 1,513.12

Attachment A FY 2025 Budget Proposal

ATTACHMENT 1
August 19, 2025 minutes

	FY25 Budget	FY26 Proposed	Difference
52170001 - prof testing serv	\$ 10,500.00	\$ 9,200.00	\$ (1,300.00)
52184000 - janitorial services	\$ 4,200.00	\$ 4,200.00	\$ -
52199000 - misc contract services	\$ 19,000.00	\$ 17,969.00	\$ (1,031.00)
52430000 - maint agrment - equip	\$ 2,000.00	\$ 2,000.00	\$ -
52512000 - rental of bldg/prop	\$ 26,396.58	\$ 26,994.81	\$ 598.23
52712000 - air out-of-state	\$ 1,350.00	\$ 1,350.00	\$ -
52714000 - ground trans in-state	\$ 33,000.00	\$ 33,000.00	\$ -
52715000 - ground out-of-state	\$ 740.00	\$ 740.00	\$ -
52721000 - lodging in-state	\$ 28,000.00	\$ 28,000.00	\$ -
52722000 - lodging out-of-state	\$ 1,350.00	\$ 1,350.00	\$ -
52724000 - meals in-state	\$ 20,000.00	\$ 20,000.00	\$ -
52725000 - meals out-of-state	\$ 447.00	\$ 447.00	\$ -
52731000 - board/non-emp transpor	\$ 500.00	\$ 500.00	\$ -
52732000 - board/non-emp subsist	\$ 600.00	\$ 600.00	\$ -
52811000 - telephone service	\$ 1,700.00	\$ 900.00	\$ (800.00)
52814000 - cellular phone service	\$ 7,000.00	\$ 5,800.00	\$ (1,200.00)
52815000 - email and calendaring	\$ 200.00	\$ 100.00	\$ (100.00)
52822000 - managed LAN svc charge	\$ 3,500.00	\$ 3,100.00	\$ (400.00)
52825000 - managed WAN service	\$ 18,000.00	\$ 15,000.00	\$ (3,000.00)
52826000 - software subscriptions	\$ 23,000.00	\$ 22,000.00	\$ (1,000.00)
52828000 - managed desktop services	\$ 6,200.00	\$ 6,500.00	\$ 300.00
52840000 - postage & delivery	\$ 1,500.00	\$ 800.00	\$ (700.00)
52840003 - postage/postal meter charges	\$ 13,000.00	\$ 15,000.00	\$ 2,000.00
52850000 - printing, binding, dup	\$ 7,000.00	\$ 8,500.00	\$ 1,500.00
52911000 - insurance - property	\$ 27,000.00	\$ 27,000.00	\$ -
52942000 - other emp trng expense	\$ 100.00	\$ 100.00	\$ -
Total 532 - purchased services	\$ 349,024.78	\$ 346,405.13	\$ (2,619.65)
533 - Supplies			
533110 - general office supply	\$ 6,355.00	\$ 5,000.00	\$ (1,355.00)
Total 533 - Supplies	\$ 6,355.00	\$ 5,000.00	\$ (1,355.00)
534 - property, plant, & equip			
534511 - furniture - office	\$ 1,694.56	\$ 1,694.56	\$ -
534534 - PC and printer purchases	\$ 1,647.99	\$ 1,647.99	\$ -
Total 534 - property, plant, & equip	\$ 3,342.55	\$ 3,342.55	\$ -
535 - other expenses and adjust			
535830 - member dues & subcript	\$ 630.00	\$ 630.00	\$ -
535900 - other expenses	\$ 470.00	\$ 470.00	\$ -
Total 535 - other expenses and adjust	\$ 1,100.00	\$ 1,100.00	\$ -
538 - intragovernmental transac			
538030 - fine/penalty transfer	\$ 13,000.00	\$ 10,000.00	\$ (3,000.00)
Total 538 - intragovernmental transac	\$ 13,000.00	\$ 10,000.00	\$ (3,000.00)
Total Expense	\$ 894,761.45	\$ 887,786.80	\$ (6,974.65)
Net Income	\$ (58,533.45)	\$ (23,909.80)	\$ 34,623.65



NORTH CAROLINA BOARD OF BARBER AND ELECTROLYSIS EXAMINERS

Memo

TO: Board members

FROM: Michael T. Swinney, Chairman, Ad Hoc Committee on Strategic Plan

DATE: August 14, 2025

SUBJECT: Report on committee activity

The board established an ad hoc committee to develop and propose to the full board a strategic plan. The committee consists of the following members:

- Michael T. Swinney, Chairperson
- Sherod Holloway
- Paula Rolka
- Margaret T. Wingate

The committee will be meeting on September 15, 2025 to map out its action steps and begin developing the plan.