

The North Dakota State Board of Cosmetology will be held a regular meeting on Monday, January 9, 2023, at 9:30 a.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D.

Board Members:

Rebecca Wood

Maureen Wanner

Teresa Felch

D'Arlyn Bauer, PHD. RN

Miranda Stanely, RN, MSN, FNP - absent

Also present: Holly Blomquist, Executive Director

Josh Amundson, Legal Counsel

Agenda

1. Introduction of New Board Members.

Maureen made a motion to amend the agenda and move this item to later in the meeting. Teresa seconded the motion. All voting: Maureen (y), Teresa (y), and Rebecca (y). Motion carried.

After item #5 the board came back to do introductions of the new board members. Welcome Teresa Felch. She is a licensed Cosmetologist, owner of two salons, licensed instructor and lives in Bismarck, ND.

Welcome D'Arlyn Bauer. She has been a Registered Nurse for over 43 years, spent most of her life in education starting while she was a flight nurse. D'Arlyn has her doctorate in education. She started the nursing program on Standing Rock reservation taking it through accreditation. She has recently retired but is still very active.

2. Approval of Minutes:

December 12, 2022 Regular Meeting Minutes.

December 29, 2022 Special Meeting Minutes.

Maureen made a motion to approve the December 12 and December 29 meeting minutes. Teresa seconded the motion. All voting: Maureen (y), Teresa (y), and Rebecca (y). Motion carried.

3. Approval of Licenses: 12/6/2022 – 12/31/2022.

Maureen made a motion to approve the licenses from December 6-31, 2022. Teresa seconded the motion. All voting: Maureen (y), Teresa (y), and Rebecca (y). Motion carried.

4. December 2022 Financial Statement.

Maureen made a approve the financial statement for December 2022. Teresa seconded the motion. All voting: Maureen (y), Teresa (y), and Rebecca (y). Motion carried.

5. Donald Oliva, CE Broker-Presentation to Board

There was a presentation from Donald. Maureen made a motion to move forward with having CE Broker be a CE tracker for our board after having our attorney read the contract. D'Arlyn seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

6. Norma Leticia Ortiz Kirkwood-The Hair Society Institute of Cosmetology-Complaint

43-11-19 sub 2, 32-04-01-20 are referred to in regard to the complaint. Maureen made a motion to send in an inspector to do an inspection focused on teacher to student ratio and the class schedule and how it's communicated to the students. D'Arlyn seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

7. Anneka Matthew-Complaint

Maureen made a motion to have Holly send out a letter to Anneka informing her of the miscommunication and state to her the proper violation. Teresa seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

8. Elisha Gough-online student advertising on Facebook

Maureen made a motion to table this until the next meeting after Holly sends a letter to gather more information. Teresa seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

9. European Wax Center—double dipping

Maureen made a motion to table this until the next meeting after Holly sends a letter to gather more information. Teresa seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

10. Kelly Marrow: Conviction on Renewal.

Maureen made a motion to approve the renewal. Teresa seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

11. Kylie Whetzel: Conviction on Renewal

Maureen made a motion to approve the renewal. D'Arlyn seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

12. Emily Bauer: Took wrong written examination

Maureen made a motion, in this case, to accept the written theory examination of cosmetology in place of the manicure examination for Emily Bauer. Teresa seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

13. Dariana Duran Reciprocity: License type

D'Arlyn made a motion to approve reciprocity for manicure license upon completion of the ND State law exam. Maureen seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

14. Ngoc Kim Nguyen Reciprocity: Vietnam. 43-11-25.1 sub-1

D'Arlyn made a motion to have a letter sent to Ngoc Kim Nguyen to have them send their information sent to a credentialing agency approved by the board, at their own expense. Teresa seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

15. PSI Contract Expires 12/31/2022: Renewal.

Maureen made a motion to have Holly ask if we can sign an 18-month contract and if we can go ahead with that contract. D'Arlyn seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

16. Sheila Bruner: Asking to waive late fee

Maureen made a motion to have Holly send a letter stating that the board does not waive fees according to 43-11-28 sub-2. Teresa seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

17. Meshia Housen: Consider official college transcript 43-11-19 sub-1b

D'Arlyn made a motion to consider an official transcript mailed directly from the university or Clearing House to the NDSBOC then we would consider the transcript. Teresa seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

18. Inspectors letters from Attorney General's Office

Maureen made a motion to table this until the next meeting. D'Arlyn seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

19. Holly Blomquist employee status: hourly or salary

Teresa made a motion to make Holly salary, tracking her compensatory hours to be used in with in the year. No second. Motion failed.

Teresa made a motion to make Holly salary with compensatory time. Maureen seconded that motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

Maureen made a motion to make a policy that all timesheet sheets will be ratified at each meeting. D'Arlyn seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

20. License renewal software issues

Holly gave an update on software issues. She spoke of several licensing agencies. She will provide more information at the next meeting.

21. New Business

- **Complaint regarding a pedicure injury**
Discussion only.
- **Complaint regarding esthetics business, Sapphire, Dakota Square Mall, Minot, possible unlicensed. 43-11-35**
Teresa made a motion to have Holly send out a letter and request a response to Sapphire regarding possible being unlicensed. Maureen seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.
- **Payroll deadlines**
Holly will send out a letter clarifying payroll deadlines.
- **Holly's chair**
Holly purchased her chair out of personal expense, and she will take it with her when she leaves.
- **Tenalee be at the meeting and be paid.**
Rebecca brought forth a request to have Tenalee be at the board meetings to be a liaison between the board and the inspectors.
D'Arlyn made a motion to have Tenalee be paid to attend the next 3 meetings to help the communication between the board and the inspectors. Teresa seconded that motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.
- **Concerns regarding the hiring of the Executive Director position.**
The meeting was opened for inspectors to voice their concerns as to how Holly was hired for the position.
D'Arlyn made a motion to develop, over the next six months, a Human Resource policy manual for the North Dakota Board of Cosmetology. Rebecca seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.
D'Arlyn made a motion that until the policy and procedure manual is developed, we use a set protocol for the hiring process. Rebecca seconded that motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.
- **Other concerns from the inspectors, state benefits**
Teresa made a motion to have Holly create a Human Resource Manual within six months. D'Arlyn seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

22. Old Business

- **Examiner and Proctor**
Holly gave an update on possible interviews. Discussion only.
- **Fillable white cards**
Holly updates the board on the process. Discussion only.
- **Following up on the settlement agreements**
Discussion only

23. Adjournment

Maureen made a motion to adjourn the meeting. D'Arlyn seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried. The meeting was adjourned at 1:01 p.m.

The next regular meeting is scheduled for February13, 2023 at 9:30 am.

The North Dakota State Board of Cosmetology will be holding a regular meeting on Monday, February 13, 2023, at 9:30 a.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D.

Board Members:

Rebecca Wood, Master Cosmetologist
Maureen Wanner, Master Cosmetologist
Teresa Felch, Master Cosmetologist
D'Arlyn Bauer, PHD. RN
Miranda Stanely, RN, MSN, FNP

Also present: Holly Blomquist, Executive Director
Josh Amundson, Legal Counsel

Agenda

1. Approval of January 9, 2023, minutes

Rebecca brought forth a change in item 6. To change rationale to ratio.
D'Arlyn made the motion to approve the minutes with the change. Maureen second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

2. Approval of Licenses 1/1/23-1/31/23

Teresa made a motion to approve the licenses for salons and licensees. D'Arlyn second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

3. Review of Timesheets- December 2022 & January 2023

D'Arlyn made a motion to ratify the timesheets. Teresa second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

4. January 2023 Financial Statements

Teresa made a motion to approve the financial statements. Maureen second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

5. EnVogue Salon & Spa/Candace Smith disciplinary action- licenses expired 12/31/21.

Unlicensed salon and unlicensed licensee. Sent letters to Candace and there was no response yet. She rents a space.

Maureen made a motion for Holly to send disciplinary action letters to Affinity on 1st, Patricia Hausauer and EnVogue Salon, Candace Smith. Miranda second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

6. Kayla Petteway-ES working under ME in Independent Salon. 32-03-01-07

Kayla has her master manicurist. Opened an independent salon, recently obtained her esthetics license. She is inquiring about who she can work under while gaining her master esthetics license. Maureen made a motion to have Holly send a letter quoting 32-03-01-07. Miranda second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

7. Anneka Matthews Complaint

There was a complaint against Anneka providing services in her garage. Miranda made a motion to dismiss the complaint. D'Arlyn second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

8. The Hair Academy Complaint

Complaint about the school.

Rebecca made a motion to send in an inspector to inspect the school. Maureen second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

9. Sapphire Beauty Complaint

They have a website with skincare services and prices. D'Arlyn made a motion to have Josh referred to Ward County for investigation. Teresa second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

10. Katie Blackaby Complaint

Katie was working without a license. Maureen made a motion to have Josh send out a letter to remove advertising, follow up in 2 months, and follow century code. Teresa second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

11. Elisha Gough Complaint

She is a student asking clients to help her get school hour for online schooling through Canada. D'Arlyn motion to send out a letter stating 43-11-02. Maureen second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried. Maureen motion to send a letter to include 43-11-13. Teresa second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), D'Arlyn, Maureen (y), and Rebecca (y). Motion carried.

12. Tanya (Dewalt) Buzzerd Reciprocity

She has not had a license since 1993. She has no recent work experience. The school has been closed for a while. She possibly does not qualify for reciprocity 43-11-25 or credit hour transfer. Rebecca made a motion to have Holly send a letter stating based on 43-11-25 we will not be able to grant reciprocity and based on 32-04-01-07 sub 2 and 3 we will not be able to transfer credit hours. At this time, we will not be able to grant a license. Maureen second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

13. Thu Thi Huynh Ngo Reciprocity

Florida full specialty license. 43-11-25 sub 1a.

Maureen made a motion to have Holly send out a letter stating that under the information provided, it doesn't meet the transfer for reciprocity statutes and the board will be happy to review your application again if you provide more information. Teresa second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

14. Salon D'Donna's Salon Application refund

The owner of the salon retired from business. The two independent licensees took over the space. They unnecessarily overpaid the licensing fee.

Maureen made a motion, in this situation, due to board error, to refund this overpaid licensing fee. Teresa second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

15. Patricia Deike renewal refund-paid twice

Her bank auto sent payment. She also sent payment.

Maureen made a motion, in this situation, due to board error, to refund this overpaid licensing fee. D'Arlyn second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

16. Licensing Software update

Holly gave a report on software updates. She will investigate cloud storage fees, the cost of iPads, and will present on three to four software licensing. She will investigate Verizon accounts with i-pads and team numbers. Discussion only. No motion needed.

17. HR Policy update and clarification.

Holly gave an update on HR policies. She will send out the current policy book to everyone. Milage: Clarification on milage and how it is tracked and paid. Tenalee brought forth milage issues for the inspectors. Josh will get back to us on state milage requirements. Discussion only. No motion needed.

18. Esthetician, Manicurist & Instructor exams scheduled for the year.

Holly will find out if a proctor is required for instructor exams. Holly will come up with a schedule for Esthetician, Manicurist & Instructor exams. Discussion only. No motion needed.

19. Examiner & Proctor hire recommendations

Recommendations for hire are Lisel Block, Heather Meyer, and D'Arlyn Bauer.

Maureen made a motion to recuse D'Arlyn from voting on the hiring of proctor and examiner. Rebecca second that motion. All voting: Miranda (y), Teresa (y), Maureen (y), and Rebecca (y). Motion carried.

Teresa made a motion to offer the positions to Lisel Block, Heather Meyer, and D'Arlyn Bauer as examiners and proctors. Miranda second that motion. All voting: Miranda (y), Teresa (y), Maureen (y), and Rebecca (y). Motion carried.

Maureen made a motion that once the examiners and proctors are hired, they go through the NIC training, a mock training with Tenalee or Maureen, and then Tenalee or Maureen will sit in with them as they examine their first group of candidates.

Teresa second that motion. All voting: Miranda (y), Teresa (y), Maureen (y), and Rebecca (y). Motion carried.

Maureen made a motion to not pay milage for examiners or proctors, only hour wage while they are here doing the exam. Teresa second that motion. All voting: Miranda (y), Teresa (y), Maureen (y), and Rebecca (y). Motion carried.

Discussion on how long before and after exams should examiners and proctors be here, 30 minutes before and 30 minutes after exams was discussed. Discussion only. No vote needed.

20. NIC Exam Overview video training for schools/instructors

NIC has a video for purchase and the schools can purchase that video and direct their questions to NIC. **Discussion only. No vote needed.**

21. CE Broker Implementation and Launch

Holly gave the board an update. Discussion only. No vote needed.

22. Meeting with inspectors monthly.

Maureen made a motion to have Holly meet with the inspectors once a month online. Teresa second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

23. TV/Monitor in conference room for meetings

D'Arlyn presented the need to have a monitor in the meeting space. Holly will investigate the cost of a wall monitor for the board meetings. D'Arlyn made a motion to purchase a monitor with mounting up to \$1000. Maureen second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

24. Legislative update

Josh gave updates on bills 1154, 1344, 1372- failed, 2180, 2184, 2249, 2296, 2337-failed and 1112.

25. New Business

- **Kela Stephens.** Looking to be licensed in ND. Completed school in Colorado, took law and theory exams in ND. Holly requested more information. Maureen made a motion to table this. Miranda second the motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.
- **Charge back on PayPal for salon licenses.** Several licensees were refunded for their licenses on PayPal. Maureen motioned have Holly send a letter out to the licenses that asked for refunds on PayPal, informing them that their licenses are not paid for, and give them instructions as to what to do next to pay for those licenses or further action may be taken against them. D'Arlyn second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.
- **Inspector's Training Day.** Maureen made a motion to have Tenalee find an appropriate training day for the inspectors. Rebecca second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

26. Old Business

- **European Wax Center.** Maureen made a motion to send in an inspector. Teresa second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.
- **PSI.** Holly gave an update to the board.
- **Inspector's letter.** Josh updates the board on the inspector letter to the salons. Maureen made a motion to accept the letter as updated. Teresa second that motion. All

voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

- **Update on Kevin Robertson:** Josh will send a letter to his home address.
- **Inspectors' area map.** Tenalee update. Tenalee and Holly are working on the map. Discussion only. No motion needed.

27. Adjournment

Maureen made a motion to adjournment. D'Arlyn second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried. Meeting adjourned at 1:47pm.

The next regular meeting is scheduled for March 13, 2023, at 9:30 am.

The North Dakota State Board of Cosmetology held a special meeting on Tuesday March 7, 2023, at 10:46 a.m. via GoTo Meeting.

Board Members Present:

Rebecca Wood, Cosmetologist, President
Maureen Wanner, Cosmetologist, Secretary/Treasurer
Teresa Felch, Cosmetologist
D'Arlyn Bauer, PHD, RN

Board Member Absent:

Miranda Stanley, RN, MSN, FNP

Also present:

Holly Blomquist, Executive Director

Agenda

1. Anthony Warns from Certemy gave a presentation on a website for licensee and inspection reports.
2. Micah Posey, Jared McArthur, and Bret Mangrich from Thentia presented on their software.
3. Adjournment. D'Arlyn made a motion to adjourn the meeting. Teresa second that motion. All voting: D'Arlyn, Teresa, Maureen, and Rebecca (y). Motion carried. Meeting adjourned at 12:06

The North Dakota State Board of Cosmetology held a regular meeting on Monday, March 13, 2023, at 9:30 a.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D.

Board Members Present:

Rebecca Wood, Cosmetologist, President
Maureen Wanner, Cosmetologist, Secretary/Treasurer
Teresa Felch, Cosmetologist
D'Arlyn Bauer, PHD, RN

Board Member Absent:

Miranda Stanely, RN, MSN, FNP

Also present:

Holly Blomquist, Executive Director
Josh Amundson, Legal Counsel

Agenda

1. Approval of February 13, 2023, minutes

D'Arlyn made a motion to approve the minutes with the changes made. Teresa second that motion. All voting: D'Arlyn (y), Teresa (y), and Maureen (y). Motion carried.

2. Approval of Licenses 2/1/23-2/31/23

D'Arlyn made a motion to approve the licenses for February 2023. Teresa second that motion. All voting: D'Arlyn (y), Teresa (y), and Maureen (y). Motion carried.

3. Approval of Timesheets- February 2023

D'Arlyn made a motion to approve the timesheets for the month of February 2023. Teresa second that motion. All voting: D'Arlyn (y), Teresa (y), and Maureen (y). Motion carried.

4. February 2023 Financial Statements

Teresa made a motion to approve the financial statements for February 2023. D'Arlyn second that motion. All voting: D'Arlyn (y), Teresa (y), and Maureen (y). Motion carried.

5. 2023 Estheticians & Manicurists exam schedule

D'Arlyn made motion the approve the exam schedule. Teresa second that motion. All voting: D'Arlyn (y), Teresa (y), and Maureen (y). Motion carried.

6. Nail Glamor- complaint & disciplinary action

Inspection found unlicensed workers, 4 undocumented workers.

D'Arlyn made a motion to have Josh do a settlement agreement for \$1,000 and six-month probation which will also include an inspection. Teresa second that motion. All voting: D'Arlyn (y), Teresa (y), and Maureen (y). Motion carried.

7. S & P Nails-complaint

Complaint of unlicensed workers. The inspector found no unlicensed workers. They do have sanitation issues. They have had two sanitation classes. The previous inspection was passing.

Teresa made a motion to send the inspector in to do a reinspection. D'Arlyn second that motion. All voting: D'Arlyn (y), Teresa (y), and Maureen (y). Motion carried.

8. Nail Studios- disciplinary action

Route inspections. Heather, the inspector, observed several workers running out the back door. Teresa made a motion to have Holly send a letter the Nail Studios informing them of the statute 43-11-35 and to have Heather do a reinspection. D'Arlyn second that motion. All voting: D'Arlyn (y), Teresa (y), and Maureen (y). Motion carried.

9. Happy Nail-complaint

There was a call-in complaint. The caller said there were dogs in the salon. Dogs are service animals. Maureen made a motion to dismiss the complaint. D'Arlyn second that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), Rebecca (y). Motion carried.

10. European Wax Center-complaint

Complaint regarding double dipping. They passed their inspection. Teresa made a motion to dismiss the complaint. D'Arlyn second that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), Rebecca (y). Motion carried.

11. InfiniteArt Nails-complaint

Complaint filed. Inspector sent in. The inspection was done. Inspection failed. Reinspection will be done. Discussion only.

12. HSI- inspection results from previous complaint

Complaint was filed. Inspection done. They passed the inspection and were found to be in compliance with statutes. D'Arlyn made a motion to dismiss the complaint. Teresa second that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), Rebecca (y). Motion carried.

13. Duplicate Licenses

Holly states that there is an influx of requests for duplication of license. She is asking if we should stamp "Duplicate" or "Duplicate Copy" on that requested duplicated license. This way the inspectors can clear up the question if this is the original or not. Holly's concern is that they are giving the extra license to others to use. Stamping it "Duplicate" or "Duplicate Copy" would confirm that it is the original licensee using the license.

D'Arlyn made a motion that Holly clarify what the smaller license is for and that she stamps reissued licenses duplicates. Maureen second that motion.

Before the vote, Holly asks for clarification if she needs to hold up to duplicate in the mail while informing them of the differences. D'Arlyn states that is the start of communication by sticking a letter in with the licenses.

All voting: D'Arlyn (y), Maureen (y), Teresa (y), Rebecca (y). Motion carried.

More discussion on the purpose of duplicate license and if there should be a multi-site license. D'Arlyn made a motion to table this for further investigation. Maureen second that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), Rebecca (y). Motion carried.

14. Letters to the Board

The letters are considerations for legislation. Discussion only.

15. Independent Licensee in a Barber Shop

Discussion was had on whether a cosmetologist could be an independent licensee in a barber shop. This licensee needs clear knowledge of the fact they need to state that they are a cosmetologist and not a barber.

D'Arlyn made a motion to have Holly send a letter to state that the licensee can work there, the entire barber shop will be subject to inspected as a salon and it needs to be made very clear to the public that she is a cosmetologist. D'Arlyn amend the motion to replace salon with independent license. Teresa second that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), and Rebecca (y). Motion carried.

16. Amitaben Chaudhari-reciprocity

Amitaben is coming into the state. Discussion only

D'Arlyn will be looking into this.

Teresa made a motion for D'Arlyn to do research on AEQO International credential agency.

Maureen second that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), and Rebecca (y). Motion carried.

17. Kela Stephens-practical in CO.

Went to school and practical in Co. The board is questioning if Kela took the NIC practical exam. D'Arlyn made a motion to have Holly contact the Colorado Board of Cosmetology to ask if it is a NIC exam and if this student did indeed pass that exam. Teresa second that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), and Rebecca (y). Motion carried.

18. Courtney Thorkelson-transfer hours

Courtney is a Master Manicurist. She wants to go to school for esthetics. She is questioning if a portion of her schooling hours could go towards esthetics schooling hours. D'Arlyn states that the content is critical and brings forth that the minimum hours are still required.

D'Arlyn made a motion to have Holly send out a letter to Courtney that she needs to meet the requirements set for the Esthetics program. Maureen seconded that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), and Rebecca (y). Motion carried.

19. Office Space Lease Renewal

Lease up at the end of month and will go to month the month until a new lease is signed.

D'Arlyn made a motion that Holly negotiate the changes that her, Josh, and Rebecca have looked at and bring the contract back to the board for approval. Maureen second that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), and Rebecca (y). Motion carried.

20. NIC Membership changes

Holly updates the board that changes will be made to the NIC membership. Changes are still pending. Discussion only.

21. NIC Surveys

Holly brings forth several surveys offered by NIC. Discussion only.

22. Online (Milady) Instructors course

A group in Minot is putting things in place to open a school. They are trying to get their possible instructors educated to be licensed. They are asking if they could utilize an online course.

32-05-01-04, 43-11-27 sub c

Maureen made a motion that we have Holly send out a letter inquiring about their online education that they will be using for their instructors. D'Arlyn second that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), and Rebecca (y). Motion carried.

23. Legislative update

Josh gave an update on legislation. Crossover has happened. 2249 turned into a study. 2397 failed.

24. New Business

- **Vo, Giang, Vu.** Full spectrum manicurist (180 hours nails/220 hours in facial) from Florida.
Teresa made a motion that Holly send a letter stating 43-11-25 sub 1a for needing extra hours for licensure. D'Arlyn second that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), and Rebecca (y). Motion carried.
- **Remote instructor exams.** The Salon Professional Academy is asking to have instructors and students tested remotely or if the board could go to other locations. The board explained that remote testing is very particular regarding the environment and what might be extra in the room such as extra people, computers, or monitors. The board explained that there is an extra cost for examiners to travel and for their time while traveling.
- Maureen made a motion to have Holly run the number on the cost of having examiner travel to other locations and to ask Prov about the remote testing. Teresa second the motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), and Rebecca (y). Motion carried.
- **Instructor hours.** Jill asking for clarification on 43-11-27.
- **Amber Wellnitz** renewed in 2016. States that she renewed in 2019 the board has no proof of that. Maureen made a motion to have Holly send out a letter asking for proof of that renewal fee paid. Teresa second the motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), and Rebecca (y). Motion carried.
- **Disciplinary action against Ashley Kelpin.** Her salon license is not renewed, expired December 31, 2022. Her personal license is current. Maureen made a motion to have Holly send her a letter informing her of the century code and that she has an expired a license and that she needs to remedy within 30 days of receiving the letter. Teresa second that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), and Rebecca (y). Motion carried. Holly asked for clarification if there is a known reason to have a new salon number issued for salon relocation. Discussion only

25. Old Business

- **Meshia Curington.** Transcript leading to degree. She is asking if this would replace the need for a high school transcript. D'Arlyn made a motion that we except proof of college degree in place of high school diploma in this case. Teresa second that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), and Rebecca (y). Motion carried.
- **Kevin Robertson.** Josh updated us on Kevin's settlement agreement. Discussion only.

26. Adjournment

Teresa made a motion to adjourn the meeting. D'Arlyn second that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), and Rebecca (y). Motion carried. The meeting was adjourned at 1:53 p.m.

The next regular meeting is scheduled for April 17, 2023, at 9:30 am.

The North Dakota State Board of Cosmetology held a special meeting on Monday, March 27, 2023 at 12:5pm via GoTo Meeting

Present:

Rebecca Wood, President
Miranda Stanley, RN, MSN, FNP
D'Arlyn Bauer, PHD, RN
Maureen Wanner, Secretary
Teresa Felch, Board Member

Also Present:

Josh Amundson, Attorney
Holly Blomquist, Executive Director

Agenda

1. Lease. Office

Lease was reviewed. Holly gave an update on the build being for sale.

D'Arlyn made a motion to approve the lease as written. Teresa second that motion. All voting: Teresa (y), D'Arlyn (y), Maureen (y), Miranda (y), and Rebecca (y). Motion carried.

2. Adjournment

Teresa made a motion to adjourn the meeting. D'Arlyn second that motion. All voting: Teresa (y), D'Arlyn (y), Maureen (y), Miranda (y), and Rebecca (y). Motion carried.

North Dakota State Board of Cosmetology
4719 Shelburne St., Suite 1
Bismarck, ND 58503 Telephone (701) 224-9800

The ND State Board of Cosmetology held a special meeting on Wednesday, April 5, 2023 at 1:00pm via GoTo Meeting.

Board Members Present:

Rebecca Wood, Cosmetologist, President
Maureen Wanner, Cosmetologist, Secretary/Treasurer
Teresa Felch, Cosmetologist
D'Arlyn Bauer, PHD, RN

Board Member Absent:

Miranda Stanely, RN, MSN, FNP

Also present:

Holly Blomquist, Executive Director
Josh Amundson, Legal Counsel
Tenalee Tangan, Examiner

Agenda

- 1. March 31, 2023 Practical Exam Scoring Error**
Issues with scoring on an exam. 43-11-12
Maureen made a motion to have Tenalee go back in and rescore the candidates to get their proper exam score and get their licenses out to them. Teresa second that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), and Rebecca (y). Motion carries.
- 2. Practical Exam Testing Vendor**
Holly will inquire about a transition to another exam vendor. Discussion only.
- 3. Exam Administrator Training In Dallas In May, 2023.**
Holly is requesting to travel to Dallas for training in May.
Maureen made a motion the send Holly for training in Dallas in May.
Teresa second that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), and Rebecca (y). Motion carries.
- 4. Adjournment**

D'Arlyn made a motion to adjourn the meeting. Maureen second that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), and Rebecca (y). Motion carries. Meeting adjourned at 1346.



NORTH DAKOTA STATE BOARD OF COSMETOLOGY

4719 SHELBURNE ST. SUITE 1
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The North Dakota State Board of Cosmetology will be holding a regular meeting on Monday, April 17, 2023, at 9:30 a.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D.

Agenda

1. Approval of March regular & special meeting minutes
2. Approval of Licenses 3/1/23-3/31/23
3. Review of Timesheets- March 2023
4. March 2023 Financial Statements
5. Sheila Carlson
6. Inspector Training Date
7. iPads for Inspectors
8. Practical Exam Vendor-Prov
9. Credentialing Agency
10. Emma Bothum—checked yes conviction on app
11. Liliana Murtazaieva—foreign application-w/ certified credentials
12. Website Merchant Service Account
13. Hair Academy Follow Up Inspection
14. Kela Stephans-CO practical exam
15. Giang Vu-reciprocity
16. Duplicate Licenses
17. New Business
18. Old Business

The next regular meeting is scheduled for May 15, 2023, at 9:30 am.



NORTH DAKOTA STATE BOARD OF COSMETOLOGY

4719 SHELBURNE ST. SUITE 1
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The North Dakota State Board of Cosmetology held a regular meeting on Monday, April 17, 2023, at 9:30 a.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D.

Board Members Present:

Rebecca Wood, Cosmetologist, President
Maureen Wanner, Cosmetologist, Secretary/Treasurer
Miranda Stanely, RN, MSN, FNP
Teresa Felch, Cosmetologist
D'Arlyn Bauer, PHD, RN

Also present:

Holly Blomquist, Executive Director
Josh Amundson, Legal Counsel

Agenda

1. Approval of March regular & special meeting minutes.
Maureen motion to approve all meeting minutes, special and regular.
D'Arlyn second that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y),
Miranda (y), and Rebecca (y). Motion carried.
2. Approval of Licenses 3/1/23-3/31/23
Teresa made a motion to approve the licenses from March 1 to March 31,
2023. Maureen second that motion. All voting: D'Arlyn (y), Maureen (y),
Teresa (y), Miranda (y), and Rebecca (y). Motion carried.
3. Review of Timesheets- March 2023
Teresa made a motion to approve the March timesheets. D'Arlyn second
that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), Miranda (y),
and Rebecca (y). Motion carried.
4. March 2023 Financial Statements
Maureen made a motion to approve the March 2023 financial statements.
D'Arlyn second that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y),
Miranda (y), and Rebecca (y). Motion carried.
5. Sheila Carlson
Teresa made a motion to table this item. D'Arlyn second that motion. All
voting: D'Arlyn (y), Maureen (y), Teresa (y), Miranda (y), and Rebecca (y).
Motion carried.
The board did come back to this. Sheila brings forth concern on inspecting
larger salons. She is asking for a second inspector to help with those larger
salons. Approximately six salons.
D'Arlyn made a motion to have a second inspector for any inspection done
in large salons. Maureen second that motion. All voting: D'Arlyn (y),
Maureen (y), Teresa (y), Miranda (y), and Rebecca (y). Motion carried.

- 6. Inspector Training Date. May 19, 2023. 9am-5pm**
Maureen made a motion to approve the inspection training date of May 19, 2023, 9 a.m. to 5 p.m. D'Arlyn second that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), Miranda (y), and Rebecca (y). Motion carried.
- 7. iPads for Inspectors**
Discussion on iPads, Tenalee having the iPad to begin with, Fillable PDF. Maureen made a motion to Holly find a fillable program and have the inspection sheets made fillable and to have that added to the iPad we have for Tenalee to start using it during inspections. Teresa second that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), Miranda (y), and Rebecca (y). Motion carried.
- 8. Practical Exam Vendor-Prov**
Discussion was had on Prometric and Prov has our test vendors. Maureen made a motion to approve Prov as our practical examination vendor. D'Arlyn second that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), Miranda (y), and Rebecca (y). Motion carried.
Rebecca stated her concerns about the candidates getting the proper score during each exam until we get switched over. Holly explains what the process is for the examiners during the exams to assure proper scoring.
- 9. Credentialing Agency**
D'Arlyn gave an update on the credentialing agencies. Maureen motion the approve the credentialing agencies. D'Arlyn second that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), Miranda (y), and Rebecca (y). Motion carried.
- 10. Emma Bothum—checked yes conviction on application.**
Maureen made a motion to approve Emma's application. Teresa second that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), Miranda (y), and Rebecca (y). Motion carried.
- 11. Liliana Murtazaieva—foreign application-w/ certified credentials**
D'Arlyn made a motion to have Holly send a letter directing Liliana to the credential agency. Teresa second that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), Miranda (y), and Rebecca (y). Motion carried.
- 12. Website Merchant Service Account**
Holly gave an update on the rates and implementation. Josh stated it was a standard contract.
Motion Teresa made a motion to approve the new website merchant service. D'Arlyn second that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), Miranda (y), and Rebecca (y). Motion carried.
- 13. Hair Academy Follow Up Inspection. Complaint about the school.**
Tenalee gave an update on the inspection for the Hair Academy school. Teresa made a motion to dismiss the complaint against the Hair Academy. All voting: D'Arlyn (y), Maureen (y), Teresa (y), Miranda (y), and Rebecca (y). Motion carried.
- 14. Kela Stephans-CO practical exam.**
Holly did inquire about the Colorado exam. It was a state exam administered by PSI.
Teresa made a motion in this case, to approve Kela's examination results

from Colorado. D'Arlyn second that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), Miranda (y), and Rebecca (y). Motion carried.

15. Giang Vu-reciprocity

He is requesting a manicuring license.

Teresa made a motion to have Holly do further investigation on Giang Vu credentials. Maureen second that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), Miranda (y), and Rebecca (y). Motion carried.

16. Duplicate Licenses

Josh gave an update on his further study. Holly will further her investigation into the cost of photos in licenses. Discussion only

17. New Business

- Continuation of Tenalee attending board meetings. Holly holds an inspector meeting monthly and Tenalee may not be needed at the board meetings due to Holly's monthly meetings. D'Arlyn made a motion to Holly add the reporting item on the agenda regarding the inspector meeting and to have Tenalee added to the agenda as needed. Teresa second that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), Miranda (y), and Rebecca (y). Motion carried.
- Mobile Salons. Practicing outside of salon. Discussion only.
- Email. An email to be able to do mass email. Maureen made a motion to have Holly subscribe to the Send In Blue emails and have Holly send out emails to the licenses regarding law and rule changes, updates and license renews. D'Arlyn second that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), Miranda (y), and Rebecca (y). Motion carried.
- State fleet vehicles for inspectors. Holly informed the board of the cost of milage and the savings of having some inspectors have state fleet vehicles. Discussion was also had on whether they choose not to drive a fleet vehicle.

18. Old Business

Nail Glamor. Reinspection was done. They had four unlicensed workers.

Miranda made a motion to have Holly send a letter to this salon asking for an explanation as to why there were four unlicensed workers. D'Arlyn second that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), Miranda (y), and Rebecca (y). Motion carried.

- S & P Nail. No update.
- Nail Studio. No updated. Discussion only.
- InfiniteArt Nails. Shirley gave the board an update on how she educated the nail salon on reuse of files. D'Arlyn made a motion to table this complaint. Motion withdrawn. Maureen made a motion to dismiss the complaint and have Josh send a letter to the complainant to inform them of the process that was done with the salon. D'Arlyn second that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), Miranda (y), and Rebecca (y). Motion carried.
- Milady education. Discussion only.
- Amber Wellnitz. Ashley Keplin. Shirley updated the board. Ashley's co-workers state that she is still working at the salon with an expired salon license.

Maureen made a motion to table this item until next meeting. D'Arlyn second that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), Miranda (y), and Rebecca (y). Motion carried.

19. Adjournment.

Maureen made a motion to adjourn the meeting. D'Arlyn second that motion. All voting: D'Arlyn (y), Maureen (y), Teresa (y), Miranda (y), and Rebecca (y). Motion carried. The meeting adjourned at 1:36 p.m.

The next regular meeting is scheduled for May 15, 2023, at 9:30 am.



NORTH DAKOTA STATE BOARD OF COSMETOLOGY

4719 SHELBURNE ST. SUITE 1
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The North Dakota State Board of Cosmetology will be holding a regular meeting on Monday, May 15, 2023, at 9:30 a.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D.

Agenda

1. Approval of April Regular & Special Meeting Minutes
2. Approval of Licenses 4/1/23-4/30/23
3. Review of Timesheets- April 2023
4. April 2023 Financial Statements
5. April Inspector Meeting Recap
6. Hannah Hendricks- Disciplinary Action on Inspection
7. Hair by Crystal Nicole- Disciplinary Action on Inspection
8. Nail Studio- Disciplinary Action on Inspection
9. S&P Nail- Complaint Follow Up Inspection
10. Nail Glamor-Complaint-Unlicensed Workers
11. Candace Smith/EnVogue- Expired License
12. Tracy Pecka-Expired Licenses
13. Ashley Keplin-Expired Licenses
14. HSI Complaints
15. Jodi Hammeren/Bombshell Salon Complaint Against Charon Beechie
16. Katie Blackaby Makeup-follow up
17. Bruk Salon Complaint
18. Robin Anderson-Transfer Hours - Aveda Institute
19. Giang Vu Vo -- Reciprocity Application
20. Skylar Tran—Reciprocity Application
21. Nhu Thi To Tran – Reciprocity Application
22. Amanda Maxwell – Reciprocity Application
23. 2023-2024 Budget Draft
24. HR Policy Manual Draft
25. Electronic Inspection Reports Update
26. Inspector Annual Training Agenda
27. Licensing Software RFP
28. Photo On Licenses
29. New Business
30. Old Business

The next regular meeting is scheduled for June 12, 2023, at 9:30 am.



NORTH DAKOTA STATE BOARD OF COSMETOLOGY

4719 SHELBURNE ST. SUITE 1
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The North Dakota State Board of Cosmetology hold a regular meeting on Monday, May 15, 2023, at 9:30 a.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D.

Board Members Present:

Rebecca Wood, Cosmetologist, President
Maureen Wanner, Cosmetologist, Secretary/Treasurer
Miranda Stanely, RN, MSN, FNP
Teresa Felch, Cosmetologist
D'Arlyn Bauer, PHD, RN

Also present:

Holly Blomquist, Executive Director
Josh Amundson, Legal Counsel

Agenda

1. Approval of April Regular & Special Meeting Minutes

Maureen made a motion to approve the meeting minutes. D'Arlyn seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

2. Approval of Licenses 4/1/23-4/30/23

D'Arlyn made a motion to approve licenses for April 1-30, 2023. Teresa seconded the motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

3. Review of Timesheets- April 2023

D'Arlyn made a motion to approve the timesheets. Teresa seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

4. April 2023 Financial Statements

D'Arlyn made a motion to approve the financial statements. Teresa seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

5. April Inspector Meeting Recap

Holly gave an update on the April 24th meeting with the inspectors.

6. Hannah Hendricks- Disciplinary Action on Inspection

Maureen made a motion to amend the agenda, move items 6 and 7 to later in the agenda. D'Arlyn seconded the motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

February 1, 2023, inspection resulted in a pass. It was a new salon.

April 27, 2023, inspection disciplinary action.

July 11, 2022, inspection resulted in a reinspection.

August 30, 2022, inspection resulted in a pass.

October 10, 2022, inspection resulted in

D'Arlyn made a motion to have Crystal Nicole and Hannah Hendricks on a 6-month probation, a class done within 30-days, \$500 fine. Teresa seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

D'Arlyn made a motion to amend the motion to have the class for Crysal Nicole and Hannah Hendricks within 45 days. Teresa seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

7. Hair by Crystal Nicole- Disciplinary Action on Inspection

February 1, 2021 was a pass inspection.

April 27, 2023, resulted in a disciplinary action.

See above for motions.

8. Nail Studio- Disciplinary Action on Inspection

March 3, 2023, inspection resulted in disciplinary action and reinspection.

May 5, 2023, inspection resulted in disciplinary action.

Teresa made a motion to set up a class within 30 days, with Heather or Tenalee, a six-month probation, \$500 fine, and to have Josh send a letter to the fire department. Teresa amended the motion to include the salon shut down for the day of class, all employees required to attend the class. Maureen seconded the motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

9. S&P Nail- Complaint Follow Up Inspection

D'Arlyn made a motion to amend the agenda, moving item 9 later in the agenda. Teresa seconded the motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

The inspector did a reinspection and found it was cleaned and they passed the inspection.

D'Arlyn made a motion to have Josh send a letter to the appreciative parties saying that the compilation was dismissed. Teresa seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

10. Nail Glamor-Complaint-Unlicensed Workers

There was a settlement agreement sent. There was another complaint before we received the agreement.

D'Arlyn made a motion to extend their probation to a full year, and a \$1500 fine.

Maureen seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

11. Candace Smith/EnVogue- Expired License

Both salon and personal licensed expired in 2021. Her station is still set up at the salon.

D'Arlyn made a motion to have josh send a letter to the salon owner asking for a response. Teresa seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

12. Tracy Pecka-Expired Licenses

Tracy has renewed her license. Discussion only.

13. Ashley Keplin-Expired Licenses

Personal license has been renewed. Salon license has been expired since 2022. Maureen made a motion to put her on a 6-month probation with a \$500 fine. Miranda seconds that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

14. HSI Complaints

Multiple calls and emails stating that there are not enough instructors. The inspector went in to do an inspection. The owner was off on vacation and left student instructors to teach. And they have students instructing students. The ratio of instructors to students is not held to the standard of our law. 43-11-16 Student to teacher ratio. D'Arlyn made a motion to table this item until we receive a response from HSI. Teresa seconded the motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

15. Jodi Hammeren/Bombshell Salon Complaint Against Charon Beechie

D'Arlyn made a motion to table until we can get a response. Teresa seconded the motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

D'Arlyn made a motion to have Josh send a letter to appropriate parties with the appropriate response. Teresa seconded the motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

16. Katie Blackaby Makeup-follow up

Maureen made a motion to send an inspector in and to have Holly send a letter to the Style Lounge. Teresa seconds that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

17. Bruk Salon Complaint

Teresa made a motion to have an inspector in to do an inspection. Maureen seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

18. Robin Anderson-Transfer Hours - Aveda Institute. 32-04-01-07

Teresa made a motion to approve reciprocity upon application. D'Arlyn seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

19. Giang Vu Vo -- Reciprocity Application

D'Arlyn made a motion to approve reciprocity application. Maureen seconded the motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

20. Skylar Tran—Reciprocity Application

D'Arlyn made a motion to approve reciprocity application. Teresa seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

21. Nhu Thi To Tran – Reciprocity Application. 43-11-25.b.2

D'Arlyn made a motion to approve reciprocity application. Teresa seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

22. Amanda Maxwell – Reciprocity Application

D'Arlyn made a motion to approve reciprocity application. Teresa seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

23.2023-2024 Budget Draft

Several line items were taken off. Discussion only

24.HR Policy Manual Draft

Discussion only.

25.Electronic Inspection Reports Update

Holly gave the board an update on electronic inspection reports. D'Arlyn made a motion to move forward the Safety Culture Program. Maureen seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

D'Arlyn made a motion to get the basic iPad, apple care and cases. Teresa seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

26.Inspector Annual Training Agenda

Discussion only.

27.Licensing Software RFP

D'Arlyn made a motion to approve the RFP Software. Teresa seconded the motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (n).

28.Photo On Licenses

Discussion only

29.New Business

- **Changes on the website.** Maureen made a motion to approve changes on the website. Teresa seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).
- **Art of Touch. Mandy is unlicensed at Lindsey Spoonland's salon.** D'Arlyn made a motion to approve a settlement agreement of 6-months' probation with Josh include the statue, Lindsey needs to go through the inspection report with Sheila. Maureen seconded the motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).
- **Reciprocity.** Holly will send a letter for more information.
43-11-25.1.b.2
- **Tables, iPads, laptops, and other computer supplies will be disposed of.**
- **Blood exposure handouts. Josh will update the board at the next meeting.**
- **Giving out licensee's information. Licensee's names are open records. Other information is not.**
- **Educator for SkillCutz. CE.** Discussion only.
- **Arizona student. Looking forward to taking state board exams.** Discussion only
- **NIC membership fee increase.** Information only.
- **Florida students take practical exams.** Discussion only.
- **Rebecca states she will not seek a position on the board when her time is done.**
- **Using the same blade after dermaplaning is not allowed and how to dispose of the blades.** Discussion only

30. Old Business.

- **Fleet vehicles.** Teresa made a motion to table this item until next meeting.

Maureen seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

- **Inspectors want the agenda emailed to them before the meeting.**

31. Adjournment.

Teresa made a motion to adjourn the meeting. D'Arlyn seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), Rebecca (y). Meeting adjourned at 1:49 pm.

The next regular meeting is scheduled for June 12, 2023, at 9:30 am.



NORTH DAKOTA STATE BOARD OF COSMETOLOGY

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The North Dakota State Board of Cosmetology hold a regular meeting on Monday, June 12, 2023, at 9:30 a.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D. and via GoTo Meeting.

Board Members Present:

Rebecca Wood, Cosmetologist, President
Maureen Wanner, Cosmetologist, Secretary/Treasurer
Miranda Stanely, RN, MSN, FNP
Teresa Felch, Cosmetologist
D'Arlyn Bauer, PHD, RN

Also present:

Holly Blomquist, Executive Director
Josh Amundson, Legal Counsel

Agenda

1. Approval of May Regular & Special Meeting Minutes

Teresea made a motion to approve the meeting minutes. D'Arlyn seconded that motion. All voting: Maureen (y), D'Arlyn (y), Teresa (y), Miranda (y) and Rebecca (y).

2. Approval of Licenses 5/1/23-5/30/23

D'Arlyn made a motion to approve the licenses for May 2023. Teresa seconded that motion. All voting: Maureen (y), D'Arlyn (y), Teresa (y), Miranda (y) and Rebecca (y).

3. Review of Timesheets- May 2023

Teresa made a motion to approve the May 2023 timesheets. Maureen seconded that motion. All voting: Maureen (y), D'Arlyn (y), Teresa (y), Miranda (y) and Rebecca (y).

4. May 2023 Financial Statements

Maureen made a motion to approve the May 2023 financial statements. Miranda seconded that motion. All voting: Maureen (y), D'Arlyn (y), Teresa (y), Miranda (y) and Rebecca (y).

5. May Inspector Training Recap

Tenalee submitted a report on the Inspectors training. Discussion only.

6. Nail Glamor by Celine- DA Inspection 5/29/23

D'Arlyn send letter as noted. Teresa seconded that motion. All voting: Maureen (y), D'Arlyn (y), Teresa (y), Miranda (y) and Rebecca (y).

7. JC Penney Salon-Minot Complaint

Client called in a complaint that a ceiling tile was missing and a bucket was collecting water. Lori did inspection on May 18, 2023 resulting in a pass.

D'Arlyn made a motion to dismiss the complaint. Terea seconded that motion. All voting: Maureen (y), D'Arlyn (y), Teresa (y), Miranda (y) and Rebecca (y).

8. Nails Pro Complaint

We are still waiting on a response. They passed their inspection. Teresa made a motion to dismiss the complaint. D'Arlyn seconded that motion. All voting: Maureen (y), D'Arlyn (y), Teresa (y), Miranda (y) and Rebecca (y).

9. S&P Nails Complaint

D'Arlyn made a motion to dismiss the complaint. Teresa seconded that motion. All voting: Maureen (y), D'Arlyn (y), Teresa (y), Miranda (y) and Rebecca (y).

10. Emerald Roots Complaint

They did not have a master license on duty. This is a commission and independent licensee salon. Inspection was done on June 8, 2023 with D'Arlyn made a motion to dismiss the complaint. Maureen seconded that motion. All voting: Maureen (y), D'Arlyn (y), Teresa (y), Miranda (y) and Rebecca (y).

11. Sending 2 inspectors for unlicensed worker complaints

Teresa made a motion that when two inspectors are needed in an inspection the board office is informed. D'Arlyn seconded that motion. All voting: Maureen (y), D'Arlyn (y), Teresa (y), Miranda (y) and Rebecca (y).

12. Ngoc Kim Nguyen-Foreign reciprocity-credential agency report

A request for a cosmetology license.

D'Arlyn made a motion approve the license by reciprocity. D'Arlyn amended the to approve license after examinations are completed. Teresa seconded that motion. All voting: Maureen (y), D'Arlyn (y), Teresa (y), Miranda (y) and Rebecca (y).

13. Jasmin Wolfe-Foreign reciprocity-credential agency report

D'Arlyn made a motion move approve her application for reciprocity. Teresa seconded that motion. All voting: Maureen (y), D'Arlyn (y), Teresa (y), Miranda (y) and Rebecca (y).

14. Audit Finalized

Discussion only.

15. Have a CPA review QuickBooks

Discussion only until further quotes for brought forth.

16. Budget

Maureen made a motion to approved the 2023-2024 fiscal budget. D'Arlyn seconded that motion. All voting: Maureen (y), D'Arlyn (y), Teresa (y), Miranda (y) and Rebecca (y).

17. CE Broker Update

Discussion only.

18. Holly's vacation July 24-31

Discussion only.

19. New Business

- Rebecca brought forth for thought for better meeting conference camera.
- Josh brought forth open records, meeting notices need to be posted on the website.
- Rebecca will no longer be on the board as of June 30, 2023. Emily Wilcox will be our new member will start July 1.

20. Old Business

- **Fleet vehicles**, personal vehicles use. Discussion only.
- **Blood exposure poster** with information but not legal advice. Information can be printed from website.
- **NIC membership.** Maureen made a motion to pay the \$1500 membership fee. D'Arlyn seconded that motion. All voting: Maureen (y), D'Arlyn (y), Teresa (y), Miranda (y) and Rebecca (y).

21. Adjournment. D'Arlyn made a motion to adjournment. Teresa seconded that motion. All voting: Maureen (y), D'Arlyn (y), Teresa (y), Miranda (y) and Rebecca (y). Meeting adjourned at 11:05 AM.

The next regular meeting is scheduled for July 17, 2023, at 9:30 am.



NORTH DAKOTA STATE BOARD OF COSMETOLOGY

4719 SHELBURNE ST. SUITE 1
BISMARCK, ND 58503
TELEPHONE (701) 224-9800

The North Dakota State Board of Cosmetology held a regular meeting on Monday, July 17, 2023, at 9:30 a.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D.

Board members present.

D'Arlyn Bauer, PHD, RN

Teresa Felch, Cosmetologist

Maureen Wanner, Cosmetologist, Secretary/Treasurer

Emily Wilcox, Cosmetologist

Absent board member:

Miranda Stanley

Also present:

Josh Amundson, Legal Counsel

Holly Blomquist, Executive Director

Agenda

1. Welcome Emily Wilcox, new board member

2. Approval of June Regular Meeting Minutes

D'Arlyn made a motion to approve minutes with the amendment of #19. Teresa seconded that motion. All voting: D'Arlyn (y), Emily (y), Maureen (y), and Teresa (y). Motion carried.

3. Approval of Licenses 6/1/23-6/30/23

D'Arlyn made a motion to approve all licenses. Teresa seconded that motion. All voting: D'Arlyn (y), Emily (y), Maureen (y), and Teresa (y). Motion carried.

4. Review of Timesheets- June 2023

D'Arlyn made a motion to approve the timesheets. Teresa seconded that motion. All voting: D'Arlyn (y), Emily (y), Maureen (y), and Teresa (y). Motion carried.

5. June 2023 Financial Statements

D'Arlyn made a motion to approve the financial statements for June. Teresa seconded that motion. All voting: D'Arlyn (y), Emily (y), Maureen (y), and Teresa (y). Motion carried.

6. June Inspector Meeting Recap

Inspection app, I pads are ordered and are here just need to be set up, Fleet vehicle discussion, Communication (legal advice /suggestions) and consistency when inspecting, Recapped annual training, Next meeting August 21st. Discussion only.

7. Election of Officers

Maureen made a motion to vote Teresa as secretary/treasurer. D'Arlyn seconded that

motion. All voting: D'Arlyn (y), Emily (y), Maureen (y), and Teresa (y). Motion carried. D'Arlyn made a motion to vote Maureen as vice president and Maureen accepted. Teresa seconded. All voting: D'Arlyn (y), Emily (y), Maureen (y), and Teresa (y). Motion carried. Maureen made a motion to vote D'Arlyn as President, D'Arlyn accepted. Teresa seconded that motion. All voting: D'Arlyn (y), Emily (y), Maureen (y), and Teresa (y). Motion carried.

8. Lovely Nails-change of owner/DA on inspection-unlicensed worker

D'Arlyn made a motion Josh send a letter to both new owner and last owner. Maureen seconded that motion. All voting: D'Arlyn (y), Emily (y), Maureen (y), and Teresa (y). Motion carried.

9. Nail Glamor-no response June 13 complaint & not signed most recent settlement agreement

D'Arlyn made a motion to have Josh send the appropriate letter to sign your settlement agreement, or the board will take further action. Teresa seconded that motion. All voting: D'Arlyn (y), Emily (y), Maureen (y), and Teresa (y). Motion carried.

10. Bella Nails complaint/response/inspection

Lori did a reinspect with a pass.

D'Arlyn made a motion to dismiss Teresa seconded that motion. All voting: D'Arlyn(y), Emily(y), Maureen(y), and Teresa(y).

11. Coco Nails complaint/response

Teresa made a motion to table agenda items 11,12,13 until inspection. D'Arlyn seconded that motion.

All voting: D'Arlyn(y), Emily(y), Maureen(y), and Teresa(y).

12. Star Nails complaint/response

13. Rainbow Nails complaint/response

14. Lotus Nails complaint/no response/change of owner

D'Arlyn made a motion to dismiss Teresa seconded that motion. All voting: D'Arlyn(y), Emily(y), Maureen(y), and Teresa(y).

15. Artistry Fargo LLC Disciplinary Action Inspection

D'Arlyn Made a motion that Josh send a settlement agreement to include; probation for 6 months with a \$500.00 fine and sanitation class from inspector, Emily seconded that motion. All voting: D'Arlyn(y), Emily(y), Maureen(y), and Teresa(y).

16. Tricia Braaten-DA inspection-expired licenses

D'Arlyn made a motion to Table until the next meeting to give time to respond, Teresa seconded that motion. All voting: D'Arlyn(y), Emily(y), Maureen(y), and Teresa(y).

17. Tuyet Nhung Trinh reciprocity application

Emily made a motion to grant reciprocity, D'Arlyn seconded that motion. All voting: D'Arlyn(y), Emily(y), Maureen(y), and Teresa(y).

18. Kamber Parker reciprocity application -Oregon hairstyling license

D'Arlyn made a motion to license Kamber as a North Dakota cosmetologist with the requirement of 100-hours of esthetics and 100-hours of nails and North Dakota state law exam to fulfill North Dakota hours. Teresa seconded that motion. All voting: D'Arlyn (y), Emily (y), Maureen (y), and Teresa (y). Motion carried.

19. JocieLynn Barbot student hours transfer from Cosmo to Manicuring

Emily Made a motion that Jocelynn complete the additional 113-hours in a school that

would accommodate a nail license. Teresa seconded that motion. All voting: Emily (y), Maureen (y), and Teresa (y). Motion carried.

20. CPA review QuickBooks bids

Teresa made a motion to continue with Frontier for review of Quickbooks. Emily seconded that motion. All voting: Emily (y), Maureen (y), and Teresa (y). Motion carried.

21. Hire office assistant.

Teresa made a motion to hire a temporary, full time (40hours) assistant during renewal season, October through January with a salary of \$18-\$22 (per hour) range and no benefits. Emily seconded that motion. All voting: Emily (y), Maureen (y), and Teresa (y). Motion carried.

22. Salon Centric CE Approval

Discussion only

23. New Business

a. HSI instructor program written approval. Discussion only

b. NIC conference

Teresa made a motion to approve October 27-30th Albuquerque New Mexico NIC conference with 5 board members and executive director to go to conference, with hotel accommodations, flight and conference entry. Emily seconded that motion. All voting: Emily (y), Maureen (y), and Teresa (y). Motion carried.

c. New school in Minot for esthetics application

Teresa Made a motion to approve application of Spectrum School of Massage and Esthetics with opening pending on school curriculum and instructors, Emily seconded that motion. All voting: Emily (y), Maureen (y), and Teresa (y). Motion carried.

d. Angie. Discussion only

e. Sheila. Discussion only

f. Emily approval of license

Teresa made a motion to approve the license when she passed exams. Emily seconded that motion. All voting: Emily (y), Maureen (y), and Teresa (y). Motion carried.

24. Opening of rules for changes

Maureen recommended gathering all information in regard to rules before the next meeting.

25. Unfinished Business

a. HSI settlement agreement

Teresa made motion to Allow for HSI's attorney to strike Section3/sub 4 last 5 words. Emily seconded that motion. All voting: Emily (y), Maureen (y), and Teresa (y). Motion carried.

b. Fleet Vehicles

Discussion only, discuss at next meeting when more board members are present

c. Hairdos for Dudes located in Allora Salon & Suites

Discussion only Josh will follow up

d. Katie Blackaby- no longer at The Style Lounge

Discussion only Josh will follow up

e. Bruk Salon

Teresa Made a motion to dismiss complaint against Bruk salon. Emily seconded that motion. All voting: Emily (y), Maureen (y), and Teresa (y). Motion carried.

f. Affinity on1st/Candace Smith

Direct Josh to send a letter inquiring if Candace Smith still works at location

g. Hannah Hendricks- no response

Josh will send a letter for Hannah to respond to the signed letter and set up a sanitation class with Tenalee.

26. Adjournment

Emily made a motion to adjourn the meeting at 12:05, Teresa Seconded that motion. All

voting: Emily (y), Maureen (y), and Teresa (y). Motion carried. The meeting was adjourned at 12:05.

The next regular meeting is scheduled for August 14, 2023, at 9:30 am.
Submitted by Teresa Felch.



NORTH DAKOTA STATE BOARD OF COSMETOLOGY

4719 SHELburne ST. SUITE 1
BISMARCK, ND 58503
TELEPHONE (701) 224-9800

The North Dakota State Board of Cosmetology held a regular meeting on Monday, August 14, 2023, at 9:30 a.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D. and via GoTo Meeting

Board members present:

D'Arlyn Bauer, PHD, RN, President
Teresa Felch, Cosmetologist, Secretary/Treasurer
Maureen Wanner, Cosmetologist, Vice President
Emily Wilcox, Cosmetologist

Absent board members:

Miranda Stanley, RN, MSN, FNP

Also present:

Josh Amundson, Legal Counsel
Holly Blomquist, Executive Director

Agenda

1. Approval of July Regular Meeting Minutes

Maureen made a motion to approve the meeting minutes. Teresa seconded that motion. Meeting votes: yes (4), no (0). Motion carried.

2. Approval of Licenses 7/1/23-7/30/23

Maureen made a motion to approve the licenses for July 2023. Teresa seconded that motion. Meeting votes: yes (y), no (0). Motion carried.

3. Review of Timesheets- July 2023

Maureen made a motion to approve timesheets for July 2023. Teresa seconded that motion. Meeting votes: yes (4), no (0). Motion carried.

4. July 2023 Financial Statements

Maureen made a motion to approve the July 2023 financial statements. Teresa seconded that motion. Meeting votes: yes (4), no (0). Motion carried.

5. Public Forum 9:45am-10:00am

Mindy Johnson and Cammie Richardson from Evolution salon in Minot. Discussion of salon closures in Minot and concern of all surrounding area. Discussion of apprentice and instructor programs and need for a cosmetology school.

6. Nail Glamor by Celine-Settlement Signed/Response to latest DA inspection

Maureen made a motion to reinspect, Emily seconded with direction to staff to have Holly remind him to sign settlement agreement All voting: Maureen (y), Emily (y), Teresa (y), D'Arlyn (y). Motion carried.

7. Classy Nails- DA Inspection-unlicensed/response

Maureen made a motion for a \$250.00 fine for invasive practices, unlicensed workers and reinspect. Teresa seconded. All voting: Maureen (y), Emily (y), Teresa (y), D'Arlyn (y). Motion carried.

8. Beyond Nails- DA Inspection/response

Maureen made a motion for a requirement of a sanitation class and a \$250.00 fine. Teresa seconded that motion. All voting: Maureen (y), Emily (y), Teresa (y), D'Arlyn (y). Motion carried.

9. Headquarters Hair Studio-Complaint-unlicensed workers

Teresa made a motion to dismiss the complaint. Emily seconded. All voting: Maureen (y), Emily (y), Teresa (y), D'Arlyn (y). Motion carried.

10. Creative Hair & Nails- DA Inspection-sanitary violations

Maureen made a motion for a \$250.00 fine, 6 months' probation and a sanitation class. Teresa seconded. All voting: Maureen (y), Emily (y), Teresa (y), D'Arlyn (y). Motion carried.

11. April Becker- License application-citation

Teresa made a motion to move forward with April's license application. Maureen seconded. All voting: Maureen (y), Emily (y), Teresa (y), D'Arlyn (y). Motion carried.

12. Lana Bui- Reciprocity app- 200 hrs training/less than 3 yrs exp.

Maureen made a motion to have Lana go back to complete the 150 hours needed for licensure. Teresa seconded. All voting: Maureen (y), Emily (y), Teresa (y), D'Arlyn (y). Motion carried.

Teresa made a motion for Lana to take the North Dakota practical exam. Maureen seconded. All voting: Maureen (y), Emily (y), Teresa (y), D'Arlyn (y). Motion carried.

13. Van Dang Nguyen- Reciprocity app-200 hours training/ less than 3 yr exp.

Maureen made a motion to complete the 150 hours needed and take the practical exam. Emily seconded. All voting: Maureen (y), Emily (y), Teresa (y), D'Arlyn (y). Motion carried.

14. Stephanie McNaughton-practice without license

Teresa made a motion to dismiss the complaint per letter sent back to board from Stephanie. Emily seconded. All voting: Maureen (y), Emily (y), Teresa (y), D'Arlyn (y). Motion carried.

15. Policy on licensee personal information collected

Maureen made a motion to amend forms to include full social security number. Teresa seconded. All voting: Maureen (y), Emily (y), Teresa (y), D'Arlyn (y). Motion carried.

16. Daniela Ghiraldini de Gutierrez- Esthetics Instructor License

Teresa made a motion to table item #16. Maureen seconded. All voting: Maureen (y), Emily (y), Teresa (y), D'Arlyn (y). Motion carried.

17. Sue Cote-resignation

Discussion only

18. New Business

Maureen made a motion to fund the board members mileage and per diem choosing to go to October 25th board training. Teresa seconded. All voting: Maureen (y), Emily (y), Teresa (y), D'Arlyn (y). Motion carried.

Board gave directions to Holly to post Miranda's position on our website.

19. Unfinished Business

a. Fleet Vehicles

Teresa made a motion to hold off on fleet vehicles until further discussion of territories of inspectors. Maureen seconded. All voting: Maureen (y), Emily (y), Teresa (y), D'Arlyn (y). Motion carried.

b. Love Nails-DA opening inspection-passed reinspection/all licensed

Maureen made a motion for a 6-month probation. Teresa seconded. All voting: Maureen (y), Emily (y), Teresa (y), D'Arlyn (y). Motion carried.

c. Coco Nails-complaint-unlicensed workers/passed inspection

Teresa made a motion to dismiss the complaint. Emily seconded. Maureen (y), Emily (y), Teresa (y), D'Arlyn (y). Motion carried.

d. Star Nails-complaint-unlicensed workers/passed inspection

Teresa made a motion to dismiss the complaint. Emily seconded. All voting: Maureen (y), Emily (y), Teresa (y), D'Arlyn (y). Motion carried.

e. Rainbow Nails-complaint-unlicensed workers/passed inspection

Teresa made a motion to dismiss the complaint. Emily seconded. All voting: Maureen (y), Emily (y), Teresa (y), D'Arlyn (y). Motion carried.

f. Tricia Braaten-DA inspection-expired license/response/not renewed

Maureen made a motion to send out a conditional license with 6 months' probation. Teresa seconded. All voting: Maureen (y), Emily (y), Teresa (y), D'Arlyn (y). Motion carried.

g. Artistry Fargo LLC-settlement agreement/new salon application

Maureen made a motion that we issue a conditional license with the same terms for the new location. Emily seconded. All voting: Maureen (y), Emily (y), Teresa (y), D'Arlyn (y). Motion carried.

h. NIC conference-attending

Maureen (y), Emily (y), Teresa (y), D'Arlyn (y), Holly (y).

20. Adjournment

Maureen made a motion to adjournment. Teresa seconded that motion. Meeting votes: Yes (4), No (0), meeting adjourned at 11:40 am.

The next regular meeting is scheduled for September 11, 2023, at 9:30 am.



NORTH DAKOTA STATE BOARD OF COSMETOLOGY

4719 SHELburnE ST. SUITE 1
BISMARCK, ND 58503
TELEPHONE (701) 224-9800

The North Dakota State Board of Cosmetology held a regular meeting on Monday, September 11, 2023, at 9:30 a.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D.

Board member present:

D'Arlyn Bauer, PHD, RN, President
Maureen Wanner, Cosmetologist, Vice President
Teresa Felch, Cosmetologist, Secretary/Treasurer
Emily Wilcox, Cosmetologist
Miranda Stanley, RN, MSN, FNP

Also present:

Josh Amundson, Legal council
Holly Blomquist, Executive Director

Agenda

1. Approval of August Meeting Minutes

Emily made a motion to approve the August 2023 meeting minutes. Maureen seconded that motion. Meeting votes: Yes (5), No(0). Motion carried.

2. Approval of Licenses 8/1/23-8/31/23

Maureen made a motion to approve the Licenses for August 2023. Emily seconded that motion. Meeting votes: Yes (5), No (0). Motion carried.

3. Review of Timesheets- August 2023

Emily made a motion to approve the timesheets for August 2023. Maureen seconded that motion. Meeting votes: Yes(5), No (0). Motion carried.

4. August 2023 Financial Statements

Maureen made a motion to approve the August 2023 financial statements. Emily seconded that motion. Meeting votes: Yes(5), No(0). Motion carried.

5. Public Forum 9:45 am-10:00 am

Kristin from Gratitude Salon, discussion of eyelash extensions.
Shirley Nordstrom clarification on statement of funds and lead inspector duties and job description. D'Arlyn closed the open forum at 10:00.

6. August Inspector Meeting Recap

Discussion only.

7. Val at Nora—DA on Inspection

Maureen made a motion for a cleaning and disinfection class and a \$250.00 fine with a 6-month probation. Emily seconded that motion. All voting: Maureen (y), Emily (y), Teresa (y), D'Arlyn (y), Miranda (y). Motion carried.

8. Hannah Hendricks-DA on Inspection

Maureen made a motion to add an additional \$1000.00 with the \$500.00 prior fee, an additional 6 months' probation, and a cleaning and disinfection class per prior settlement. Emily seconded that motion. All voting: Maureen (y), Emily (y), Teresa (y), D'Arlyn (y), Miranda (y). Motion carried.

Emily made a motion that payment must be paid by the end of probation period with a payment plan. Maureen seconded that motion. All voting:

Maureen (y), Emily (y), Teresa (y), D'Arlyn (y), Miranda (y). Motion carried.

9. Top Nail-Complaint-Unlicensed Workers

Maureen made a motion for a 6-month probation and a \$500.00 fine Emily seconded that motion. All voting: Maureen (y), Emily (y), Teresa (y), D'Arlyn (y), Miranda (y). Motion carried.

10. Thanh Tai Pham-International Reciprocity

Maureen made a motion to approve the reciprocity application. Emily seconded that motion. All voting: Maureen (y), Emily (y), Teresa (y), D'Arlyn (y), Miranda (y). Motion carried.

11. Lan Thanh Thi Pham-International Reciprocity

Emily made a motion to approve the reciprocity. Maureen seconded that motion. All voting: Maureen (y), Emily (y), Teresa (y), D'Arlyn (y), Miranda (y). Motion carried.

12. Samantha Nelson-Esthetician Exam Qualifications

Teresa made a motion that if Samantha wishes to pursue her esthetician license, she will have to go back for further state board requirements of license. Maureen seconded. All voting: Maureen (y), Emily (n), Teresa (y), D'Arlyn (y), Miranda (y). Motion carried.

13. Maria Borowicz-License Application-Conviction

Emily made a motion to move forward with Maria's license application. Maureen seconded that motion. All voting: Maureen (y), Emily (y), Teresa (y), D'Arlyn (y), Miranda (y). Motion carried.

14. Administrative Assistant Hire

Maureen made a motion to hire Lisel with wage of \$20.00 per hour, for the posted time frame. Emily seconded. All voting: Maureen (y), Emily (y), Teresa (y), D'Arlyn (y), Miranda (y). Motion carried.

Maureen made a motion to offer Dana a position of license testing. Emily seconded that motion. All voting: Maureen (y), Emily (y), Teresa (y), D'Arlyn (y), Miranda (y). Motion carried.

15. Proposed Administrative Rule Changes

D'Arlyn discussed have rule changes to Holly in 2 weeks.

16. New Business

Letter from Shirley and that they are seeing a positive change when a cleaning and sanitation class is given.

Discussion of CE Broker for continuing education.

Maureen made a motion to switch from Go to meeting subscription which ends in November and switch to Zoom. Emily seconded that motion. All voting: Maureen (y), Emily (y), Teresa (y), D'Arlyn (y), Miranda (y). Motion carried.

Emily made a motion for Lonna and Isabel to be put on a 6-month probation for not holding a salon license. Maureen seconded that motion. All voting: Maureen (y), Emily (y), Teresa (y), D'Arlyn (y), Miranda (y). Motion carried.

17. Unfinished Business

a. Hairdos for Dudes (Ashley Keplin) located in Allora Salon & Suites

Maureen made a motion to have Josh send a letter stating there is an unlicensed cosmetologist (Ashley Keplin). Teresa seconded that motion. All voting: Maureen (y), Emily (y), Teresa (y), D'Arlyn (y), Miranda (y). Motion carried.

b. Nail Glamor by Celine

Discussion only.

c. Daniela Ghiraldini de Gutierrez- Instructor License

Teresa made a motion Daniela further the 160-hour instructor training.

Emily seconded that motion. All voting: Maureen (y), Emily (y), Teresa (y), D'Arlyn (y), Miranda (y). Motion carried.

d. Beyond Nails:

Strike the words without hearing or appeal in the settlement agreement for Beyond Nails. That Tenalee will do the class and Tanner be present for class and that we will maintain the current inspector. Emily seconded that motion. All voting: Maureen (y), Emily (y), Teresa (y), D'Arlyn (y), Miranda (y). Motion carried.

18. Adjournment

Maureen made a motion to adjournment. Emily seconded that motion. Meeting votes: Yes (5), No (0) Meeting adjourned at 11:45 am.

The next regular meeting is scheduled for October 16, 2023, at 9:30 am.



NORTH DAKOTA STATE BOARD OF COSMETOLOGY

4719 SHELburnE ST. SUITE 1
BISMARCK, ND 58503
TELEPHONE (701) 224-9800

The North Dakota State Board of Cosmetology held a regular meeting on Monday, October 16, 2023, at 9:31 a.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D.

Board members present:

D'Arlyn Bauer, PHD, RN, President
Maureen Wanner, Cosmetologist, Vice President
Teresa Felch, Cosmetologist, Secretary/Treasurer
Emily Woodcox, Cosmetologist
Miranda Stanley, RN, MSN, FNP

Also Present:

Josh Amundson, Legal Council
Holly Blomquist, Executive Director

Agenda

1. Approval of September Meeting Minutes

Maureen made a motion to approve the September meeting minutes, Teresa seconded that motion. Meeting votes: Y (5), No (0). Motion carried.

2. Approval of Licenses 9/1/23-9/30/23

Emily made a motion to approve the September 2023 licenses. Maureen seconded that motion. Meeting votes; Y (5), N (0) Motion carried.

3. Review of Timesheets- September 2023

Maureen made a motion to approve timesheets for September. Emily seconded that motion. Meeting votes: Y (5), N (0). Motion carried.

4. September 2023 Financial Statements

Maureen made a motion to approve the September 2023 financial statements. Teresa seconded that motion. Meeting votes; Y (5), N (0). Motion carried.

5. Open Forum 9:45 am-10:00 am

Todd expressed having a neutral testing site for the east side of state. D'Arlyn closed open forum at 10:05.

6. September Inspector Meeting Recap

D'Arlyn will be attending the following inspector meeting per request of inspectors.

7. Dayna's Place- DA on Inspection

Maureen made a motion to place Dayna on a 6-month probation, 250.00 fine and attend a sanitation class. Emily seconded that motion. All voting: Maureen (y), Emily (y), Miranda (y), Teresa (y), D'Arlyn (y). Motion carried.

8. Elite Nails & Spa- Complaint & Response

Maureen made a motion to table until inspection report, Emily seconded that motion. All voting: Maureen (y), Emily, (y), Miranda, (y), Teresa, (y), D'Arlyn, (y). Motion carried

9. Chloe Paulson – Reciprocity Application- charges

Emily made a motion to approve the reciprocity application. Maureen seconded that motion. All voting: Maureen (y), Emily (y), Miranda (y), Teresa (y), D'Arlyn (y).

Motion carried.

10. Brittney Dandurand- Transfer of Hours

Maureen made a motion to deny under the rule, 32-04-01-07,3-b. Emily seconded that motion. All voting: Maureen (y), Emily (y), Miranda (y), Teresa (y), D'Arlyn (y). Motion carried.

11. 2024 meeting dates & exam dates

Maureen made a motion to approve the 2024 meeting and exam dates. Emily seconded that motion. All voting: Maureen (y), Emily (y), Miranda (y), Teresa (y), D'Arlyn (y). Motion carried.

12. New Business

A. Kim Chi Thi Vu

Emily made a motion to approve Vu reciprocity, Maureen seconded that motion. All voting: Maureen (y), Emily (y), Miranda (y), Teresa (y), D'Arlyn (y). Motion carried.

B. Thanh Nam Le

Emily made a motion to have Thanh Nam Le take the theory and practical North Dakota exam. Teresa seconded that motion. All voting: Maureen (y), Emily (y), Miranda (y), Teresa (y), D'Arlyn (y). Motion carried.

C. Overdue inspections

Teresa made a motion for Holly to write a letter that will become a letter for all future renewals with past due inspections allowing a 14 day response. Emily seconded that motion. All voting: Maureen (y), Emily (y), Miranda (y), Teresa (y), D'Arlyn (y). Motion carried.

D. Inspector letter

Discussion only.

13. Unfinished Business

Bellevante salon, discussion only.

D'Arlyn made a motion to adjourn the meeting at 10:31. Maureen seconded that motion. Meeting votes: Yes (5), No (0). Meeting adjournment at 10:31.

The next regular meeting is scheduled for November 13, 2023, at 9:30 am.



NORTH DAKOTA STATE BOARD OF COSMETOLOGY

4719 SHELBURNE ST. SUITE 1
BISMARCK, ND 58503
TELEPHONE (701) 224-9800

The North Dakota State Board of Cosmetology held a regular meeting on Monday, November 13, 2023, at 9:30 a.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D.

Board members present:

D'Arlyn Bauer, PHD, RN, Board President
Maureen Wanner, Cosmetologist, Vice President
Teresa Felch, Cosmetologist, Secretary/Treasurer
Emily Wilcox, Cosmetologist
Miranda Stanley, RN, MSN, FNP

Also present:

Josh Amundson, Legal Counsel
Holly Blomquist, Executive Director

Agenda

1. Approval of October Meeting Minutes

Maureen made a motion to table the approval of October meeting minutes. Emily seconded. Meeting votes: yes (5), no (0). Motion carried.

2. Approval of Licenses 10/1/23-10/31/23

Maureen made a motion to approve the licenses for October 2023. Emily seconded that motion. Meeting votes: yes (5), no (0). Motion carried.

a. Lexus Thompson- checked yes to arrest on renewal

Maureen made a motion to approve Lexus application. Emily seconded. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

3. Review of Timesheets- October 2023

Emily made a motion to approve the timesheets for October 2023. Maureen seconded that motion. Meeting votes: yes (5), no (0). Motion carried.

4. October 2023 Financial Statements

D'Arlyn made a motion to approve the October 2023 Financial Statements. Emily seconded that motion. Meeting votes: yes (5), no (0). Motion carried.

5. Open Forum 9:45 am-10:00 am

No discussion

6. October Inspector Meeting Recap

Discussion of mileage, phones, time and hours, redistributing and possible full-time position.

7. Brandy Unterseher- complaint operating salon without license

Maureen made a motion to table complaints. Teresa seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

8. Stella Nails- DA on inspection

Maureen made a motion to fine \$250.00, 6 months probation, and a sanitation class. Teresa seconded. All voting: Emily(y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

9. All Star Nails & Spa- complaint-DA re-inspection

Maureen made a motion to fine \$250.00, 6 months probation and a sanitation class. Teresa seconded. All voting: Emily(y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

10. Marie Ratzlaff- Master License Application

Maureen made a motion to have Holly request for more information. Emily seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

11. Thi Nhat Trinh Duong- Reciprocity <1 yr CA-no practical exam

D'Arlyn made a motion to have Thi Nhat Trinh Duong to the North Dakota practical exam. Emily seconded. Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

12. Tenalee Request for inspection help

Maureen made a motion to have Heather and or Lori to help with inspections. Emily seconded. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

13. New Business

Maureen made a motion to close the board office on the friday after Thanksgiving, November 24th. D'Arlyn seconded. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

14. Unfinished Business

a. Elite Nails & Spa

Emily made a motion to dismiss the complaint. Teresa seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

15. Rule Changes review Articles 31-01 & 32-02

Discussion of rule changes 31-01 and 32-02

Teresa made a motion to adjournment. Maureen seconded that motion. Meeting votes: Yes (5), no (0). Motion carried. Meeting adjournment at 12:03pm

The next regular meeting is scheduled for December 11, 2023, at 9:30 am.



NORTH DAKOTA STATE BOARD OF COSMETOLOGY

4719 SHELBURNE ST. SUITE 1
BISMARCK, ND 58503
TELEPHONE (701) 224-9800

Special Meeting

November 29, 2023 10:30 am

Our Mission: To ensure the health and safety of North Dakota consumers by promoting ethical standards and by enforcing the laws of the beauty industry.

Board members present.

D'Arlyn Bauer, PHD, RN

Teresa Felch, Cosmetologist

Maureen Wanner, Cosmetologist, Secretary/Treasurer

Emily Wilcox, Cosmetologist

Miranda Stanley, RN, MSN, FNP

Also present:

Josh Amundson, Legal Counsel

Holly Blomquist, Executive Director

Agenda

I. Call to Order

II. Strategic Plan

Issues List:

1 Year

Inspectors

Virtual Inspections

Written Exams and practical

Update Rules and Regulations

Apprenticeships

Removing Barriers

Licensing software

Century Code

Data Security

Update hardware for office and inspectors

2 Year

Century Codes

3 year

Balanced Budget

Data Base

Continuing Ed

Communication

III. Restructure of Inspect or Position and Territories

- Job description Inspector
- Conducting (unbiased) targeted
- Strike through high school diploma

- Change Qualifications to Licensed Master Cosmetologist
- Attend training as required
- Under duties add timeliness reporting and communicate effectively with salons and licensees
- Under minimum requirements
- Move up Knowledge to first
- Add ability to accept and use feedback
- Basic computer and technology skills
- Hours

Discussion is to have Holly draft inspector positions for next meeting.

Maureen made a motion to adjournment. Teresa seconded it. Meeting votes Yes (5), No (0). Meeting adjournment at 12:37 pm.



NORTH DAKOTA STATE BOARD OF COSMETOLOGY

4719 SHELburne ST. SUITE 1
BISMARCK, ND 58503
TELEPHONE (701) 224-9800

The North Dakota State Board of Cosmetology held a regular meeting on Monday, December 11, 2023, at 9:35 a.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D.

Board members present:

D'Arlyn Bauer, PHD, RN, President
Maureen Wanner, Cosmetologist, Vice President
Teresa Felch, Cosmetologist, Secretary/Treasurer
Emily Wilcox, Cosmetologist
Miranda Stanley, RN, MSN, FNP

Also present:

Josh Amundson, Legal Council
Austin Lafferty, Legal Council
Holly Blomquist, Executive Director

Agenda

1. Approval of October & November Meeting Minutes

Maureen made a motion to approve the meeting minutes for October. Teresa seconded that motion. Meeting votes: Yes (5), No (0). Motion carried.

Emily made a motion to approve the regular scheduled meeting for November. Teresa seconded that motion. Meeting votes: Yes (5), no (0). Motion carried. Maureen made a motion to approve the special meeting held in November. Miranda seconded that motion. Meeting votes: Yes (5), No (0). Motion carried.

2. Approval of Licenses 11/1/23-11/30/23

Maureen made a motion to approve the licenses for 11/1/23-11/30/23. Emily seconded that motion. Meeting votes: Yes (5), No (0). Motion carried.

3. Review of Timesheets- November 2023

Maureen made a motion to approve the timesheets for November 2023. Teresa seconded that motion. Meeting votes: Yes (5), No (0). Motion carried.

4. November 2023 Financial Statements

Emily made a motion to approve the financial statements for November 2023. Miranda seconded that motion. Meeting votes: Yes (5), No (0). Motion carried.

5. Open Forum 9:48 am-10:12 am

6. Pink Polish Nails & Spa DA on inspection

Maureen Made a motion of a fine of \$250.00, 6 month probation and a sanitation class. Teresa Seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y) Teresa (y), D'Arlyn (y). Motion carried.

7. Nail Dynasty DA on inspection

Teresa made a motion of a fine of \$250.00, 6 month probation and a sanitation class. Maureen seconded that motion. All voting: Emily(y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

8. Amanda Tomkins DA on inspection

D'Arlyn made a motion to fine individual license of \$250.00, 6 month probation, and renewal of 2023 and 2024 license. Maureen seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

9. Shirley Nordstrom complaint

Teresa made a motion to dismiss complaint. Emily seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

10. Shauna VandeHoven/Skintastic Laser complaint

Maureen made a motion to forward the complaint to the medical board. Emily seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

11. Caylee Krein complaint-unlicensed

Maureen made a motion to forward the complaint to Burleigh County States Attorney office. Emily seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

12. Leah Matias complaint-unlicensed

Teresa made a motion to forward the complaint to Morton County state's attorney office. Emily seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

13. Charmaine Delzer-potential manicure student-felony convictions

Maureen made a motion of conditional approval, completion of school, passing all exams, and no other convictions. Emily seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

14. Jarica Salter-license application with conviction

Maureen made a motion to approve license application. Teresa seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

15. Angelina Aguirre-license application with conviction

Teresa made a motion to approve the license application. Maureen seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

16. Honey Sebeh-master application with conviction

Maureen made a motion to approve master application. Teresa seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

17. Letter & Questionnaire from Labor Commissioner-Nathan Svihovec

Discussion;

#18 reference 43-11-31

#45 reference 43-11-27 sub 3 and 32-05-01-03 sub 4

#51 pro, strategic planning, con, applicants coming from umbrellaed licensure, Compact licensure,

#52 and internal budget and administrative costs

#53 proactively working on changes and having good communication with licensees, timeliness of licensure in our state with exception of wait time from other states.

Holly will complete and a special meeting will be held for approval.

18. Restructure of Inspector position and territories

Job description

“opening”

Add Manicurist and Esthetician back in for qualifications

Strike through salary and benefits

Visit cosmetology establishments and schools

Strike through second line

Move and reorder lines of duties

Salon and school owners

Accurately document time cards, expense reports and mileage

Minimum requirements:

Highly organized and able

Does not speak for the board

Strike through improve your position

Add training sessions with salons

Holly bring updates and changes to job description and bring to meeting for

approval.

Discussion of considerations.

Maureen made a motion to have one full time inspector and one $\frac{3}{4}$ time inspector with 2 PRN. Emily seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

Maureen made a motion to utilize state fleet vehicles for the full and $\frac{3}{4}$ time. PRN fleet vehicle is directed by the board. Teresa seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

Teresa Made a motion to add Teams voice available to the full and $\frac{3}{4}$ time inspector. Emily seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

D'Arlyn made a motion that current inspector positions remain in effect until new positions are filled. Teresa seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

19. New Business

Transfer students.

D'Arlyn made a motion that student transfers within multiple schools/sites and one accrediting body could transfer to other school. Maureen seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

Maureen made a motion to have Holly pursuit 2 examiners for the upcoming year and forward. D'Arlyn seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

20. Unfinished Business

Maureen made a motion to adjournment. Teresa seconded that motion. Meeting votes: Yes (5), No (0). Motion carried. Meeting adjournment at 1:20 pm

The next regular meeting is scheduled for January 22, 2024, at 9:30 am.