

**Narrative Information for Biennial Agencies – DA 400**

Division of the Budget  
State of Kansas

Agency: KANSAS BOARD OF BARBERING  
Program: Regulation

August 29, 2025


Mr. Adam Proffitt, Director  
Division of the Budget  
900 S. Jackson, Suite 504-N  
Landon State Office Building  
Topeka, Kansas 66612-1575

Dear Mr. Proffitt:

As the Chairman and Executive Director of the Kansas Board of Barbering, we hereby submit for your consideration the revised Fiscal Year 2025, Fiscal Year 2026, and Fiscal Year 2027 budget document amendments for the Board. To the best of our knowledge and belief, the information and explanations contained in this document are correct and complete.

As always, we are available to provide any additional information which you or your budget analyst may require.

Sincerely,

  
\_\_\_\_\_  
Victoria Rajewski  
Chairman of the Board

  
\_\_\_\_\_  
Cassiopeia Capps  
Executive Director

**Narrative Information for Biennial Agencies – DA 400**

Division of the Budget

Agency: KANSAS BOARD OF BARBERING

State of Kansas

Program: Regulation

**TABLE OF CONTENTS**

Letter of Transmittal	1
Table of Contents	2
Agency Mission; Philosophy; and Statutory History	3
Agency Overview and Operations	4-6
Overview of Agency Action Plan and Goals	6-7
Expenditure Justification	8-9
Agency Budget and Requests for Supplementals and/or Enhancements FY26 and FY27	9-10
Five Year Agency Vehicle and Maintenance Plan	10-11
Overall Expenditure Requests and Revenue Estimation	11

## **Narrative Information for Biennial Agencies – DA 400**

Division of the Budget

Agency: KANSAS BOARD OF BARBERING

State of Kansas

Program: Regulation

### **AGENCY MISSION**

To protect the health and welfare of the consuming public through the enforcement of existing barber statutes and regulations established by the Kansas Board of Barbering, and sanitization regulations established by the Kansas Department of Health and Environment for the barbering profession.

Methods of protecting the consuming public utilize processes which ensure that only qualified and well-trained barbers and barber instructors are licensed, and barbering establishments are properly licensed for operation.

The agency strives to continue to develop new techniques to accommodate the ever-growing barbering industry and barbering professionals within the State of Kansas. To this end, the mission of this agency includes expanding electronic record keeping, maintaining the agency website, providing comprehensive barbering examinations, continuing the completion of administrative responsibilities efficiently, and implementing mandates such as electronic license verification process. All of these assist the agency to achieve its main objective of protecting the health and welfare of the consuming public.

### **AGENCY PHILOSOPHY**

Throughout its long history the Kansas Board of Barbering has and will continue to act in accordance with the highest standards of ethics, accountability, efficiency, and openness. Members of the Board and staff continue to affirm their interests in the barbering profession. They approach their activities with a sense of purpose and responsibility to the general public and the regulated community. Through this approach barbers, barber instructors, barber shops, barber colleges and their students, may be assured of a fair, balanced, and sensible approach to regulation.

### **STATUTORY HISTORY**

Kansas statutes governing the barbering industry and board authority can be found at 65-1801 et seq. and those governing the creation of the board at 74-1801 et seq.

The Kansas Board of Barbering, as it is known today, was created by the Legislature on February 27, 1913. The original board consisted of three members which has since been increased to five members. In 1939, Kansas Statute Annotated (K. S. A.) 74-1805 set forth the Board's authority to adopt sanitization rules and regulations as deemed necessary to prevent the spreading of infectious or contagious diseases by means of infection control enforcement and education.

**Narrative Information for Biennial Agencies – DA 400**

Division of the Budget  
State of Kansas

Agency: KANSAS BOARD OF BARBERING  
Program: Regulation

Agency Overview

The administrative office of the Kansas Board of Barbering is located in Topeka, Kansas.

The Board of Barbering is funded solely by licensure fees paid by those professionals who have chosen to practice barbering within the state of Kansas. This agency receives no funding from the State General Fund (SGF); however, it does contribute 10% of all fees collected to the SGF

Agency staff continue to use considerable fiscal conservation which has enabled operations to continue despite having not raised licensure fees since 2006.

Board staff consists of two full-time employees at 40-hours per work week; one Executive Director, and one Board Inspector/Office Specialist.

Oversight is conducted by a five-member board appointed by the Governor for three-year terms. Statute requires four members be licensed barbers practicing in the State of Kansas, the fifth member represents the general public. Upon expiration of appointment, members may be reappointed or replaced by the Governor. Members of the Board are paid per-diem and subsistence for their participation in board activities. As a part of their statutory duties and functions, the Board and staff conduct the barber and barber instructor licensure examinations as established in statute and administrative regulation. Current Board Members are Victoria Rajewski-Chair, licensed members Ronnell Jones, Douglas Brewer, Lori Ferguson and the public member Dillon Heter.

The revenue increased from \$238K in FY24 to \$274K in FY25. The expenditures for FY25 were \$230K.

Agency Increase Over the Fiscal Years

License Application Types Processed	FY 2025 Actuals	FY 2026 Estimates	FY 2027 Estimates
Establishments	585	632	672
Personal	1686	1694	1769
Total License Applications Processed	2271	2396	2441
Other Applications Processed	595	600	600
<b>Total FY Applications Processed</b>	<b>2866</b>	<b>2996</b>	<b>3041</b>

**\*Other applications include original application(s) and re-take(s) for barber and barber instructor examinations, and barber students\***

## **Narrative Information for Biennial Agencies – DA 400**

Division of the Budget  
State of Kansas

Agency: KANSAS BOARD OF BARBERING  
Program: Regulation

### **Operation Programs Established to Assist with the Agency Mission**

#### **Licensing**

In Fiscal Year 2025 the board issued 1,438 barber licenses, 248 barbering student licenses, 574 barber establishment licenses, and 11 barber school or college licenses for a total of 2,271 licenses in the fiscal year. The eleven barber schools or colleges licensed were located throughout Kansas; three in Wichita; two in Topeka; one in Kansas City; one in Manhattan; one in Olathe; one in Hutchinson, and two at the Military Correctional Complex in Fort Leavenworth.

Kansas Administrative Regulation 61-4-2 establishes the annual renewal period for each licensee to occur during one of the four quarters of the year on an alphabetical basis. Barber schools or colleges renew on or before December 31<sup>st</sup> of each year.

The agency continues to see an increase in the barbering industry from the number of students, new barber establishments, interest in opening new barber schools, and inquiries on requirements to become a barber instructor. In FY24 211 student licenses we issued. In FY25, 248 student licenses were issued. Further, a consistent number of individuals graduating from barber schools in other states as well as Kansas-licensed cosmetologists wishing to receive additional training to become licensed as barbers are applying to examine for their barbering license.

Recent Legislative actions regarding professional licensure were created and enacted; Licensure mobility which expedites the transfer of out-of-state licenses for military spouses and license verification which allows for any professional license to be immediately verified. Regarding these mandates, the agency devised processes to ensure efficiency and compliance. The agency maintains an average of a 3-day turnaround on license processing. The agency also provides updates on a monthly basis to the Department of Administration for the electronic license verification system.

#### **Examinations**

One of the objectives of the Board is to ensure that those licensed by the Board are qualified to perform barbering services and follow regulations and statutes of the barbering profession set forth for barbers within the state.

By statute, the Board is mandated to examine individuals graduating from a barber school or college prior to issuing a barber license. One manner of this is by ensuring that examinations are designed to evaluate the qualifications for barbering services authorized by the Kansas barber license. Barber examinations assess an individual's fundamental knowledge, understanding of the barbering profession, the science behind it, their individual skills, ability, and the sanitation regulations set forth by the Kansas Department of Health and Environment for the barbering profession.

There has been a steady increase in the amount of computer-based testing (CBT) written examinations processed over the past fiscal years. In FY25, 324 written computer-based examinations were processed. Therefore, our agency estimates that over 300 written computer-based examinations will be processed in FY26 and FY27.

## **Narrative Information for Biennial Agencies – DA 400**

Division of the Budget  
State of Kansas

Agency: KANSAS BOARD OF BARBERING  
Program: Regulation

In FY25, eight practical examinations were administered. Due to the steady increase in candidates, more examinations are anticipated within FY26 and FY27. Practical hands-on examinations currently alternate between the barbering schools in Kansas City, Manhattan, Wichita, Hutchinson, and Olathe. Examinations for the Military Correctional Complex are conducted in those facilities for only those graduates.

### Application Reviews and Processing

All applications and licenses are processed and updated in the administrative office. The agency has an internal objective to provide quality customer service to the consuming public. Board staff maintain an efficient application turnaround processing time which is well within the 14-day required timeframe. Most application responses are completed within two to five business days.

### Inspections

Since the COVID-19 pandemic, a large number of barbering establishments have become “by appointment only” and their hours of operation vary depending on the clients for the day. This has impacted our ability to inspect establishments when arriving unannounced. The agency is working to develop a method to overcome this situation.

The most common violations involve expired licenses; other violations involve sanitation standards. There also seems to be an increased number of concerns regarding untrained and unlicensed individuals performing barbering services, some at places that are not licensed barbering establishments. The Board is attempting to develop solutions that will enable action to be taken to dispel this activity. The Board Inspector continues to educate and promote infection control to individuals and establishments during each inspection. The Board also addresses any formal complaint matters accordingly.

### Overview of Agency Action Plans and Goals

#### 1) Licensing and examinations:

##### Outcomes

- a) Safeguard the general public's health and safety through examination of each candidate's abilities and knowledge of barbering.
- b) Provide efficient testing for candidates to assess a candidate's knowledge, skills, and ability to uphold infection control policies, safety procedures, and sanitation of barbering services.

##### Output

Percentage of candidates licensed by passing all required examinations.

FY25 actuals – 88%

FY26 estimate - 88%

FY27 estimate - 88%

**Narrative Information for Biennial Agencies – DA 400**

Division of the Budget  
State of Kansas

Agency: KANSAS BOARD OF BARBERING  
Program: Regulation

2) Application Reviews and Processing

Outcomes

- a) Maintain a high level of efficiency managing responses to all inquiries, and processing applications within a responsible timeframe.

Output

Amount of time allocated from receiving to completing responsibilities.

FY25 actuals

Average of 3 days from receipt to completion and issuance of license

FY25 estimate - Less than 5 business days.

FY26 estimate - Less than 5 business days

3) Fiscal Conservation

Outcomes

- a) Continue to maintain fiscal responsibility regarding expenditures needed to effectively process licensure, complete daily tasks, avoid unnecessary spending, and by carefully tracking all expenditures and revenues.
- b) Balance all expenditures and revenue at least monthly with the Smart Service Center/Department of Administration Finance via APPTIO.

Output

Percentage of revenue and expenditures matching in APPTIO monthly to ensure each invoice is properly accounted for.

FY25 actuals

100% month to month

Minimal inaccuracies were found and quickly corrected with those agencies.

FY26 estimates - 100%

FY27 Estimates - 100%

4) Inspections

Outcome

- a) Inspections of Kansas barbers, barbering establishments, and barber schools and/or colleges.
- b) Number of inspections that find violations of KBOB statutes or regulations, or KDHE regulations pertaining to barbering.

Output

Percentage of inspections completed and Percent of inspections that resulted in violations.

FY25 actuals

Completed 77 %

Resulted in Violations 7%

**Narrative Information for Biennial Agencies – DA 400**

Division of the Budget  
State of Kansas

Agency: KANSAS BOARD OF BARBERING  
Program: Regulation

4) Inspections (continued)

FY26 estimates  
Completed 90%  
Resulted in Violations 6%

FY27 Estimates  
Completed 95%  
Resulted in Violations 5%

**FY 2025 EXPENDITURE JUSTIFICATION**

The Board understands its responsibility to our licensees to be good stewards of the fees which fund the agency. The board staff closely monitor expenditures in our effort to carry out the board's statutory duties. Board members are each paid \$35 for each examination plus per diem.

**Object Code 100 – Salaries and Wages**

In FY25 the agency moved to 2 FTEs. Currently, there is one Executive Director, (1 FTE position), and one Safety and Health Inspector/Office Specialist, (1 FTE position).

Salaries and Wages

Fiscal Year 2025 Approved  
\$154,441

Fiscal Year 2025 Actuals  
\$153,803.03

**Account Codes 520 to 529 - Contractual Services**

Expenditures within this category include State agency contracts (i.e., Attorney General, multiple services through Office of Information Technology Services, printing, etc.), travel for examinations, CBT vendor payments, office space, etc.

Fiscal Year 2025 Approved  
\$78,290

Fiscal Year 2025 Actuals  
\$71,628.88

Previous years' approved budget allocations prevented the ability to conduct an adequate number of examinations. Therefore, the expenditures associated with those examinations were lower than anticipated. This figure can be difficult to predict as it can fluctuate based on the number of examinations needed for the applying candidates.

**Account Codes 534 to 539 – Commodities**

The two major expenses in this category are for fuel, needed to meet our statutory obligation to inspect licensed facilities, and general office supplies.

Fiscal Year 2025 Approved  
\$4,750

Fiscal Year 2025 Actuals  
\$3,355.42

**Narrative Information for Biennial Agencies – DA 400**

Division of the Budget

Agency: KANSAS BOARD OF BARBERING

State of Kansas

Program: Regulation

FY25 remained less than was estimated due to the agency vehicle needing repairs caused by a no-fault accident and a separate major repair. Both caused an inability to travel for inspections for a period of time.

**OVERVIEW OF AGENCY BUDGET AND REQUESTS FOR SUPPLEMENTALS AND/OR ENHANCMENTS FOR FY26 and FY27.**

**Object Code 100 - Salaries and Wages**

The agency has 2 FTEs. Increases are from the pay plan increase that took effect in FY26. In addition, there are mandated insurance increases.

Salaries and Wages

FY26 - \$159,319

FY27 - \$160,936

Salary and Wages are projected estimates from IBARS for FY26 and FY27.

**Account Codes 520 to 529 - Contractual Services**

1. Attorney General's Office for legal representation.
2. Vendors providing computer-based testing examinations to candidates for licensure.
3. Office space utilized by our agency including an additional escalator fee.
4. Costs associated with licensing examinations for Board members and staff for testing in multiple cities.
5. Out-of-state travel, meals and lodging costs associated with national association conference attendance.
6. Services provided by Office of Information Technology Services for domain access, phone, data, computer leases, software subscriptions, email services, repair, maintenance, etc.
7. Printing of licenses, forms, etc.
8. Any additional fees accrued from the Department of Administration for services to the Kansas Board of Barbering.
9. Services provided by the SMART Service Center (DAFM).
10. Work phone for Board Inspector.
11. Maintenance on agency vehicle.

The agency is set to renew the computer leases with OITS as the current lease ends this fiscal year. Recently a contract with Verizon to provide a work phone for the agency inspector was obtained. Physical security is currently being updated at the board office.

Contractual Services

FY26 - \$97,304

FY27 - \$96,468

## **Narrative Information for Biennial Agencies – DA 400**

Division of the Budget

Agency: KANSAS BOARD OF BARBERING

State of Kansas

Program: Regulation

### **Request for Supplemental Funds: Contractual Services**

The agency does not have any supplemental or enhancement for FY26 or FY27 because of the proviso language in the appropriations bill which allows for expenditures of up to 90% of the balance of the Barbering Board Fee Fund.

### **Account Codes 534 – 539 Commodities**

1. Fuel for Safety and Health Inspector vehicle
2. General office supplies

Commodities for the agency are requested at the allocated amount of \$4,750 for each fiscal year. The agency is not requesting any supplemental or enhancements funds for Commodities. The agency continues to be quite frugal in using office supplies and materials.

### **FIVE YEAR PLAN FOR AGENCY VEHICLE**

There has been \$5,000 allocated under contractual services for vehicle maintenance.

To begin the five-year vehicle plan, the agency reserve a minimum of \$30,000 from the current fee fund balance. This amount plus, a minimum of 10 percent required of the fee fund in the cash balance. The agency plans to add \$5,000 each year, so in five years there will be an accumulation of approximately \$55,000-\$60,000 in the fund for an agency vehicle. Any time these funds are used for the purchase of a vehicle, the balance will be replenished from that year's fee fund amount.

### **OVERALL EXPENDITURE REQUESTS**

The Kansas Board of Barbering is requesting an overall expenditure approval for

**FY26 – \$261,873**

**FY27 - \$262,654**

### **REVENUE ESTIMATION**

**Statutory History:** The Kansas Board of Barbering Fee Fund is in existence charging fees pursuant to K.S.A. 65-1817. The board has spent funds as allocated by the legislature pursuant to K.S.A. 65-1817a.

The Board of Barbering is funded solely by licensure fees paid by those professionals who have chosen to practice barbering within the state of Kansas. This agency receives no funding from the State General Fund (SGF); however, it does contribute 10% of all fees collected to the SGF

The revenue increased from \$238K in FY24 to \$274K in FY25. The expenditures for FY25 were \$230K.

The agency makes every effort to ensure our cash fund is sufficient to cover unexpected expenses for the agency.

**Narrative Information for Biennial Agencies – DA 400**

Division of the Budget

Agency: KANSAS BOARD OF BARBERING

State of Kansas

Program: Regulation

**Kansas Board of Barbering Fee Fund**

	<b>Projected FY 2025</b>	<b>Actual FY 2025</b>
Establishment Licenses	\$49,154	\$38,170
Personal Fees/Licenses	\$237,836	\$235,925
Total Fees Collected	<u>\$286,990</u>	<u>\$274,095</u>
Less 10% to SGF	(\$28,690)	(\$27,409)
Net Revenue to Barber Fee Fund:	<b>\$260,900</b>	<b>\$246,881</b>
<b>FY26 Projected</b>		
Establishment Licenses	\$40,800	
Personal Fees/Licenses	\$237,390	
Total Fees Collected	<u>\$278,190</u>	
Less 10% to SGF	(\$27,819)	
Net Revenue to Barber Fee Fund:	<b>\$250,371</b>	
<b>FY27 Projected</b>		
Establishment Licenses	\$40,800	
Personal Fees/Licenses	\$240,240	
Total Fees Collected	<u>\$281,040</u>	
Less 10% to SGF	(\$28,104)	
Net Revenue to Barber Fee Fund:	<b>\$252,936</b>	