

WISCONSIN DEPARTMENT OF REGULATION & LICENSING



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STATE OF WISCONSIN
BEFORE THE BARBERING AND COSMETOLOGY EXAMINING BOARD

IN THE MATTER OF THE DISCIPLINARY :
PROCEEDINGS AGAINST :

CHARLOTTA D. SHEPHERD, :
D/B/A HAIR PORT, :
RESPONDENT. :

FINAL DECISION AND ORDER
96 BAC 041

LS 98060125 BAC

The parties to this action for the purposes of section 227.53 of the Wisconsin statutes are:

Charlotta D. Shepherd
Hair Port
149 S. Main
Oconto Falls, WI 54154

Barbering and Cosmetology Examining Board
P.O. Box 8935
Madison, WI 53708-8935

Department of Regulation and Licensing
Division of Enforcement
P.O. Box 8935
Madison, WI 53708-8935

The parties in this matter agree to the terms and conditions of the attached Stipulation as the final decision of this matter, subject to the approval of the Board. The Board has reviewed this Stipulation and considers it acceptable.

Accordingly, the Board in this matter adopts the attached Stipulation and makes the following:

FINDINGS OF FACT

1. Charlotta D. Shepherd (12-29-1954) 149 S. Main, Oconto Falls, WI 54154 is duly licensed as a barbering and cosmetology manager in the state of Wisconsin (license #14182). This license was first granted on January 19, 1978.

2. Hair Port, 149 S. Main, Oconto Falls, WI 54154, is duly licensed as a barbering and cosmetology establishment in the state of Wisconsin (license #13020). This license was first granted on May 15, 1978 and expired on June 30, 1995. This license was not renewed again until May 13, 1997. Charlotta D. Shepherd is listed with the Department of Regulation and Licensing as the owner and manager of Hair Port. As owner and manager, Ms. Shepherd was and is at all times relevant to this action responsible for compliance with ch. 454, Stats. and Wisconsin Administrative Code chs. BC 2, 3 and 4.

3. On exact dates unknown, but beginning at least on July 1, 1995 and continuing on through at least May 9, 1997, Hair Port was open and operating without a current Wisconsin barbering and cosmetology establishment license.

4. On exact dates unknown, but at least on July 1, 1995 and continuing on through May 9, 1997, Charlotta D. Shepherd was providing barbering and cosmetology services at Hair Port. At no time relevant to this action did Ms. Shepherd hold a valid and current Wisconsin barbering and cosmetology license.

5. On exact dates unknown, but at least on August 30, 1996, Hair port failed to properly clean and disinfect contact equipment, failed to provide bandages and failed to post a written protocol regarding exposure to body fluids.

6. In resolution of this matter, Ms. Shepherd, d/b/a consent to the entry of the following Conclusions of Law and Order.

CONCLUSIONS OF LAW

1. By the conduct referred to in ¶¶ 3-5, above, Charlotta D. Shepherd, d/b/a Hair Port, violated sec. 454.15(2)(I) and 454.04(1)(a), Stats. and Wis. Admin. Code §§ BC 2.04, BC 4.02(3), BC 4.04(2) and BC 4.05(2).

ORDER

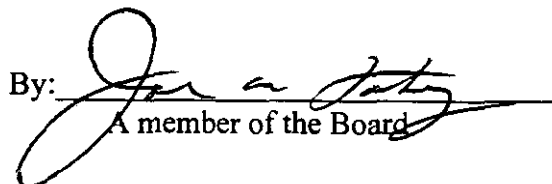
NOW, THEREFORE, **IT IS HEREBY ORDERED** that Charlotta D. Shepherd, d/b/a Hair Port, shall pay to the Department of Regulation and Licensing a forfeiture of THREE HUNDRED dollars (\$300.00). Payment shall be submitted within forty-five (45) days from the date of this order. Payment shall be made by *certified check or money order*, payable to the Wisconsin Department of Regulation and Licensing and sent to:

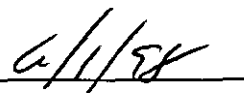
Department Monitor
Division of Enforcement
PO Box 8935
Madison, WI 53708-8935

IT IS FURTHER ORDERED that in the event Charlotta D. Shepherd fails to timely submit payment of the forfeiture as set forth above, the establishment license of Hair Port (#13020) **SHALL BE SUSPENDED**, without further notice or hearing, until Respondents have complied with the terms of this Order.

This Order shall become effective upon the date of its signing.

BARBERING AND COSMETOLOGY EXAMINING BOARD

By: 
A member of the Board


Date

62

CAROLYN GALLAGHER
FAX - 608-266-2264

STATE OF WISCONSIN
BEFORE THE BARBERING AND
COSMETOLOGY EXAMINING BOARD

IN THE MATTER OF :
DISCIPLINARY PROCEEDINGS AGAINST :

CHARLOTTA D. SHEPHERD,
D/B/A HAIR PORT,
RESPONDENT.

STIPULATION
96 BAC 041

It is hereby stipulated between Charlotta D. Shepherd, d/b/a Hair Port and Steven M. Gloe, Attorney for the Department of Regulation and Licensing, Division of Enforcement, as follows:

1. This Stipulation is entered into as a result of a pending investigation by the Division of Enforcement (96 BAC 041). Ms. Shepherd consents to the resolution of this investigation by stipulation and without the issuance of a formal complaint.

2. Ms. Shepherd understands that by the signing of this Stipulation she voluntarily and knowingly waive her rights, including: the right to a hearing on the allegations against her, at which time the state has the burden of proving those allegations by a preponderance of the evidence; the right to confront and cross-examine the witnesses against her; the right to call witnesses on her behalf and to compel their attendance by subpoena; the right to testify herself; the right to file objections to any proposed decision and to present briefs or oral arguments to the officials who are to render the final decision; the right to petition for rehearing; and all other applicable rights afforded to her under the United States Constitution, the Wisconsin Constitution, the Wisconsin Statutes and the Wisconsin Administrative Code.

3. Ms. Shepherd is aware of her right to seek legal representation and has been provided an opportunity to obtain legal advice prior to signing this stipulation.

4. Ms. Shepherd agrees to the adoption of the attached Final Decision and Order by the Barbering and Cosmetology Examining Board. The parties to the Stipulation consent to the entry of the attached Final Decision and Order without further notice, pleading, appearance or consent of the parties. Respondent waives all rights to any appeal of the attached order, if adopted in the form as attached.

5. If the terms of this Stipulation are not acceptable to the Board, the parties shall not be bound by the contents of this Stipulation, and the matter shall be returned to the Division of Enforcement for further proceedings. In the event that this Stipulation is not accepted by the Board, the parties agree not to contend that the Board has been prejudiced or biased in any manner by the consideration of this attempted resolution.

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CAROLYN GALLAGHER
FAX 608-266-2264

6. The parties to this stipulation agree that the attorney for the Division of Enforcement and the member of the Barbering and Cosmetology Examining Board assigned as an advisor in this investigation may appear before the Board for the purposes of speaking in support of this stipulation and answering questions that the Board may have in connection with their deliberations on the stipulation.

7. The Division of Enforcement joins Ms. Shepherd in recommending the Board adopt this Stipulation and issue the attached Final Decision and Order.

Charlotta D. Shepherd 5/13/98
Charlotta D. Shepherd Date
d/b/a Hair Port

Steven M. Gioe 5.18.98
Steven M. Gioe, Attorney Date
Division of Enforcement

Department of Regulation & Licensing

State of Wisconsin

P.O. Box 8935, Madison, WI 53708-8935

(608)

TTY# (608) 267-2416, hearing or speech
TRS# 1-800-947-3529, impaired only

GUIDELINES FOR PAYMENT OF COSTS AND/OR FORFEITURES

On June 1, 1998, the Barbering and Cosmetology Examining Board
took disciplinary action against your license. Part of the discipline was an assessment of costs and/or a
forfeiture.

The amount of the costs assessed is: _____ Case #: _____

The amount of the forfeiture is: \$300.00 Case # LS98060125BAC

Please submit a check or a money order in the amount of \$ 300.00

The costs and/or forfeitures are due: July 16, 1998

NAME: Charlotta D. Shepherd LICENSE NUMBER: 14182

STREET ADDRESS: 149 South Main

CITY: Oconto Falls STATE: WI ZIP CODE: 54154

Check whether the payment is for costs or for a forfeiture or both:

_____ COSTS X FORFEITURE

Check whether the payment is for an individual license or an establishment license:

X INDIVIDUAL _____ ESTABLISHMENT

If a payment plan has been established, the amount due monthly is:

Make checks payable to:

DEPARTMENT OF REGULATION AND LICENSING
1400 E. WASHINGTON AVE., ROOM 141
P.O. BOX 8935
MADISON, WI 53708-8935

#2145 (Rev. 9/96)

Ch. 440.22, Stats.

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STATE OF WISCONSIN
DEPARTMENT OF REGULATION AND LICENSING
BEFORE THE BARBERING AND COSMETOLOGY EXAMINING BOARD

In the Matter of the Disciplinary Proceedings Against

Charlotta D. Shepherd,
d/b/a Hair Port,

AFFIDAVIT OF MAILING

Respondent.

STATE OF WISCONSIN)
)
COUNTY OF DANE)

I, Kate Rotenberg, having been duly sworn on oath, state the following to be true and correct based on my personal knowledge:

1. I am employed by the Wisconsin Department of Regulation and Licensing.
2. On June 5, 1998, I served the Final Decision and Order dated June 1, 1998, and Guidelines for Payment of Costs and/or Forfeitures, LS98060125BAC, upon the Respondent Charlotta D. Shepherd, d/b/a Hair Port, by enclosing true and accurate copies of the above-described documents in an envelope properly stamped and addressed to the above-named Respondent and placing the envelope in the State of Wisconsin mail system to be mailed by the United States Post Office by certified mail. The certified mail receipt number on the envelope is P 221 158 962.
3. The address used for mailing the Decision is the address that appears in the records of the Department as the Respondent's last-known address and is:

Charlotta D. Shepherd
d/b/a Hair Port
149 S. Main
Oconto Falls WI 54154



Kate Rotenberg
Department of Regulation and Licensing
Office of Legal Counsel

Subscribed and sworn to before me

this 5th day of June, 1998.



Notary Public, State of Wisconsin
My commission is permanent.

NOTICE OF RIGHTS OF APPEAL

TO: CHARLOTTA D SHEPHERD, d/b/a HAIR PORT

You have been issued a Final Decision and Order. For purposes of service the date of mailing of this Final Decision and Order is 6/5/98. Your rights to request a rehearing and/or judicial review are summarized below and set forth fully in the statutes reprinted on the reverse side.

A. REHEARING

Any person aggrieved by this order may file a written petition for rehearing within 20 days after service of this order, as provided in section 227.49 of the Wisconsin Statutes. The 20 day period commences on the day of personal service or the date of mailing of this decision. The date of mailing of this Final Decision is shown above.

A petition for rehearing should name as respondent and be filed with the party identified below.

A petition for rehearing shall specify in detail the grounds for relief sought and supporting authorities. Rehearing will be granted only on the basis of some material error of law, material error of fact, or new evidence sufficiently strong to reverse or modify the Order which could not have been previously discovered by due diligence. The agency may order a rehearing or enter an order disposing of the petition without a hearing. If the agency does not enter an order disposing of the petition within 30 days of the filing of the petition, the petition shall be deemed to have been denied at the end of the 30 day period.

A petition for rehearing is not a prerequisite for judicial review.

B. JUDICIAL REVIEW.

Any person aggrieved by this decision may petition for judicial review as specified in section 227.53, Wisconsin Statutes (copy on reverse side). The petition for judicial review must be filed in circuit court where the petitioner resides, except if the petitioner is a non-resident of the state, the proceedings shall be in the circuit court for Dane County. The petition should name as the respondent the Department, Board, Examining Board, or Affiliated Credentialing Board which issued the Final Decision and Order. A copy of the petition for judicial review must also be served upon the respondent at the address listed below.

A petition for judicial review must be served personally or by certified mail on the respondent and filed with the court within 30 days after service of the Final Decision and Order if there is no petition for rehearing, or within 30 days after service of the order finally disposing of a petition for rehearing, or within 30 days after the final disposition by operation of law of any petition for rehearing. Courts have held that the right to judicial review of administrative agency decisions is dependent upon strict compliance with the requirements of sec. 227.53 (1) (a), Stats. This statute requires, among other things, that a petition for review be served upon the agency and be filed with the clerk of the circuit court within the applicable thirty day period.

The 30 day period for serving and filing a petition for judicial review commences on the day after personal service or mailing of the Final Decision and Order by the agency, or, if a petition for rehearing has been timely filed, the day after personal service or mailing of a final decision or disposition by the agency of the petition for rehearing, or the day after the final disposition by operation of the law of a petition for rehearing. The date of mailing of this Final Decision and Order is shown above.

The petition shall state the nature of the petitioner's interest, the facts showing that the petitioner is a person aggrieved by the decision, and the grounds specified in section 227.57, Wisconsin Statutes, upon which the petitioner contends that the decision should be reversed or modified. The petition shall be entitled in the name of the person serving it as Petitioner and the Respondent as described below.

SERVE PETITION FOR REHEARING OR JUDICIAL REVIEW ON:

STATE OF WISCONSIN BARBERING AND COSMETOLOGY EXAMINING BOARD

1400 East Washington Avenue

P.O. Box 8935

Madison WI 53708-8935