



# NORTH CAROLINA BOARD OF BARBER EXAMINERS

## Memo

TO: Board members

FROM: Dennis Seavers

DATE: November 19, 2020

**SUBJECT: Executive director's report**

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Below is the executive director's report for the board's December 15, 2020 meeting. If there are other areas of finances or operations that the board is interested in, or if board members have questions about this report, please feel free to contact me.

### **FISCAL YEAR 2021 BUDGET REPORT**

Attachment A shows the board's expenditures and revenues for the first four months of fiscal year (FY) 2021 on an accrual basis. Expenditures were under budget—87.05% of the expenditures budgeted for months of July to October. Attachment B shows the board's fund balance over the past few years and the cash-flow projection through the end of the current FY.

I recommend that the board make the following revisions to the FY 2021. The table below includes justifications for the revisions.

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## FY 2021 Budget Revisions

Account	Description	Amount	Justification
434320	Sale of surplus property	\$ 20,021.04	New one-time revenue. Sale of property that was transferred to state surplus, less the handling fee that the Department of Administration charges.
532199	Misc. contract services	\$ 2,737.40	Reduction of budgeted amount due to lower-than expected costs for movers
532210	Electrical service	\$ (2,788.65)	Electricity services at the old office. The board isn't responsible for utilities at the new office.
532220	Natural gas/propane	\$ (93.65)	Gas services at the old office. The board isn't responsible for utilities at the new office.
534511	Furniture - office	\$ (19,876.14)	The primary additional expense is due to higher-than-anticipated costs for filing cabinets
<b>Net effect</b>		<b>\$ -</b>	

### STRATEGIC PLAN

Since the staff has been focused on pandemic response, there has been no progress toward the strategic plan beyond what was reported earlier this year. However, the staff expects to resume progress in January toward its goal of making all public-facing business processes online. In addition, the board is in the process of hiring a third inspector.

### BARBER EXAMS

The board resumed administering exams in July after having canceled the exams for April, May, and June 2020.

### Covid-19 precautions

The board has a set of protocols that staff members must follow to prevent outbreaks of Covid-19 at exams. These protocols, which are based on public-health guidelines, appear to have been effective at preventing outbreaks.

There has been a negative consequence of our Covid-19 precautions. One of the protocols allows individuals to reschedule their exams, as long as they contact us beforehand (even if they contact us the morning of the exam). Normally, individuals must contact us at least 10 days before the exam, except in emergencies, to avoid having to pay the exam fee again. The purpose of this protocol is to discourage

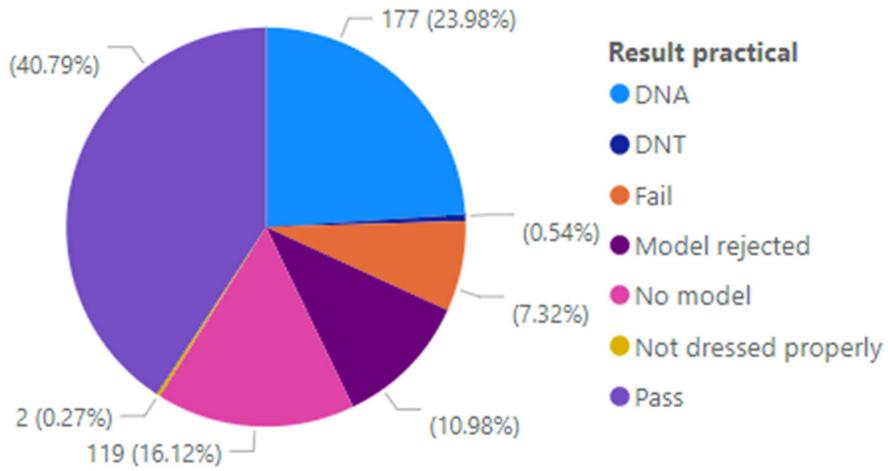
individuals from coming to the exam with symptoms simply because they don't want to repay the exam fee. I believe that this practice should continue during the pandemic for the protection of the staff and to avoid an outbreak. However, a large number of applicants have rescheduled their exams, and the board staff has had to schedule additional exam days to cope with both new applicants and rescheduled applicants. Even with the additional exam days scheduled, a minor backlog has developed. Although this is a temporary situation that should be resolved during the third quarter of calendar year 2021, it does affect the staff's productivity and creates some frustration for applicants.

### **Apprentice exams**

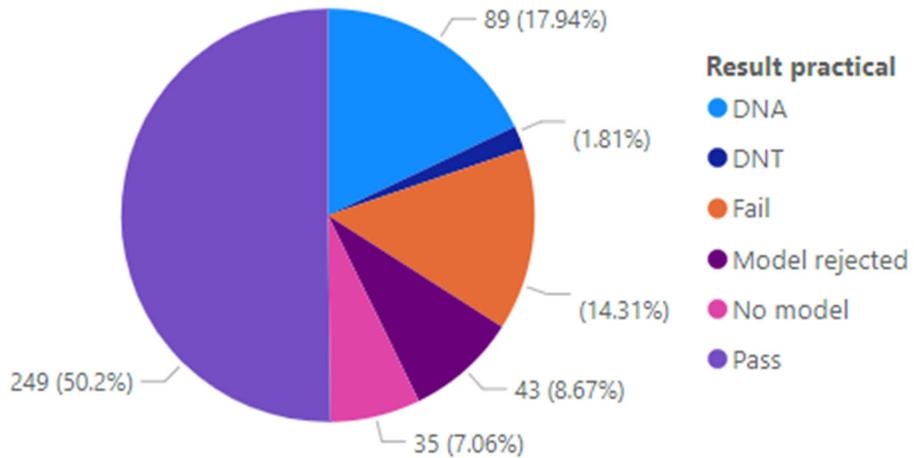
The two charts below show the results of the apprentice practical exam in calendar years 2020 and 2019. By comparison, the rate of applicants passing the exam has increased notably, from 40.79% to 50.2%, largely because the board has allowed applicants to use mannequins during the exams. Similarly, the number of individuals who had no model or had the model rejected has dropped from 27.1% to 15.73%.

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Apprentice practical, CY 2019



Apprentice practical, CY 2020

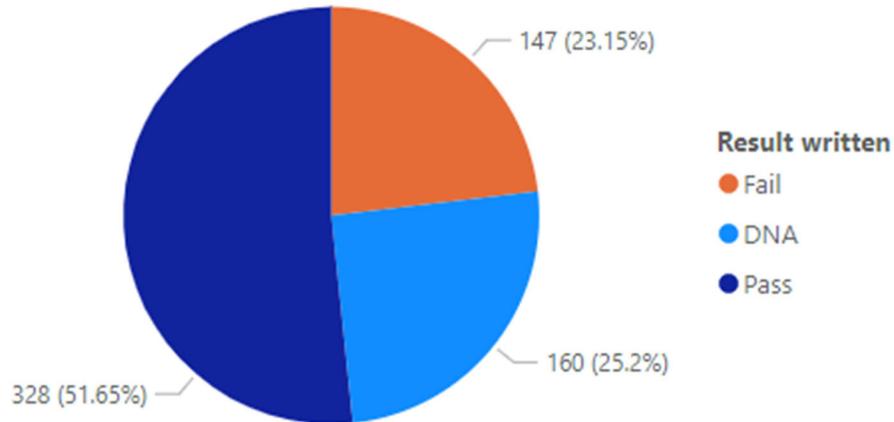


The two charts below compare the apprentice written exams for calendar years 2020 and 2019. Unlike the practical exams, where the pass rate has increased, the board saw a significant increase in failed exams. Based on conversations with school officials, the board staff believes that this is a result of students taking classes online during the pandemic, though there may be other factors. If online classes are contributing, it's unclear whether the results are due to the quantity of classes occurring online or

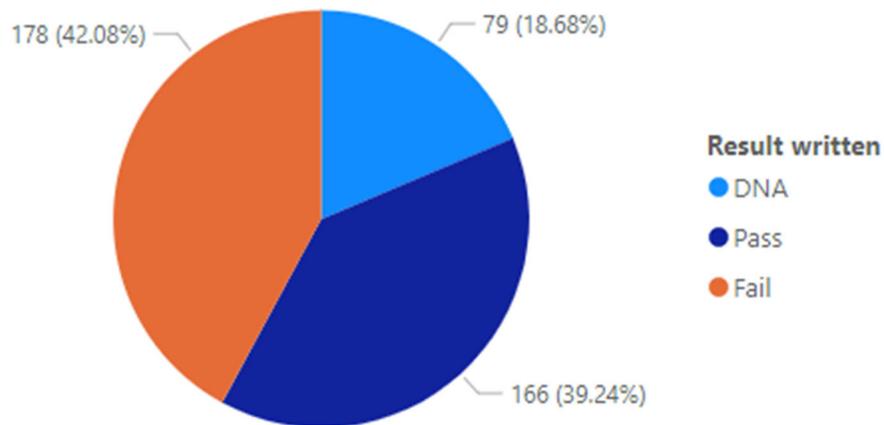
<sup>1</sup> In the two charts, "DNA" means "did not appear" and "DNT" means "did not take."

whether schools need time to refine how the deliver content. The board should continue to monitor the pass rate for written exams, especially after permanent rules for online classes are adopted and after the pandemic passes.

Apprentice written, CY 2019



Apprentice written, CY 2020



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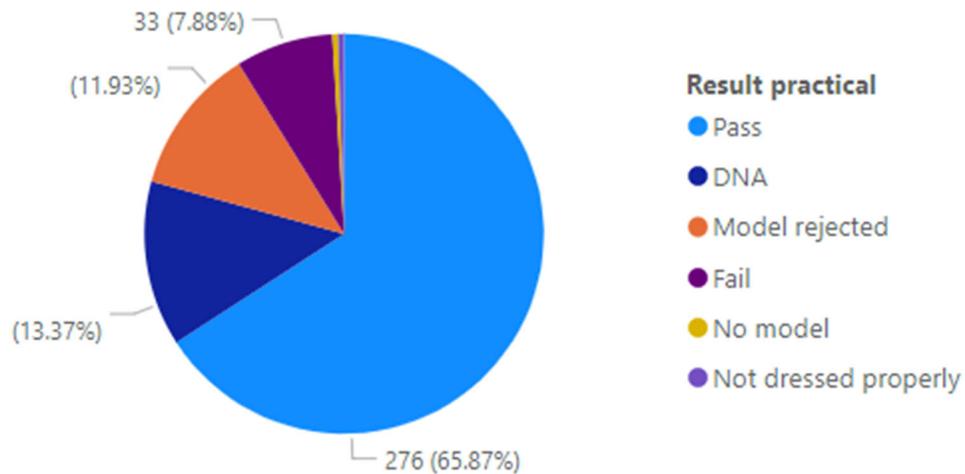
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<sup>2</sup> In the two charts, “DNA” means “did not appear.”

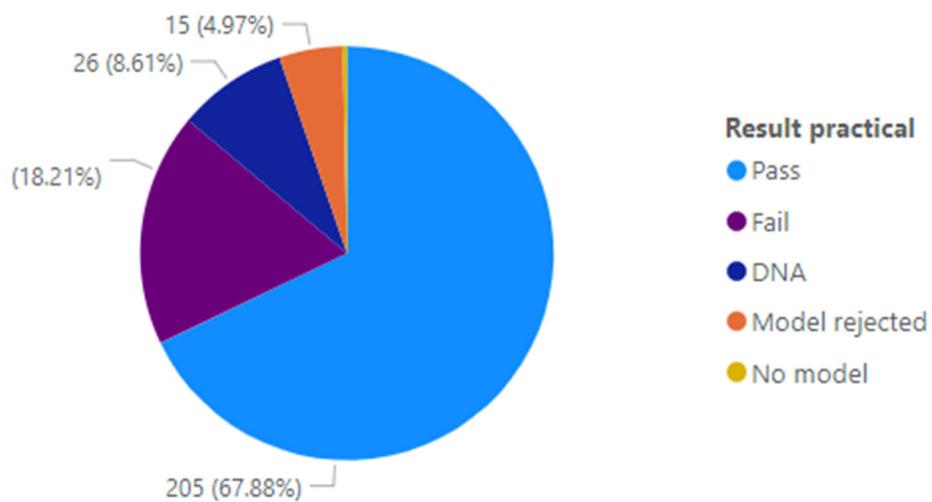
## Registered exams

The two charts below compare the registered practical exams for calendar years 2020 and 2019. The pass rate has remained consistent from year to year. There has been a decrease in the number of models rejected, largely because the board allowed applicants to bring mannequins to exams during the pandemic. There has been a notable increase in the number of failed exams.

Registered practical, CY 2019



Registered practical, CY 2020



<sup>3</sup> In the two charts, “DNA” means “did not appear.”