

The ND State Board of Cosmetology will be holding a special Board meeting on Tuesday, January 18, 2022 at 3:30 pm via GoTo Meeting.

**Special Board Meeting to review the comments on the proposed rules.**

**Tue, Jan 18, 2022 3:30 PM - 6:00 PM (CST)**

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/791779421>

You can also dial in using your phone.

**United States: [+1 \(224\) 501-3412](tel:+12245013412)**

Access Code: **791-779-421**

**BOARD MEMBERS**

Tenalee Tangen

Rebecca Wood

Maureen Wanner

Eunice Smith

Miranda Stanley

North Dakota State Board of Cosmetology

Phone 701-224-9800

The North Dakota State Board of Cosmetology held a special meeting on Tuesday January 18, 2022, at 3:30PM via GoTo Meeting.

Board Members Present:

Tenalee Tangen

Becky Wood

Eunice Smith

Miranda Stanley (absent)

Maureen Wanner

Also present: Carl Karpinski, Legal Counsel

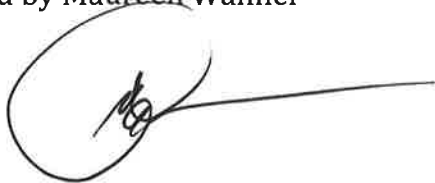
**1. Public Hearing Response.**

Discussion was held on the public comments that were brought forth from the December 30, 2021, public hearing. Tenalee agreed to draft a response letter and the rules committee would review that. Carl will also help so we can have all information submitted in a timely manner.

**2. Adjournment.**

Maureen made a motion to adjourn the meeting. Eunice seconded that motion. All were in agreement. Motion carries. Meeting adjourned at 3:50PM.

Submitted by Maureen Wanner

A handwritten signature in black ink, appearing to be 'Maureen Wanner', written over a large, faint circular stamp or watermark.



# 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 will be holding a regular meeting on Monday, January 24, 2022, at 9:30 a.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D.

## Agenda

1. Approval of Minutes:
  - December 13, 2021 Regular Board Meeting
  - December 30, 2021 Public Hearing Minutes
  - December 31, 2021 Special Board Meeting
  - January 18, 2022 Special Board Meeting
2. Approval of Licenses.
3. December 2021 Financial Statement.
4. Renae Heller, State P-Card Program Administrator. She will explain the card.
5. Jessica Schaff: Reconsider Reinstating License.
6. Megan Thiel: Renewal of Master Cosmetology License.
7. Kathy Osland: Checked Yes for Conviction on Practical Exam Application.
8. Angela Carter: Checked Yes for Conviction on Renewal.
9. Connor Maki: Checked Yes for Conviction on Salon Application.
10. Antoinett Hair Salon: Request to make payments on Settlement Fee.
11. Madison Nieuwenhuis: Discontinued Cosmetology Program with 1589 Hours and would like to apply for examination.
12. Josef's School of Hair, Nails & Skin, Grand Forks: Follow up Letter and Inspection Report.
13. Nursing Home Salons: Shelly Peterson with Long Term Care Assn. Discussion by Tenalee.
14. Invasive care: Esthetician in Medical Spas. Discussion by Tenalee.
15. Consideration for a Salary Increase for Sue Meier.
16. Payroll Schedule to comply with IRS.
17. CLEAR Learning: Updates on Classes.
18. NIC Virtual Education Program and 2022 Annual Conference.
19. New Business.
20. Old Business.
  - Letter to Instructors

The next regular meeting is scheduled for February 14, 2022, at 9:30 am.

## BOARD MEMBERS

Tenalee Tangen  
Rebecca Wood  
Maureen Wanner  
Eunice Smith  
Miranda Stanley

North Dakota State Board of Cosmetology

Phone 701-224-9800

The ND State Board of Cosmetology will be holding a regular Board meeting on Monday, January 24, 2022 at 9:30 am via GoTo Meeting.

January 24, 2022 Regular Board Meeting

Mon, Jan 24, 2022 9:30 AM - 5:30 PM (CST)

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/183855869>

**You can also dial in using your phone.**

United States: +1 (312) 757-3121

**Access Code:** 183-855-869

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**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 monthly meeting on Monday, January 24, 2022, at 9:30AM at the board office and via GoTo Meeting

Board Members Present:

Tenalee Tangen

Becky Wood via GoTo

Eunice Smith

Miranda Stanley via GoTo

Maureen Wanner

Also present: Sue Meier, Board Administrator

Carl Karpinski, Legal Counsel

**1. Approval of Minutes:**

December 13, 2021 Regular Board Meeting

December 30, 2021 Public Hearing Minutes

December 31, 2021 Special Board Meeting

January 18, 2022 Special Board Meeting

Rebecca questions the board's concern of the punctuation, grammar, and context of the minutes. Carl clarifies that the substance and voting is solid verses sentence structure and grammar. Rebecca brings attention to the special meeting adjournment where the roll call vote was not recorded. Maureen reminded the board that there was no roll call vote done at the meeting. Eunice makes a motion to approve the minutes for December 13, December 30, and December 31, 2021, and January 18, 2022. Miranda seconds that motion. All voting: Rebecca (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**2. Approval of Licenses.**

Maureen makes a motion to approve the licenses. Miranda seconds that motion. All voting: Rebecca (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**3. December 2021 Financial Statement.**

Rebecca questioned the income for account number 4150, homebound license. Sue will look into it. Rebecca makes a motion to table the financial statement until next month. Maureen seconds that motion. All voting: Rebecca (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**4. Renae Heller, State P-Card Program Administrator. She will explain the card.**

Renae gave an overview of the P-Card. Discussion only. No motion needed.

**5. Jessica Schaff: Reconsider Reinstating License.**

Carl reiterates that this has been an ongoing process with Jessica since 2019. This is in litigations. Sue informed the Board that Jessica came into the office wanting to pay her fine. Since it is in litigations it needs to go through the process. Discussion only. No motion needed.

**6. Megan Thiel: Renewal of Master Cosmetology License.**

Megan's current agreement is that she cannot reapply for renewal until March. Rebecca mentions the concern of making her wait until March. Tenalee brings up the concern of not waiting, something may come up in the remaining time. Maureen makes a motion to have Sue send out a letter to encourage her to reapply in March. Eunice seconds that motion. All voting: Rebecca (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**7. Kathy Osland: Checked Yes for Conviction on Practical Exam Application.**

Her offence was in 2017. On probation until September 25, 2022. Maureen makes a motion to grant the license for Kathy Osland. Miranda seconds that motion. All voting: Rebecca (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**8. Angela Carter: Checked Yes for Conviction on Renewal.**

Her offences were charges as felonies and then dropped down to misdemeanors. Maureen questions if this affects her salon work. Rebecca reminds us of the "grossly unprofessional" terms in our laws and rules. She is on probation until March 21, 2023. Rebecca states that the simple assault on the peace officers and resisting arrest seems grossly unprofessional and dishonest. Maureen makes a motion to renew her license with a settlement agreement that goes until the end of her probation of March 22, 2023. Carl will draft the settlement agreement to her. Eunice seconds that motion. All voting: Rebecca (n), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**9. Connor Maki: Checked Yes for Conviction on Salon Application.**

Her offenses are misdemeanors. No probation. Maureen makes a motion that we approve the application for independent licensee. Miranda seconds the motion. Rebecca asks Carl if there were anything more on her. Carl states that it was dismissed. It was charged as domestic violence, bodily injury but completely dismissed on April 28, 2021. No probation, no time served. Roll call vote: Rebecca (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**10. Antoinett Hair Salon: Request to make payments on Settlement Fee.**

Antoinett Peal has paid \$500 towards her settlement agreement and will make another payment next month if the board is willing to make those arrangements. Maureen makes a motion that the board would work with Antoinett Peal to make payments on her

settlement agreement of \$500 next month. Eunice seconds that motion. All voting: Rebecca asks if she fulfilled all the requirements of the settlement agreement. Sue states that she has. All voting: Rebecca (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**11. Madison Nieuwenhuis: Discontinued Cosmetology Program with 1589 Hours and would like to apply for examination.**

If Madison finished the hourly requirements in each category, she would be eligible to register for the exam. She discontinued the program in 2019. She is short 50 hours in a category. The board cannot reallocate hours on the curriculum card. She needs to provide the breakdown of hours before applying for the examination. Maureen makes a motion to have Sue send her a letter along with a 1500-hour curriculum card and letting her know that her hours are lacking and fill out the new card and resubmit. Eunice seconds the motion. All voting: Rebecca (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**12. Josef's School of Hair, Nails & Skin, Grand Forks: Follow up Letter and Inspection Report.**

The school was inspected after the mice infestation was cleared up. The school passed inspection. The inspector states that there was a lack of instructors for student's ratio. The school gave the contact information of two exterminators that they used to clear the infestation. Tenalee would like information from the exterminators to have peace of mind that the infestation was taken care of and to have the school reinspected to make sure the space that was blocked off is disinfected. Eunice makes a motion to have Sue call the exterminators to make sure the problem was taken care of, to contact Mario Olivieri, the school owner, for a response, and have the inspector reinspect. Rebecca seconds that motion. All voting: Rebecca (y), Maureen (n), Miranda (y), Eunice (y), and Tenalee (y). Motion carries. Rebecca asks for clarification on the inspection report. There is a separate letter from the inspector stating concerns with instructor/student ratio, and other discrepancies but not reflected in the report. Tenalee will follow up with the inspector. Rebecca states that these are public safety concerns and need to be stated in the inspection reports and not in a private letter to the board from the inspectors. Carl reminds the board to be consistent with the salons and schools on inspections. Rebecca states that this is very concerning.

**13. Nursing Home Salons: Shelly Peterson with Long Term Care Assn. Discussion by Tenalee.**

Tenalee gives an update on her conversations with other groups such as the ND Long Term Care Association, ND Nursing Board, Dental Board of Examiners, Food and Lodging Division, and the Optometry Board. Maureen makes a motion to have Tenalee continue these conversations and to continue working with Carl. Eunice seconds that motion. All voting: Rebecca (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries. Miranda reminds us that the elderly is an under served population and does not want their care restricted from those services. She suggests asking what other states are doing.

**14. Invasive care: Esthetician in Medical Spas. Discussion by Tenalee.**

Tenalee brings up estheticians working in medical offices, and we cannot inspect medi-spa. Tenalee and Miranda discuss the services that are offered in these offices. Miranda reminds us that these services are bigger than our board, starting with the Medical Board then the Nursing Board and then down to us. Carl asks for clarification on what a medical director is. 43-11-02 sub.6 was discussed. Carl asks if the medical boards inspect these offices. Discussion only. No motion needed.

**15. Consideration for a Salary Increase for Sue Meier.**

Eunice makes a motion to have a raise in Sue's salary by \$3/hour. Maureen seconds that motion. All voting: Rebecca (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**16. Payroll Schedule to comply with IRS.**

Fronteer payroll services has set payroll dates, the last business day of the month and the 15<sup>th</sup> of the month. Maureen makes a motion to send out a letter to all board employees stating that their time sheets need to be in on the last day of the month in order to get paid on the first and if it's later than that they will have to wait until the 15<sup>th</sup> to get a check. Eunice seconds that motion. All voting: Rebecca (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**17. CLEAR Learning: Updates on Classes.**

Tenalee gives an update on CLEAR classes. Maureen states that she reached out to Hannah from CLEAR and she states that there are no free classes, only discounted classes. Tenalee will send out login information. Tenalee would like the board to attend the class on board roles and responsibilities. Maureen clarifies that the board members can take classes anytime at their own cost and on their own time. The board members would need prior approval to have the board pay for class fee and hourly pay. The Board Roles and Responsibilities class cost \$75 plus \$25/board member to attend. The class is on March 24, 2022, from 1-2PM. Tenalee makes a motion to attend this educational program for CLEAR Learning Roles and Responsibilities of a Board Members, and have the board pay the \$75 for the class, and the board members attending without pay. Eunice seconds that motion. All voting: Rebecca (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**18. NIC Virtual Education Program and 2022 Annual Conference.**

NIC sent save the date information. Discussions only. No motion needed.

**19. New Business.**

- **Board motions**

Carl mentions that Tenalee and Miranda's positions are up at the end of June.



- **P-Card**

Carl brings the board back to the P-Card. Maureen states that the board should keep the card instead of looking for another card that may cost fees. Maureen makes a motion that we keep the P-Card, keep Sue as the cardholder and Maureen as the administrator. Miranda seconds that motion. All voting: Rebecca (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

- **Chrissie Hager. Late fee.**

Chrissie received salon license in December 2021. She thought it was good for a year. Maureen makes a motion to have Sue send a letter stating the law and the rule. Eunice seconds that motion. All voting: Rebecca (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

## **20. Old Business.**

- **Letter to Instructors**

Sue drafted a letter to all instructors informing them that all classes must be board-approved before receiving CEUs.

- **Inspector candidates-Fargo Area**

Sue states that there are only three applicants.

## **21. Adjournment**

Eunice makes a motion to adjourn the meeting. Maureen seconds that motion. All voting: Rebecca (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries. Meeting adjourned at 12:25PM.

The next regular meeting is scheduled for February 14, 2022, at 9:30 am.

Minutes submitted by Maureen Wanner



# 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 will be holding a regular meeting on Monday, February 14, 2022, at 9:30 a.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D.

## Agenda

1. Approval of January 24, 2022 Minutes.
2. Approval of Licenses.
3. December 2021 Financial Statement.
4. January 2022 Financial Statement.
5. Andrea Birst with The Hair Academy and Josef's in Fargo & Grand Forks: Discussion on making a diploma a requirement for testing.
6. Brittni Aamodt: Conviction on 2022 Renewal Application. License Issued.
7. Deez Kutz, Bismarck: Operating Independently at 5 Degrees North without an Independent Licensee License. License Issued.
8. Jacqueline Madsen: Licensed Esthetician renting space at Tranquility Spa and Massage in Fargo without a Master Esthetician License and Independent Licensee license. She is also a Massage Therapist.
9. Nails Pro, Fargo: Sanitation Violations. Inspector recommends a class.
10. Josef's School of Hair, Nails & Skin, Grand Forks: Reports from Valley Pest Control and Complete Pest Control and Follow up Inspection Report.
11. Administrative Rules Committee Meeting scheduled for March 4, 2022. Need to prepare a written testimony explaining the changes.
12. Proposed Legislation.
13. Fargo Inspector Position Update.
14. New Business.
15. Old Business.

The next regular meeting is scheduled for March 21, 2022, at 9:30 am.

## BOARD MEMBERS

Tenalee Tangen  
Rebecca Wood  
Maureen Wanner  
Eunice Smith  
Miranda Stanley

North Dakota State Board of Cosmetology

Phone 701-224-9800

**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 monthly meeting on Monday, February 14, 2022, at 9:30AM at the board office and via GoTo Meeting

**Board Members Present:**

Tenalee Tangen  
Becky Wood  
Eunice Smith  
Miranda Stanley via GoTo  
Maureen Wanner

Also present: Sue Meier, Board Administrator  
Carl Karpinski, Legal Counsel

**Agenda**

**1. Approval of Minutes.**

• **January 24, 2022 Minutes.**

Tenalee asked for several corrections:

- #19 P-Card, change me to Maureen,
- #20 Old Business, Inspector Candidates, specify that the inspector candidates are for the Fargo area,
- Eunice made a motion to approve the minutes that Tenalee suggested. Maureen second that motion.

All voting: Becky (y), Maureen (y), Eunice (y), and Tenalee (y). (Miranda was absent.) Motion carries.

**2. Financial Statements.**

- **December 2021**
- **January 2022**

Becky asks for clarification on the convenience fee and homebound fee. Maureen made a motion to approve the financial statements. Eunice second that motion. All voting: Becky (y), Maureen (y), Eunice (y), and Tenalee (y). (Miranda was absent.) Motion carries.

**3. Andrea Birst from The Hair Academy, along with The Salon Professional Academy, and Josef's in Fargo & Grand Forks: Discussion on making a diploma a requirement for testing.**

Discussion was had on requirements for taking the licensure exam. 43-11-16 b and 43-11-21 were discussed. Discussion only. No motion needed.

**4. Brittni Aamodt: Conviction on 2022 Renewal Application. License Issued.**

She did not check the yes box asking if she was convicted. Issued a license and then she made the board aware of the convictions. She convictions were dismissed. Maureen made a motion to approve the license for Brittni Aamodt. Miranda second that motion. All voting: Becky (y), Maureen (y), Eunice (y), Miranda (y), and Tenalee (y). Motion carries.

**5. Deez Kutz, Bismarck: Operating Independently at 5 Degrees North without an Independent Licensee License. License Issued.**

Deez Kutz is a licensed cosmetologist. Had a licensed salon. She moved to a new address, new location, and was unaware that she needed to license the new location. Becky made a motion to make a settlement agreement with Shawn Barnes at Deez Kutz for 6-month probation based on an improper licensure and follow up with them. Miranda second that motion. All voting: Becky (y), Maureen (y), Eunice (y), and Miranda (y). Tenalee did not vote. Motion carries.

**6. Approval of Licenses.**

Becky made a motion to approve the licenses from January 14 to February 8. Maureen second that motion. All voting: Becky (y), Maureen (y), Eunice (y), Miranda (y), and Tenalee (y). Motion carries.

**7. Jacqueline Madsen: Licensed Esthetician renting space at Tranquility Spa and Massage in Fargo without a Master Esthetician License and is an Independent Licensee license. She is also a Massage Therapist.**

Tenalee made a motion to have Sue ask for more information from Jacqueline Madsen on how she is operating. Becky second that motion. All voting: Becky (y), Maureen (y), Eunice (y), and Miranda (y). Tenalee did not vote. Motion carries.

**8. Nails Pro, Fargo: Sanitation Violations. Inspector recommends a class.**

Completed settlement agreement in 2009. Inspected December 31, 2021, failed and was placed on a warning. Inspected January 11, 2022, failed and recommended discipline action. Maureen made a motion to fine them \$250, 6-month probation and a sanitation class. Eunice second that motion. All voting: Becky (n), Maureen (y), Eunice (y), Miranda (y), and Tenalee (y). Motion carries.

**9. Josef's School of Hair, Nails & Skin, Grand Forks: Reports from Valley Pest Control and Complete Pest Control and Follow up Inspection Report.** Report was provided from Valley Pest Control. Mario Olivieri was called for an update. Breakroom was painted and cleaned. Passed inspection. No instructor/student ratio issues. Discussion only, follow-up only. No motion needed.

**10. Administrative Rules Committee Meeting scheduled for March 4, 2022. Need to prepare a written testimony explaining the changes.** Discussion only. No motion needed.

**11. Proposed Legislation.** Discussion only. No motion needed.

**12. Fargo Inspector Position Update.** Becky and Tenalee have the applications and will be doing the interviews. Discussion only. No motion needed.

**13. New Business.**

• **Rural salon inspections.**

Tenalee was contacted by the massage board president regarding the rural massage business's inspections. Eunice made a motion to have Tenalee attend the meeting of the massage board if she is asked to attend. Rebecca second that motion. All voting: Becky (y), Maureen (y), Eunice (y), Miranda (y), and Tenalee (y). Motion carries.

• **Sanitation video:**

After the rules are done the video needs to be updated. Discussion only. No motion needed.

• **Direct deposit for board employees:**

Maureen and Sue will look into this. Discussion only. No motion needed.

• **Board initiated complaints:**

Carl will follow up on this. Discussion only. No motion needed.

• **Carl discusses 1500 hours verbiage:**

Carl asks for clarification on 43-11-21. Discussion only. No motion needed.

**14. Old Business.**

- Conversation regarding estheticians working in medical facilities. Tenalee gave an overview of her conversation with the Nursing Board. Miranda made a motion for Tenalee to attend the meeting on February 17 with the other participating boards to express our concerns. Eunice second that motion. All voting: Becky (y), Maureen (y), Eunice (y), Miranda (y), and Tenalee (y). Motion carries.
- **Clock.** Discussion was held regarding the purchase of a new clock. It was determined that purchasing a clock falls under administrative control. No vote was needed.

**15. Adjournment.** Maureen made a motion to adjourn the meeting. Eunice second that motion. All voting: Becky (y), Maureen (y), Eunice (y), Miranda (y), and Tenalee (y). Motion carries. Meeting adjourned at 2:30 PM.

The next regular meeting is scheduled for March 21, 2022, at 9:30 am.

Minutes submitted by Maureen Wanner.

The ND State Board of Cosmetology "Rule Committee" will be holding a Special meeting to discuss and prepare written testimony explaining the changes to the Admin Rules on Friday, February 18, 2022 at 2 p.m. via GoTo Meeting.

**Special Rule Committee Meeting**

Fri, Feb 18, 2022 2:00 PM - 4:00 PM (CST)

**Please join my meeting from your computer, tablet or smartphone.**

<https://meet.goto.com/469322581>

**You can also dial in using your phone.**

United States: +1 (646) 749-3122

**Access Code:** 469-322-581

Board Members

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The North Dakota State Board of Cosmetology held a special meeting of the rules committee on Friday, February 18, 2022 at 2:00 PM via GoTo Meeting

**Board Members Present:**

Tenalee Tangen

Becky Wood

Maureen Wanner

Also present: Carl Karpinski, Legal Counsel

**Agenda**

**1. Testimony for Administration Rule changes.**

The committee discussed what will be added into the testimony that Tenalee will present to the legislative committee. Carl gives insight as to how the hearing may go. He advises to follow and answer the 11 points and questions.

**2. Adjournment.** Meeting adjourned at 2:15PM

Submitted by Maureen Wanner

The ND State Board of Cosmetology "Rule Committee" will be holding a Special meeting on Friday, March 11, 2022 at 2 p.m. via GoTo Meeting.

**Agenda:**

1. The testimony presented to the Administrative Rules Committee
2. Language of NDAC 32-02-01-13
3. Statement to the Bismarck Tribune

**Special Rule Committee Meeting**

Fri, Mar 11, 2022 2:00 PM - 4:00 PM (CST)

**Please join my meeting from your computer, tablet or smartphone.**

<https://meet.goto.com/850303677>

**You can also dial in using your phone.**

United States: [+1 \(872\) 240-3412](tel:+18722403412)

**Access Code:** 850-303-677

Board Members

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**Board Members Present:**

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Becky Wood

Maureen Wanner

Also present: Carl Karpinski, Legal Counsel

**Agenda**

**1. Bismarck Tribune statement.**

Discussion on the Bismarck Tribune asking for a statement from the board on the testimony on service animals. Jack Dura reached out to Tenalee and to the board office. Tenalee responded in an email to ask Jack to put his questions in writing and email them back to her. Tenalee reached out to Carl and Carl advised to bring the questions forth to the next board meeting. The rules committee discussed the questions and will further discuss what to do with these questions at the board meeting on March 21. Tenalee will respond to Jack and let him know that the board will be meeting on the 21st and that he will be updated at that time.

**2. Language of NDAC 32-02-01-13.**

Carl had a discussion with Jill Grossman and she informed him that we have to have a letter into the committee by June 1 with any amendments to rule 32-02-01-13. Discussion of the ADA guidelines for service animals. Motion made by Tenalee to have Rebecca reach out to them for guidance on the service animal clarification. Second by Maureen. Vote taken: Tenalee (y) Maureen (y) Rebecca (y). Motion carries.

Discussion of Century Code 25-13, 25-13-02, and 25-13-01.1 and the possibility of incorporating into the rule revision of service animals.

Email will be sent to have Sue discontinue the practice of having licensees provide a letter from the doctor for companion animals in salons.

**3. Adjournment.** Motion to adjourn at 3:00 PM by Becky, second by Maureen. Vote taken: Tenalee (y) Maureen (y) Rebecca (y). Motion carries.

Submitted by Maureen Wanner



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## Agenda

1. Approval of Minutes.
  - January 24, 2022 Regular Board Meeting with Corrections
  - February 14, 2022 Regular Board Meeting
  - February 18, 2022 Rule Committee Meeting
  - March 11, 2022 Rule Committee Meeting
2. Approval of Licenses.
3. February 2022 Financial Statement.
4. Kelly Morrow: Conviction on Reciprocity Application.
5. Ariaah Pavola: Conviction on Practical Examination Application.
6. Drew Walters: Conviction on Practical Examination Application. Explanation to follow.
7. The Hair Academy: Approval of class for continued education hours for Instructors.
8. Jacqueline Madsen: Follow up information from last meeting on how she is operating.
9. Jessica Schaff: Administrative Complaint Filed.
10. Administrative Rules: Update provided by Carl Karpinski.
11. Amending the language of NDCA 32-02-01-13.
12. Preparing a statement to the Bismarck Tribune.
13. N.D.C.C. 43-11-28 (2) Board sponsors educational programs. Discussion by Tenalee Tangen.
14. Board Initiated Complaints: Information provided by Carl Karpinski.
15. Inspectors training in May.
16. Cleaning and Disinfecting Posters.
17. Legislation: Discussion by Maureen Wanner.
18. Quickbooks software with payroll yearly subscription: Direct Deposit.
19. Sue Meier's vacation days approval.
20. Fargo Inspector Position Update.
21. New Business.
22. Old Business.

The next regular meeting is scheduled for April 11, 2022, at 9:30 am.

## BOARD MEMBERS

Tenalee Tangen

Rebecca Wood

Maureen Wanner

Eunice Smith

Miranda Stanley

North Dakota State Board of Cosmetology

Phone 701-224-9800

**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 monthly meeting on Monday, March 21, 2022, at 9:30AM at the board office and via GoTo Meeting

**Board Members Present:**

Tenalee Tangen

Becky Wood

Eunice Smith

Miranda Stanley

Maureen Wanner

Also present: Sue Meier, Board Administrator  
Carl Karpinski, Legal Counsel

**Agenda**

**1. Approval of Minutes.**

**January 24, 2022 Regular Board Meeting with Corrections**

**February 14, 2022 Regular Board Meeting**

**February 18, 2022 Rule Committee Meeting**

**March 11, 2022 Rule Committee Meeting**

Eunice made a motion to approve the minutes. Miranda second the motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**2. Approval of Licenses.**

Becky made motion to approve licenses for February 9, 2022 to March 14, 2022. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**3. February 2022 Financial Statement.**

Tenalee makes it aware that the statement shows a negative and she also brings it to our attention that there are not a lot of renewals currently coming in. She stated that the board will have to "cut the fat" somehow. Maureen mentions that the board is not in need of the attorney as much this year and is in hope that the cost of the attorney is reduced. Maureen made a motion to approve the February 2022 Financial Statement. Miranda second that motion All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**4. Kelly Morrow: Conviction on Reciprocity Application.**

Kelly was charged with DUI May 15, 2018, paid fines, and completed evaluation. She also did outpatient and aftercare treatment. Maureen made a motion to approve her application for reciprocity. Miranda seconds that motion. Becky has a question on the motion. Maureen amends to approve her licensure if she passes all exams. Miranda second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**5. Ariaah Pavola: Conviction on Practical Examination Application for esthetics.**

Ariaah was convicted of a DUI in 2018, a misdemeanor. Probation ended 2020. She was convicted of third-degree DUI in February 2020. She has completed all her requirements. Becky questions Ariaah's schooling hours to assure they are complete and up to date. Miranda made a motion to approve the

license upon passing all exams. Becky second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**6. Drew Walters: Conviction on Practical Examination Application. Explanation to follow.**

Drew was convicted of a DUI. She completed all requirements.

Miranda made a motion to approve Drew Walter's license upon passing all exams.

Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**7. The Hair Academy: Approval of class for continued education hours for Instructors (6 hours).**

The Hair Academy is asking for Brant Crosby's class to be approved for continuing education hours for their instructors. The board is seeking an agenda of the class hours and confirmation from Brant Crosby's company approval to teach the class. Maureen made a motion to table this until the next meeting waiting on an agenda and confirmation from Lanza that Brant Crosby was approved to be here to teach. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**8. Jacqueline Madsen: Follow up information from last meeting on how she is operating.**

Jacqueline is working at Tranquility Spa and Massage as a massage therapist and as an aesthetician. She is working under Callie Ethier who is a Master Esthetician to do esthetic services. Becky makes it known that the master esthetician needs to be always on location where Jacqueline is working esthetic services. Becky brings forth several concerns with this situation. Discussion only.

**9. Jessica Schaff: Administrative Complaint Filed.**

Carl gave an update on Jessica Schaff's complaint case. Update and discussion only.

**10. Administrative Rules: Update provided by Carl Karpinski.**

Carl gave update on the rules. All rule changes have been accepted except 32-02-01-13 which will be reworded. Tenalee will testify on this in June. Update and discussion only.

**11. Amending the language of NDCA 32-02-01-13.**

Tenalee and Carl gave update. Update and discussion only.

**12. Preparing a statement to the Bismarck Tribune.**

Tenalee explains a reporter has asked for a statement from her regarding 32-02-01-13. The reporter did email several questions. Maureen made a motion that we do not reply to the request for an interview and the board will not comment. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**13. N.D.C.C. 43-11-28 (2) Board sponsors educational programs. Discussion by Tenalee Tangen.**

"The board shall sponsor an educational program for licenseholders to carry out the purposes of protecting the public health and safety and maintaining capable and skilled cosmetologists, estheticians, manicurists, and instructors. The board shall use such portion of the renewal fees as the board may determine for the purpose of providing the educational program."

The board is considering ways to educate the licensees. Maureen mentions that the video on our website is education. Miranda and Becky suggest other options for education. Maureen made a motion to form a committee with all board members included. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**14. Board Initiated Complaints: Information provided by Carl Karpinski.**

Carl explains how a board member can bring forth a complaint. Discussion only.

**15. Inspector's training in May.**

Tenalee will find a date that will work best to have the training. Maureen made a motion to have Tenalee reach out to the inspectors for a date for the training and the agenda for the training. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**16. Cleaning and Disinfecting Posters.**

Maureen made a motion to have Tenalee work on the language for the disinfection poster and the inspection reports. Miranda second the motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**17. Legislation: Discussion by Maureen Wanner.**

Maureen presented Brian Newman's thoughts on things we should consider preparing for legislation. Brian is the American Association of Cosmetology School's State Relations Advisor. Discussion only.

**18. Quickbooks software with payroll yearly subscription: Direct Deposit.**

Renewing our subscription and adding direct deposit.

Becky made a motion that we purchase software from Amazon and will notify Frontier of the decision. Maureen second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**19. Sue Meier's vacation days approval.**

Sue will share her days off on the website. She will also email the board members and inspectors. Sue will look into a shared calendar. Discussion only.

**20. Fargo Inspector Position Update.**

Tenalee did first round of interviews. From those candidates she picks three candidates for the next round of interviews. Becky and Tenalee did the interviews and brought forth two candidates. Becky went over the pros and cons on each candidate.

Maureen made a motion that we hire Susan Cody to be the new inspector in the Fargo area. Miranda second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**21. New Business.**

- **Ashley Dutke: Felonies from 2010 and 2013.** Ashley wants to attend cosmetology school. She had a felony over seven years ago and a misdemeanor in the last two years. The board looks at each case on a case-by-case basis. Maureen made a motion to have a letter sent to the school explaining our laws regarding applicants with felonies. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.
- **Process for informal/anonymous complaints with sanitation concerns.** Miranda made motion to remove the notary requirement from the complaint. Becky second the motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

Discussion on Formal Complaint Policy:

- The official form filled out
- An email sent to the office
- When a form is filled out or email is sent, the office can send out an inspector to do an inspection. After the inspection, the office will send out a request for a response from the salon that the

compliant was made against. After the response is collected and the inspection form is returned to the office, the office will bring the matter to the board for review.

Policy for Informal/Anonymous Complaint: When a form is not filled out, the office will bring each complaint to the board for review.

Miranda made a motion to table the conversation on complaints and policy. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

- **The Salon Professional Academy: New Owners.** The Salon Professional Academy is asking for acknowledgements of the ownership change for their accrediting agency. Maureen made a motion to send out a letter to The Salon Professional Academy stating that we acknowledge the ownership changes in their school ownership. Sue clarifies that there was no change in ownership. Jill and Jodi are still the only 2 owners on our records. Maureen amends the motion to let The Salon Professional Academy know that no approval or notification was required. Tenalee asks for clarification on whether they need this from the board for their accrediting agency. Becky states her concern that we would acknowledge a change that is not a change in our records. Maureen amends the motion to state that we send a letter stating that we acknowledge the change of ownership. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.
- **Sheila Carlson: Grand Forks Salon Inspector's Concerns.** Happy Roots, Grand Forks, salon license expire December 31, 2020, as she did not renew in 2021. The Grand Forks Inspector has concerns on why Happy Roots Salon had to reapply for new license. Sue's interpretation of NDCC 43-11-29 is for reinstating an individual's license by paying the fee and passing the law & rules test. She didn't realize that this pertains to salon licenses. Discussion only.

## 22. Old Business.

No old business.

## 23. Adjournment.

Maureen made a motion to adjourn the meeting at 2:40 pm. Eunice second that motion.

All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

The next regular meeting is scheduled for April 11, 2022, at 9:30 am.

Minutes submitted by Maureen Wanner



# 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 will be holding a regular meeting on Monday, April 11, 2022, at 9:30 a.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D.

## Agenda

1. Leslie Roste, King Industries: Compact Legislation.
2. Approval of Minutes.  
March 21, 2022 Regular Board Meeting.
3. Approval of Licenses: 3/15/22 to 4/5/22.
4. March 2022 Financial Statement
5. Information on the past investigations from Texas.
6. Megan Thiel: Renewal Application.
7. Jessica Schaff.
8. Heaven Nails Salon: Complaint.
9. The Hair Academy: Approval of class for continued education hours for Instructors.
10. Salon Professional Academy: Approval of class for continued education hours for Instructors.
11. Hay Creek Lodge: Requesting a Refund on Salon License Fee.
12. Rachele Swallow, Happy Roots Salon: The Board will rediscuss this item.
13. Update from Carl Karpinski on speaking on behalf of the Board.
14. Establish Complaint Policy.
15. Educational Programs: Board providing a class on the new laws and rules.
16. Video on new rules.
17. Inspectors Meeting: May 6, 2022, 9am -5pm
18. Update Inspection Reports.
19. Update Cleaning and Disinfecting Posters.
20. Update ND Law, Rules, and Regulations Examinations.
21. NIC Virtual Education Program on April 23, 2022.
22. CLEAR Learning: Report on Roles and Responsibilities of a Board Member
23. New Business.
24. Old Business.

The next regular meeting is scheduled for May 16, 2022, at 9:30 am.

## BOARD MEMBERS

Tenalee Tangen  
Rebecca Wood  
Maureen Wanner  
Eunice Smith  
Miranda Stanley

North Dakota State Board of Cosmetology

Phone 701-224-9800

**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, April 11, 2022, at 9:30 a.m. at the board office and via GoTo Meeting.

**Board Members Present:**

Tenalee Tangen  
Rebecca Wood  
Maureen Wanner  
Eunice Smith  
Miranda Stanley via GoTo

Also present: Sue Meier, Board Administrator  
Carl Karpinski, Legal Counsel

**Agenda**

- 1. Leslie Roste, King Industries: Compact Legislation.**  
Leslie was unable to attend the meeting.
- 2. Approval of Minutes: March 21, 2022, Regular Board Meeting.**  
Tenalee, Carl and Becky bring forth changes that need to be made. Becky made a motion to table the approval of the meeting minutes pending changes until next meeting. Eunice second that motion. All voting: Maureen (y), Eunice (y), Becky (y), Miranda (y), and Tenalee (y). Motion carried.
- 3. Approval of Licenses: 3/15/22 to 4/5/22.**  
Becky made a motion to approve the licenses from March 15 to April 5, 2022. Miranda second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.
- 4. March 2022 Financial Statement**  
Miranda made a motion to approve the March 2022 financial statement. Maureen second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.
- 5. Information on the past investigations from Texas.**  
Becky made a motion to table the discussion until later in the meeting. Maureen second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.
- 6. Megan Thiel: Renewal Application.**  
Eunice made a motion to have Sue send a letter asking for more information on her rehabilitation and an update on court cases. Becky second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.
- 7. Jessica Schaff.**  
Discussion only.
- 8. Heaven Nails Salon: Complaint.**  
April 15, 2019, Heaven Nails Salon entered into a year settlement agreement. The salon completed a sanitation class in March 2020 and the probation ended on April 15, 2020. March 2020, they passed inspection. June 2021, they passed inspection. March 2022



inspection led to a reinspection. Eunice a motion to have Heaven Nails Salon reinspected. Becky second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**9. The Hair Academy: Approval of class for continued education hours for Instructors.**

Becky made a motion to have Sue send a letter to The Hair Academy that we are waiting for the information from Lanza to approve the class. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**10. Salon Professional Academy: Approval of class for continued education hours for Instructors.**

Tenalee made a motion that we have Eunice work with Sue on a continuing education form and letter that can be sent out requesting more information. Miranda second that motion. All voting: Becky (y), Maureen (y), Eunice (y), Miranda (y), and Tenalee (y). Motion carried.

Tenalee made a motion to have Sue send a letter out the Salon Professional Academy requesting more information on the upcoming class for continuing education hours. Becky second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**11. Hay Creek Lodge: Requesting a Refund on Salon License Fee.**

Hay Creek Lodge licensed the salon in 2020. Hay Creek renewed the salon license for 2021 and 2022. Bethann Ellefson applied for a change of ownership in January 2022. Once the ownership took place, Hay Creek no longer licensed the salon. Things did not work out with Bethann. Hay Creek reapply for the salon license by application and is requesting a refund of the \$80.00 original license fee since they already had paid for a 2022 renewal license. After discussion, Becky made a motion to have Sue send a letter to Hay Creek Lodge Salon informing them that the Board cannot grant their request for a refund of \$80 because of the change of ownership that took place in January. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**12. Rachelle Swallow, Happy Roots Salon: The Board will rediscuss this item.**

Carl brings forth more understanding on 43-11-29 sub 4.

Maureen made a motion to have Carl send out a letter to Rachelle explaining to her that the Board staff misinterpreted the law and to inform her that the Board will accept the \$80.00 fee instead of the late fee of \$150.00. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**13. Update from Carl Karpinski on speaking on behalf of the Board.**

Discussion only.

**14. Establish Complaint Policy.**

Tenalee suggest that board-initiated complaints be done.

Eunice made a motion that Maureen write policy verbiage for complaint policy.

Becky second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

Becky made a motion that we allow for anonymous complaint and have Sue explain what the process is to remain anonymous. Eunice second All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**15. Educational Programs: Board providing a class on the new laws and rules.**

Discussion only.

**16. Video on new rules.**

Discussion only.

**17. Inspectors Meeting: May 6, 2022, 9am -5pm**

Becky made a motion to approve the inspector's agenda for May 6, 2022. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**18. Update Inspection Reports.**

Eunice made a motion to have Tenalee and Sue go over the inspection reports for review. Miranda second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**19. Update Cleaning and Disinfecting Posters.**

Maureen made a motion to table this item and have Tenalee work with Sue to get the language correct according to the laws and rules and get quotes on printing the extra handouts. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**20. Update ND Law, Rules, and Regulations Examinations.**

Discussion only

**21. NIC Virtual Education Program on April 23, 2022.**

Eunice made a motion for Tenalee and Maureen attend the NIC virtual meeting on April 23, 2022. Becky second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**22. CLEAR Learning: Report on Roles and Responsibilities of a Board Member**

Becky made a motion to have Tenalee, Eunice, and Maureen attend the Clear Learning class on April 21, 2022. Maureen second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**23. Information on the past investigations from Texas.**

Discussion only.

**24. New business.**

- **Inspectors' manual.**

Tenalee is working on creating a manual for the inspectors that will help them with their inspections. Eunice made a motion that we purchase binders and protector sheets for the inspectors. Miranda second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**25. Old Business.**

- Becky brings forth concerns that the schools are not graduating students at 1500 hours. Maureen made a motion to have Carl draft a letter to the school informing them of the law change on hours of completion. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.
- Becky asks for clarification on micro channeling. Miranda will gather more information for her. Discussion only.
- Tenalee asks for clarification on the perimeters of 43-11-20, 32-04-01-22. Discussion only.
- Tenalee asks for clarification on 32-03-01-14. Discussion only.
- Tenalee asks for clarification 32-04-01-21. Discussion only.

**26. Adjournment.**

Eunice made a motion to adjourn the meeting at 3:09pm. Becky second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

The next regular meeting is scheduled for May 16, 2022, at 9:30 am.

Minutes submitted by Maureen Wanner



# NORTH DAKOTA STATE BOARD OF COSMETOLOGY

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

The ND State Board of Cosmetology will be holding a special Board meeting on Wednesday, April 27, 2022 at 8:30 pm via GoTo Meeting.

## Agenda

1. Salon Inspection Report
2. School Inspection Report
3. Inspector Training Manual
4. Rules of Cleaning and Disinfecting Guide
5. Rules of Cleaning and Disinfecting Poster
6. Invasive Practices Poster
7. Printout of Laws, Rules, and Regulations to add to Inspector's binders

## **Special Board Meeting**

**Wed, Apr 27, 2022 8:30 PM - 11:30 PM (CDT)**

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/440989085>

You can also dial in using your phone.

**United States: [+1 \(312\) 757-3121](tel:+13127573121)**

Access Code: **440-989-085**

## BOARD MEMBERS

Tenalee Tangen  
Rebecca Wood  
Maureen Wanner  
Eunice Smith  
Miranda Stanley

North Dakota State Board of Cosmetology

Phone 701-224-9800

**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 special meeting on Monday, April 27, 2022, at 8:30 p.m. via GoTo Meeting.

**Board Members Present:**

Tenalee Tangen  
Rebecca Wood  
Maureen Wanner  
Eunice Smith  
Miranda Stanley-absent  
Also present: Carl Karpinski, Legal Counsel

**Agenda**

**1. Salon inspection report.**

Maureen made a motion to approve the Salon Inspection Reports with the changes noted. Eunice second that motion. All voting: Becky (y), Maureen (y), Eunice (y), and Tenalee (y). Motion carried.

**2. School inspection report.**

Maureen made a motion to approve the School Inspection Reports with the changes noted. Eunice second that motion. All voting: Becky (y), Maureen (y), Eunice (y), and Tenalee (y). Motion carried.

**3. Inspector training manual.**

Maureen made a motion to approve the Inspector Training Manual with the changes noted. Becky second that motion. All voting: Becky (y), Maureen (y), Eunice (y), and Tenalee (y). Motion carried.

**4. Rules of cleaning and disinfecting guide.**

Maureen made a motion to approve the Rules of Cleaning and Disinfecting Guide. Becky second that motion. All voting: Becky (y), Maureen (y), Eunice (y), and Tenalee (y). Motion carried.

**5. Rules of cleaning and disinfecting poster.**

Maureen made a motion to approve the Rules of Cleaning and Disinfecting Poster with the changes noted and to have them printed. Eunice second that motion. All voting: Becky (y), Maureen (y), Eunice (y), and Tenalee (y). Motion carried.

**6. Invasive practice poster.**

Maureen made a motion to approve the Invasive Practice Poster with the changes noted and to have them printed. Eunice second that motion. All voting: Becky (y), Maureen (y), Eunice (y), and Tenalee (y). Motion carried.

**7. Print out of laws, rules, and regulations to add to inspector binders.**

Maureen made a motion to add the laws and rules to the manual and to have them printed out. Eunice second that motion. All voting: Becky (y), Maureen (y), Eunice (y), and Tenalee (y). Motion carried.

**8. Adjournment**

Maureen made a motion to adjourn the meeting. Beck second that motion. All voting: Becky (y), Maureen (y), Eunice (absent), and Tenalee (y). Motion carried. Meeting adjourned at 9:53p.m.

Minutes submitted by Maureen Wanner



# 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 will be holding a regular meeting on Monday, May 16, 2022, at 9:30 a.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D.

## **Agenda**

1. Approval of Minutes.  
March 21, 2022, Regular Board Meeting with Corrections.  
April 11, 2022, Regular Board Meeting.  
April 27, 2022, Special Board Meeting.
2. Approval of Licenses: 4/6/22 to 5/9/2022.
3. April 2022 Financial Statement.
4. Megan Thiel.
5. Email from Deb Murray, Director of Financial Aid at The Salon Professional Academy: Licensed cosmetologist attending school to complete extra hours.
6. Email from Todd Anderson, Josef's, Fargo: Lily Matthews Curriculum Card.
7. Tracy Becker, ND Career & Technical Education: Cosmetology High School Program.
8. Email from Jean Gustafson: Questions on invasive practices.
9. The Center Square: Media request regarding services animals.
10. Skill Cutz Babershop & Salon: Sanitation Violations.
11. Supercuts: Transfer of ownership in July, 2021 without applying for a new license.
12. Heather's Touch: Changed location without applying for a new license.
13. Rebecca Jobe: Conviction on Practical Exam Application.
14. Shelby Bursch Reinstatement Application.
15. Dien Long: License Revoked 2/25/21. May reapply after 12/31/21 with Board's approval.
16. Complaint against Ashley Aos, ManCave for Men, Williston.
17. Complaint against Shelly Sack.
18. Complaint against Son Hung Pham.
19. Complaint against Salon Professional Academy.
20. Rediscuss Rachelle Swallow, Happy Roots Salon.
21. Heaven Nail Spa Reinspection. Previous Complaint.
22. Inspectors asking for driver's license for identification.
23. The Hair Academy: Additional information for approval of class for continued education hours for Instructors.
24. Quotes for Video.
25. Board sponsoring a class on the new Laws, Rules, and Regulations.
26. CLEAR Learning: Renew Membership.
27. Inspector's Training Report: Reimbursement for Inspector's supplies and work at home.
28. Complaint Policy. Requires Board's approval.
29. Sue's Vacation Days: May 20 & 27, June 16 & 17, 2022.
30. New Business.
31. Old Business.

The next regular meeting is scheduled for June 13, 2022, 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, May 16, 2022, at 9:30 a.m. at the board office and via GoTo Meeting.

**Board Members Present:**

Tenalee Tangen

Rebecca Wood

Maureen Wanner

Eunice Smith

Miranda Stanley via GoTo

Also present: Sue Meier, Board Administrator  
Carl Karpinski, Legal Counsel

**Agenda**

**1. Approval of Minutes.**

**March 21, 2022, Regular Board Meeting with Corrections.**

Eunice made a motion to approve the March 21, 2022, minutes with corrections. Miranda second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**April 11, 2022, Regular Board Meeting.**

Becky made a motion to approve the April 11, 2022, minutes pending change in item #12 to read Board staff misinterpreted the law. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**April 27, 2022, Special Board Meeting.**

Eunice made a motion to approve the April 27, 2022, minutes. Becky second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**2. Approval of Licenses: 4/6/22 to 5/9/2022.**

Becky made a motion to approve the licenses from April 6, 2022, to May 9, 2022. Miranda second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**3. April 2022 Financial Statement.**

Eunice made a motion to approve April 2022 financial statement. Maureen second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**4. Megan Thiel.**

Carl explained that he made a mistake sending out a settlement agreement. Megan signed the agreement. No action needed on the settlement agreement because the Board did not sign it. April 2, 2019, Megan failed salon inspection. May 29, 2019, inspector returned to reinspect, and salon was closed. Inspector tried to reach Megan for reinspect of the salon. Board office sent a letter to Megan on June 5, 2019, with no response. December 9, 2019, the inspector informed the board that the salon burnt down. In January 2020 the board offered



a settlement agreement of \$500 fine. That settlement agreement is unsigned. The board denied approval of license in March 2021 and September 2020.

Megan spoke at the meeting and outlined what has been happening in her life for the last few years. Magen stated that the fire happened the beginning of June 2019. She said that she spoke with someone in the office after the salon burnt.

Megan renewed her 2019 master cosmetology license and salon license on May 6, 2019. She reapplied for her master cosmetology license on January 3, 2022, which the board denied. Megan submitted a letter for the March 2022 meeting asking for her application to be approved. The board voted to ask for more information from her.

Becky made a motion to have Sue send a letter to Megan Thiel requesting a renewal and reinstatement application and pay the required fees, for the Board to consider. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**5. Email from Deb Murray, Director of Financial Aid at The Salon Professional Academy: Licensed cosmetologist attending school to complete extra hours.**

Students that complete 1500 hours, passes the exams, and becomes licensed, can electively return to school for continued education. A student can test as soon as 1300 hours while still in school, and the board holds license until the completion of hours is received.

Miranda made a motion to have Sue send a letter stating that a licensee can in fact attend school. Maureen second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**6. Email from Todd Anderson, Josef's, Fargo: Lily Matthews Curriculum Card.**

Lily had an 1800-hour curriculum card and needed a 1500-hour card. She withdrew on April 27, 2022. The school did not inform us that the student withdrew. Board staff sent Lily an 1500-hour curriculum card for the Board to review.

Miranda made a motion to have Sue send out a letter to Lily requesting her 1500-hour white curriculum card. Maureen second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

Becky made a motion to file a board-initiated complaint against Josef's School of Hair, Skin and Body of Grand Forks. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

Maureen made a motion to have Carl send out a letter to Josef's School of Hair, Skin and Body, Grand Forks, explaining that the board received information and has initiated a board complaint, will further explain the law, and wait for the school's response before further action. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**7. Tracy Becker, ND Career & Technical Education: Cosmetology High School Program.**

Tracy is inquiring about entry-level, theory-based cosmetology classes in the high schools. Maureen made a motion to have Sue send a letter to Tracy stating that we are interested but we are looking for more information as to what the possible program would look like.

Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**8. Email from Jean Gustafson: Questions on invasive practices.**

Jean is looking for clarification on 43-11-02 #6. Dr. Jean Gustafson has an esthetician working for her who would like to do cryotherapy which would fall outside of the esthetician's scope of practice.

Becky made a motion to have Sue send a letter to Jean stating that the board is unable to provide legal advice and provide the laws and rules. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**9. The Center Square: Media request regarding services animals.**

A reporter is requesting answers to questions. This looks like a possible national newsletter. Eunice made a motion to take no action. Becky second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**10. Skill Cutz Babershop & Salon: Sanitation Violations.**

April 19, 2021, failed inspection, re-inspected required. March 17, 2022, failed reinspection. March 31, 2022, failed repeated reinspection.

Maureen made a motion to send a settlement agreement of \$250 fine, 6-month probation and a sanitation, cleaning, and disinfecting class. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**11. Supercuts: Transfer of ownership in July 2021 without applying for a new license.**

The Inspector did an annual inspection. A stylist comment that there was a change of ownership. Past owner was contacted who provided the contact for the new owner. Change of ownership did happen in July 2021.

Becky made a motion to have Carl send a settlement agreement of a conditional license with 6-month probation to Venita Group, LLC due to lack of ownership transfer. Eunice second that motion.

All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**12. Heather's Touch: Changed location without applying for a new license.**

Heather Swanson thought that she did not need to apply for new license when she changed her location.

Maureen made a motion to have Carl send a settlement agreement of a conditional license with 6-month probation to Heather's Touch for not applying for a new salon license.

Miranda second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**13. Rebecca Jobe: Conviction on Practical Exam Application.**

Conviction, June 2021, restraining order. She passed the practical exam.

Becky made a motion to issue Rebecca's license upon passing her written examination.

Maureen second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**14. Shelby Bursch Reinstatement Application.**

Shelby's license has expired December 31, 2018. She passed the Law, Rules, and Regulation exam in June 2013. She is requesting the board to accept those test results as satisfactory proof stated in 43-11-29 #4.

Maureen made a motion to table this until later in the meeting. Miranda second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

Becky made a motion to approve her reinstatement application pending her passing the updated law exam. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**15. Dien Long: License Revoked 2/25/21. May reapply after 12/31/21 with Board's approval.**

His license was revoked because it was found that he bought his hours from a school in Texas. He completed 350 hours of school at The Salon Professional Academy in Fargo. Passed the practical exam. Waiting on him to pass the theory exam.

Becky made a motion to approve Dien Long's license upon passing his theory exam. Maureen second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**16. Complaint against Ashley Aos, ManCave for Men, Williston.**

There was a conflict between a salon owner and a client. The client was upset about appointment timing.

Maureen made a motion to dismiss the complaint and to have Sue send a letter to both parties. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**17. Complaint against Shelly Sack.**

Anonymous complaints against Shelly Sack for providing cosmetology services without a ND license. Eunice made a motion to have Sue send a letter to Dayna Schank, owner of Studio 26 Salon Suites, requesting an explanation for permitting an unlicensed individual to practice cosmetology services on its premises. Miranda second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**18. Complaint against Son Hung Pham.**

There is a complaint against Son Hung Pham stating that he purchased his hours from Texas.

Becky made a motion to send the information regarding Son Hung Pham to Texas for updating. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**19. Complaint against Salon Professional Academy.**

School inspection done February 23, 2022, reinspection required. School's reinspection done March 8, 2022, passed inspection. Complaint against the school for bugs.

Miranda made a motion to have 2 inspectors go into the school to do an inspection. Maureen second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**20. Rediscuss Rachelle Swallow, Happy Roots Salon.**

Rachelle's salon license expired on December 31, 2020. She applied for salon renewal in 2022. She needs to reinstate her license to make it in good standing and then renew that license. March 9, 2022, she applied for new salon. Opening inspection was on March 11, 2022.

Maureen made a motion to supersede the motion made at April's meeting regarding Rachelle Swallow and Happy Roots Salon. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

Maureen made a motion to inform Rachelle Swallow of this, send out the correct application forms for reinstatement and renewal and let her know we will credit her the \$80 fee. Becky second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**21. Heaven Nail Spa Reinspection. Previous Complaint.**

October 28, 2021, reinspection was required. March 31, 2022, pass inspection. April 13, 2022, passed inspection. They are not on probation.

Becky made a motion to have Sue send a letter to Randy stating that Heaven Nail Spa was inspected twice to ensure compliance and thank him for his concern. Miranda second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**22. Inspectors asking for driver's license for identification.**

Carl, again, advises against collecting and matching identification to licenses. Tenalee stated that this has been practice for at least 10 years.

Tenalee made a motion to create a policy to ask for identification for licensure, Eunice second that motion. All voting: Becky (y), Miranda (n), Maureen (y), Eunice (y), and Tenalee (y). Motion carries.

Tenalee made a motion that the specific language for the policy state "Identification for verification of licensure maybe be utilized." Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (n), Eunice (y), and Tenalee (y). Motion carries.

**23. The Hair Academy: Additional information for approval of class for continued education hours for Instructors.**

Becky made a motion to approve the Lanza hair class for 5 continuing education hours for their instructors. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**24. Quotes for Video.**

Discussion only

**25. Board sponsoring a class on the new Laws, Rules, and Regulations.**

Discussion on available dates at the Baymont and Ramada. Maureen asks for clarification on how we will answer questions from the licensees if they ask for clarification on the laws and rules. Tenalee states that this will be a presentation, not a question-and-answer session.

Tenalee made a motion to host an education class on October 24, 2022, at the Ramada for \$400 for 170 people. Becky second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**26. CLEAR Learning: Renew Membership.**

Tenalee made a motion to renew our CLEAR Learning membership for another year.

Becky second that motion. All voting: Becky (y), Maureen (n), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**27. Inspector's Training Report: Reimbursement for Inspector's supplies and work at home.**

Tenalee made a motion to pay inspectors for their time utilized to prepare for inspections. Becky second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**28. Complaint Policy. Requires Board's approval.**

Becky made a motion to table the Complaint Policy. Eunice second that motion.

All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**29. Sue's Vacation Days: May 20 & 27, June 16 & 17, 2022.**

Informing the Board of her vacation days.

**30. New Business.**

- **Continuing Education: The Salon Professional Academy. May 9, 2022, 1-hour ColorLab Airbrushing System PK and Demo Webinar from Your New School.**

Tenalee made a motion to ask for more information regarding Your New School for completion of education at The Salon Professional Academy. Becky second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

- **Continuing Education: The Salon Professional Academy. Facilitating Training through Fuel Education.**

Tenalee made a motion to approve the Fuel Education. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

- **Milady training.**

Tenalee made a motion to approve the Milady Training. Becky second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

- **Pet Rule**

Maureen made a motion the no animals, birds or other pets except service animals and fish in aquariums shall be permitted in any licensed salon. Service animals shall be in the control of the handler or owner at all times. Tenalee second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

- **Barber And Cosmetology Salons Combined.**

The idea of combining the Barber board, Massage board and the Cosmetology board may be presented in legislation in 2023. Discussion only.

- **Exams.** PSI stated that the board can provided questions or if PSI develops the questions, there will be a cost to the Board or to the candidates.

Maureen made a motion to form a committee of Eunice and one other person to update the exam questions. Miranda second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

- **Laws and rules on Facebook**

Tenalee made a motion to allow Maureen to put the new rules and laws on the Facebook page. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**31. Old Business.**

- **Continuing Education Online.**

Becky presents question from an individual to send licensees' emails.  
Discussion only.

**32. Adjournment.**

Maureen made a motion to adjourn the meeting at 5:25PM. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

The next regular meeting is scheduled for June 13, 2022, at 9:30 am.

Minutes submitted by Maureen Wanner.



# 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 will be holding a regular meeting on Monday, June 13, 2022, at 9:30 a.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D.

## Agenda

1. Leslie Roste.
2. Approval of Minutes.  
May 16, 2022 Regular Board Meeting.
3. Approval of Licenses: 5/10/22 to 6/6/22.
4. May 2022 Financial Statement.
5. July 2022 – June 2023 Budget Report.
6. Board Complaint against Josef's.
7. Lily Matthews Complaint against Josef's.
8. Isabel Hanson: Approval of License.
9. Megan Thiel. Reinstatement Application.
10. Megan Owens: Reinstatement Application. Board's Approval with 2020 Test Results.
11. Shelby Bursch: Reinstatement Application. Board's Approval with 2013 Test Results.
12. Allure Salon Suites: Unlicensed Independent Licensee.
13. A & A Nails: Sanitation Violations and use of Skin cutting implements.
14. Ashlyn Guderjahn: Conviction on Practical Exam Application.
15. Jennifer Getz: Conviction of Master License Application.
16. Complaint filed against Tatianna Byrd.
17. Complaint filed against Salon Duo.
18. Complaint filed against Darcie Boltz.
19. Ritchie Phan, Nail Place: Complaint against Cheryl Hokana.
20. Dayna Schank Response. Unlicensed Individual - Shelly Sack.
21. Reinspection of The Salon Professional Academy. Complaint Bed bugs.
22. Hung Son Pham: Texas Board research on Complaint.
23. Cosmetology Rules and Laws Exam. Requires Board's approval.
24. NIC Exams Updates.
25. Your New School: Educator bio. Approval for CE Hours.
26. Complaints: Unlicensed Individuals.
27. Complaint Policy. Updates. Requires Board's approval.
28. Board of Cosmetology Handbook.
29. New Business.
30. Old Business.

The next regular meeting is scheduled for July 18, 2022, 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, June 13, 2022, at 9:30 a.m. at the board office and via GoTo Meeting.

**Board Members Present:**

Tenalee Tangen

Rebecca Wood via GoTo

Maureen Wanner

Eunice Smith

Miranda Stanley via GoTo

Also present: Sue Meier, Board Administrator

Carl Karpinski, Legal Counsel

**Agenda**

**Additions to the agenda.**

Maureen made a motion to have Mario Olivieri speak at the meeting. Eunice second that motion. All voting: Maureen (y), Miranda (y), Eunice (y), and Tenalee (n). Becky not in the meeting currently. Motion carries.

**1. Leslie Roste.**

Leslie spoke on the national cosmetology compact in legislation funded by the Department of Defense. She also spoke on the highest injury services across the nation in cosmetology are eyelash extensions, waxing services, and pedicures.

**Time frame for Mario to speak.**

Maureen made a motion to have Mario speak now for 15 minutes. Eunice second that motion. All voting: Becky (y), Maureen (y), Eunice (y), and Tenalee (y). Miranda not online currently. Motion carries.

Mario spoke in reference to the hours for cosmetology schooling, funding, and drop rates.

**2. Approval of Minutes.**

**May 16, 2022, Regular Board Meeting.**

Eunice made a motion to approve the minutes from May 16, 2022. Maureen second that motion.

All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**3. Approval of Licenses: 5/10/22 to 6/6/22.**

Maureen made a motion to approve the licenses from May 10-June 6, 2022. Eunice second that motion.

All voting: Becky (y), Maureen (y), Eunice (y), and Tenalee (y). Miranda not online currently. Motion carries.

**4. May 2022 Financial Statement.**

This was overlooked and the board returned to it.

Maureen made a motion to approve the May 2022 financial statement. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**5. July 2022 – June 2023 Budget Report.**

Maureen gave a report on the budget and things we will need to accommodate. Tenalee request that the inspector's budget be increased.

Maureen made a motion to approve the budget for the next fiscal year ending June 2023 with the change to inspectors' salary of \$65,000. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.



**6. Board Complaint against Josef's.**

Lilly has tested and passed all her tests. She has completed her hours in all categories outlined by law. Maureen made a motion to have Sue send the white card to Josef's school and the school has 2 weeks to return it to us and to give Sue the authority to send the license to Lily Matthews upon receiving the white card. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

Carl states that the school needs to follow the law. Tenalee states 32-04-01-18 #1. Becky states 43-11-16. Schools need to use the 1500-hour white card for tracking student's school hours for the students starting after August 2021.

Maureen calls for question which will end the debate. No second was given. Motion fails.

Maureen made a motion that Josef's school has a 1-year probation. They need to fill out and send in a 1500-hour white card, signed and notarized, for every student, and if they do not comply, the board will take action against them. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

Maureen made a motion to return to the financial statement for approval. Becky seconds that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**7. Lily Matthews Complaint against Josef's.**

Maureen made a motion to dismiss the Lily's complaint against Josef's, and allow Sue to send information regarding what we have done with the state-initiated complaint against Josef's. Miranda second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**8. Isabel Hanson: Approval of License.**

Isabel would like to be licensed after 1500 hours but will still complete the 1800-hour program at the Hair Academy. Sam and Andrea spoke saying they would fill out the white card and sign and notarize it after Isabel completed her contract with the school. Carl clarifies that the notary is not required by law on the white cards. Andrea stated that the Hair Academy thought they were doing the right thing by the law. They will consult her legal counsel to help interpret the law. Becky quotes 32-04-01-25 #1.

Miranda made a motion to have Sue send the 1500-hour white card to the school and give them 2 weeks to complete it and Sue can then grant Isabel's license upon completion.

Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

Carl clarifies that we are giving the schools an opportunity to fill out the 1500-hour white cards, signed and notarized.

**9. Megan Thiel. Reinstatement Application.**

Maureen made a motion to reinstate Megan's license. Miranda second that motion. All voting: Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries. Becky left the meeting.

**10. Megan Owens: Reinstatement Application. Board's Approval with 2020 Test Results.**

Maureen made a motion to make a policy that when licensees need to reinstate, they pay the renewal fee and the late fee to reinstate their license. Eunice second that motion. All voting: Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

Maureen made a motion to make it a policy that the board will accept exam scores up to 5 years from the date of testing. Tenalee second that motion. All voting: Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

Maureen made a motion that the board accept Megan's application after she pays the fees for renewal and reinstatement. Eunice second that motion. All voting: Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**11. Shelby Bursch: Reinstatement Application. Board's Approval with 2013 Test Results.**

Carl states that the board is using 43-11-29 sub. 4b to require and retake the exam.

Maureen made a motion to approve Shelby's renewal and reinstatement after paying the fees and passes the law exam. Miranda second that motion. All voting: Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**12. Allure Salon Suites: Unlicensed Independent Licensee.**

Maya El did apply for her master license, which was issued, and she did apply for Independent Licensee Salon License. Lori did the opening inspection. Maya did pass that inspection.

Eunice made a motion to grant Maya her license. Maureen second that motion. All voting: Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

Tenalee made a motion to have Sue reach out to see who their point of contact is. Eunice second that motion. All voting: Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**13. A & A Nails. Violation of Cleaning and Disinfection.**

Maureen made a motion to offer a settlement agreement of 6-months probation and \$250 fine.

Tenalee second that motion. All voting: Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**14. Ashlyn Guderjahn: Conviction on Practical Exam Application.**

Minor in consumption in April 2021. She paid her fine and the 6 months probation period ended on March 7, 2022. Maureen made a motion to approve her application for the practical examination.

Eunice second that motion. All voting: Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**15. Jennifer Getz: Conviction of Master License Application.**

Convicted of a DUI in January 2022.

Maureen made a motion that we approve her master license application. Miranda second that motion.

All voting: Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**16. Complaint filed against Tatianna Byrd.**

Maureen made motion to dismiss the complaint. Eunice second that motion. All voting: Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**17. Complaint filed against Salon Duo.**

Maureen made a motion to dismiss this complaint. Tenalee second that motion. All voting: Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**18. Complaint filed against Darcie Boltz.**

Maureen made a motion to dismiss this complaint. Eunice second that motion. All voting: Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**19. Ritchie Phan, Nail Place: Complaint against Cheryl Hokana.**

Maureen made a motion to have Tenalee go with Cheryl for a reinspection. Eunice second that motion. All voting: Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

Maureen made a motion to have Sue send a letter to Ritchie validating his complaint and explaining that the board will not replace the inspector. Eunice second that motion. All voting: Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**20. Dayna Schank Response. Unlicensed Individual - Shelly Sack.**

Miranda recommended we inform the medical board because of the invasive services she has listed on her website and Facebook. Maureen informed the board that she knows of Shelly Sack through a niece but does not know her personally. Miranda states how nervous she is about the services that Shelly's Med Spa is providing. Tenalee states that the board needs to be very concerned about these services

provided by this med spa. Miranda states that the board has done their job if we turn this provider into the States Attorney's office. Tenalee states that the board should also inform the state of SD where she currently holds a cosmetology license.

Maureen made a motion to dismiss the complaint against Dayna Schank. Eunice second that motion. All voting: Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

Tenalee made a motion to have Sue send a letter to Shelly Sack quoting 43-11-13 and 43-11-35, report Shelly to the South Dakota Cosmetology Board, the State Attorney, the Medical Board, and the Nursing Board. Maureen second that motion. All voting: Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**21. Reinspection of The Salon Professional Academy. Complaint Bed bugs.**

The Salon Professional Academy passed the inspection. Maureen made a motion to dismiss the complaint against The Salon Professional Academy and send the inspector back to do a reinspection before the next board meeting. Tenalee second that motion. All voting: Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**22. Hung Son Pham: Texas Board research on Complaint.**

Texas Board researched and found that Hung Son Pham did not buy hours from Texas but did in fact complete his hours in Vietnam. World Nails School in Vietnam was evaluated by the Texas board, and they found that school to be a legitimate school.

Maureen made a motion to dismiss the complaint against Hung Son Pham. Miranda second that motion. All voting: Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**23. Cosmetology Rules and Laws Exam. Requires Board's approval.**

Update on the progress of the updating the rules and law exam. Discussion only.

**24. NIC Exams Updates.**

Update on the changes of the NIC exams. It was recommended that we wait to implement the exams until we can update the schools and iPads.

Maureen made a motion to start the updated exams September 1 and notify the schools of the changes as soon as possible. Miranda second that motion. All voting: Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carries.

**25. Your New School: Educator bio. Approval for CE Hours.**

Your New School does not offer CE hours. Your New School did provide the class to The Salon Professional Academy.

Tenalee made a motion to have Sue send a letter asking for the length of time and if the certificate came from Your New School. Maureen second that motion. All voting: Maureen (y), Eunice (y), and Tenalee (y). Motion carries. Miranda left the meeting.

**26. Complaints: Unlicensed Individuals.**

Two unlicensed individuals providing cosmetology services.

Maureen made a motion to have Sue send a letter to the Dollhouse Beauty Clinic in Williston quoting the laws 43-11-13 and 43-11-35, and report them to the State's Attorney's office. Eunice second that motion. All voting: Maureen (y), Eunice (y), and Tenalee (y). Motion carries. Miranda left the meeting.

Maureen made a motion to have Sue send a letter to Elizabeth Grothman, Faces by Lizzy, quoting the laws 43-11-13 and 43-11-35, and report them to the State's Attorney's office. Eunice second that motion. All voting: Maureen (y), Eunice (y), and Tenalee (y). Motion carries.

**27. Complaint Policy. Updates. Requires Board's approval.**

Tenalee asked for a clean version. Maureen made a motion to have a clean version for the next meeting and to table this until the next meeting. Tenalee second that motion. All voting: Maureen (y), Eunice (y), and Tenalee (y). Motion carries.

**28. Board of Cosmetology Handbook.**

There is a page dealing with inspectors that needs to be updated. Tenalee made a motion to table the Handbook until next meeting. Maureen second that motion. All voting: Maureen (y), Eunice (y), and Tenalee (y). Motion carries.

**29. New Business.**

No new business.

**30. Old Business.**

Carl asks for clarification on the school's decisions and understanding of the settlement agreement.

**31. Adjournment.**

Maureen made a motion to adjourn the meeting. Eunice second that motion. All voting: Maureen (y), Eunice (y), and Tenalee (y). Motion carries. Meeting is adjourned at 3:03PM

The next regular meeting is scheduled for July 18, 2022, at 9:30 am.

Minutes submitted by Maureen Wanner

**ND State Board of Cosmetology**  
**Profit & Loss Budget Overview**  
 July 2022 through June 2023

Jul '22 - Jun 23

Ordinary Income/Expense

Income

4000 · License Renewal Cosmetology	22,500.00
4005 · License Renewal Master Esthetic	5,000.00
4010 · License Renewal Master Cosmo	100,000.00
4015 · License Renewal Manicurist	8,000.00
4020 · License Renewal Instructor	1,500.00
4025 · License Renewal Esthetician	6,100.00
4035 · Original Master Manicurist	1,400.00
4040 · License Renewal School	1,025.00
4045 · Original Master Esthetician	1,400.00
4050 · License Renewal Salon	56,000.00
4055 · License Renewal Master Manicure	5,500.00
4060 · Late Fee on License	45,000.00
4065 · Reinstatement Fee	2,000.00
4070 · Manicure License	2,000.00
4080 · Hombound Renewal	0.00
4085 · Original School License	0.00
4100 · Original License Cosmetology	2,200.00
4110 · Original License Master Cosmo	2,350.00
4120 · Original License Instructor	200.00
4130 · Original License Salon	24,000.00
4140 · Reciprocity License	12,000.00
4150 · ORIGINAL HOMEBOUND LICENSE	0.00
4160 · Bad Checks	0.00
4170 · Original Esthetician License	2,000.00
4190 · Master Exam Fee	0.00
4200 · Cosmetology Examination Fee	2,750.00
4201 · Retake Cosmetology Exam	100.00
4210 · Manicure Exam	800.00
4215 · Esthetician Exam	1,700.00
4220 · Instructors Exam	275.00
4220 · Instructor Exam Fee	0.00
4221 · Retake Inst. Practical	0.00
4260 · Student Enrollment Fee	4,000.00
4270 · Agents Permits	180.00
4300 · Misc	0.00
4301 · Law Book	330.00
4302 · Certification Fee	2,000.00
4303 · Duplicate License	1,800.00
4306 · Salon Name Change	0.00
4307 · Settlement Agreements	5,000.00
4310 · Refunds	0.00
4311 · Returned Checks	0.00
4325 · P-Card Rebate	80.00
4400 · Interest Income	950.00
4500 · Sale of Fixed Assets	0.00
4505 · Bad Debt/Service Charge Income	0.00
4510 · On-line Convenience Fee	0.00

Total Income

320,140.00

Gross Profit

320,140.00

**ND State Board of Cosmetology  
Profit & Loss Budget Overview  
July 2022 through June 2023**

	Jul '22 - Jun 23
<b>Expense</b>	
5000 · Salaries Office Personnel	85,000.00
5010 · Board Members Salaries	35,000.00
5014 · Interest Expense	0.00
5015 · Inspectors Salaries	65,000.00
5016 · Examiner/Proctor Salary	16,500.00
5020 · Non Taxable Salaries Flex	0.00
5040 · FICA Exp NDPERS	0.00
5060 · Flex Comp Expense Child/Care	0.00
5110 · State Retirement Contribution	13,000.00
5120 · Blue Cross Blue Shield	19,000.00
5130 · LIFE INSURANCE	550.00
5135 · Employee Assistance Program	25.00
5140 · UNEMPLOYMENT COMPENSATION	150.00
5150 · Workers Compensation	950.00
5155 · Medicare	2,500.00
5156 · Social Security	11,000.00
5160 · Penalty	0.00
5200 · Travel-miscellaneous	0.00
5210 · Board Member Expenses	5,000.00
5220 · Inspector Expenses	29,000.00
5310 · Professional Consultants	38,000.00
5315 · Accounting Consultants	1,500.00
5320 · Auditors	9,800.00
5340 · Lobbyist	0.00
5350 · Computer Consultant	0.00
5400 · Office Rental	24,505.32
5420 · Telephone	2,500.00
5430 · Insurance - Property/Liability	60.00
5500 · Office Supplies & Expense	8,000.00
5510 · Printing	6,000.00
5520 · Repairs/Maintenance	0.00
5530 · Postage	9,000.00
5540 · Advertising/Promotional	2,200.00
5550 · Newsletter	0.00
5560 · Dues & Memberships	500.00
5590 · BANK CHARGES	0.00
5610 · Miscellaneous Fees	0.00
5710 · Testing Materials	0.00
5720 · Rental Other Facilities	400.00
5730 · Seminar Expenses	9,000.00
5740 · Practical Testing Expense	5,000.00
5750 · Testing Travel Expense	282.64
5800 · Equipment Expenses	1,500.00
5850 · Conference Registration Fee	1,500.00
5911 · PayPal Expense	0.00
66000 · Payroll Expenses	2,600.00
66900 · Reconciliation Discrepancies	0.00
6999 · Uncategorized Expenses	0.00
<b>Total Expense</b>	<b>405,022.96</b>
<b>Net Ordinary Income</b>	<b>-84,882.96</b>
<b>Other Income/Expense</b>	<b>0.00</b>
<b>Net Income</b>	<b>-84,882.96</b>



# NORTH DAKOTA STATE BOARD OF COSMETOLOGY

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

The ND State Board of Cosmetology will be holding a Special Board meeting on Wednesday, July 6, 2022 at 11:30 a.m. to discuss Shelly Sack and Trent Sack's salon license applications.

North Dakota State Board of Cosmetology

Phone 701-224-9800

**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 special meeting on Monday, July 6, 2022, at 11:30 a.m. at the board office and via GoTo Meeting.

**Board Members Present:**

Rebecca Wood via GoTo

Maureen Wanner

Eunice Smith

Miranda Stanley (absent)

Holly Bloomquist

Also present: Sue Meier, Board Administrator

Carl Karpinski, Legal Counsel via GoTo

**Agenda**

**1. Shelly Sack Salon Application Approval. Trent Sack Salon Application Approval.**

Due the amount of communication between the Board and Shelly, Carl stated that this matter should come before the Board.

Maureen made a motion to approve the salon application for Trent Sack. Eunice second that motion. All voting: Maureen (y), Eunice (y), Holly (y), and Becky (n). Motion carried.

**2. Adjournment.**

Maureen made a motion to adjourn the meeting. Holly second that motion. All voting: Maureen (y), Eunice (y), Holly (y), and Becky (y). Motion carried. Meeting adjourned at 11:58AM.

Minutes submitted by Maureen Wanner





# 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 will be holding a regular meeting on Monday, July 25, 2022, at 9:30 a.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D.

## **Agenda**

1. Election of Officers.
2. Approval of Minutes.
  - June 13, 2022 Regular Board Meeting.
  - July 6, 2022 Special Board Meeting.
3. Approval of Licenses: 6/7/22 to 7/15/22.
4. June 2022 Financial Statement.
5. Josef's School of Hair, Skin & Body: Board's approval for letter to NACCAS.
6. Vogel Law Firm: Josef's Settlement Agreement.
7. Kaseylea Brule Complaint against Josef's School of Hair, Skin & Body.
8. Kathy Osland Complaint against Josef's School of Hair, Skin & Body.
9. Jessica Schaff. Proposed Settlement Agreement.
10. Anna's Nails: Sanitation Violations and Invasive implements.
11. A & A Nails Salon Application: Transfer of ownership and Unsigned Settlement Agreement.
12. Lachelle Tetzloff: Complaint. Providing cosmetology services in her home.
13. Allure Salon Suites: Response on Unlicensed Independent Licensee.
14. Follow up Inspection of The Salon Professional Academy.
15. Rica McPherson: Reinstatement Application. Conviction and request to accept 2014 Test Results.
16. Karli Krantz: Master Application. Conviction.
17. Board of Barbers: Cosmetologists Advertising as Barbers.
18. NIC Contract Amendment.
19. Your New School: Approval for CE Hours.
20. Quotes for Video on Rules of Cleaning & Disinfecting.
21. New ND Laws, Rules, Regulations Tests. Requires Board's approval
22. October 24, 2022 Board Sponsor Class on Laws, Rules, and Regulations.
23. NIC Executive Director Meeting and Convention.
24. NIC National Database Program.
25. New Member Orientation.
26. Complaint Policy. Updates. Requires Board's approval.
27. Board of Cosmetology Handbook. Requires Board's approval.
28. Proposed Legislation.
29. Sue's Vacation Days: July 29 & August 1, 2022.
30. New Business.
31. Old Business.

The next regular meeting is scheduled for August 15, 2022, 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 monthly meeting on Monday, July 25, 2022, at 9:30 a.m. at the Board office and via GoTo Meeting.

**Board Members Present:**

Rebecca Wood

Maureen Wanner

Eunice Smith (absent)

Miranda Stanley (absent)

Holly Bloomquist

Also present: Sue Meier, Board Administrator

Carl Karpinski, Legal Counsel

**Agenda**

Meeting called to order by Becky Wood at 9:41 a.m.

The Board is presented with a request from The Hair Academy to have their attorney, Ryan Bernstein, speak. Carl gave a background of the process of the settlement agreement and how each of the attorney are involved.

Maureen made motion to allow Ryan Bernstein to speak for 15 minutes at the beginning of the meeting. Holly second that motion. All voting: Maureen (y), Holly (y) and Becky (y).

Motion carried.

Ryan Bernstein spoke, clarifying his roles with the schools. He also spoke in regard to the 1500-hours curriculum and the 1800-hour curriculum at the schools, Title 4 and the Department of Education as it relates to the schools.

Becky suggests that having the new member orientation at the beginning of the meeting would be helpful to Holly before continuing with the Board meeting.

Maureen a made a motion to have item #25 moved to the beginning of the meeting. Holly second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

Carl gave an overview of what the Board will be dealing with during the meetings and an overview of open meetings, open records, and conflict of interest.

Discussion only. No further motions needed.

**1. Election of Officers.**

Maureen made a motion to elect Becky as President. Holly second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

Becky made a motion to elect Maureen as Secretary. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried. Becky Wood is President and Maureen Wanner is Secretary.

**2. Approval of Minutes.**

**June 13, 2022, Regular Board Meeting.**

**July 6, 2022, Special Board Meeting.**

Holly made a motion to approve the minutes. Maureen second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

**3. Approval of Licenses: 6/7/22 to 7/15/22.**

Maureen made a motion to approve the licenses from 6/7/22 to 7/15/22. Holly second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

**4. June 2022 Financial Statement.**

Holly made a motion to approve the June 2022 financial statement. Maureen second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

**5. Josef's School of Hair, Skin & Body: Board's approval for letter to NACCAS.**

Todd from Josef's gave an overview of why the school is asking for the letter from the Board. Becky made a motion to table this item until later in the meeting. Holly second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

**6. Vogel Law Firm: Josef's Settlement Agreement.**

Statements were made by Todd from Josef's, Andrea from The Hair Academy, Ryan Bernstein, Kevin from Vogel Law Firm, and Ms. Thompson.

Becky made a motion that we have Carl modify D in the settlement agreement to legal language. After much discussion, Becky withdrew her motion.

Holly made a motion to amend the white card to remove student's final grade and change final theory and practical grades to current theory and practical grades. Maureen second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

Holly made a motion to amend the white card as written. Maureen second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

Becky made a motion that Carl amend the settlement agreement by leaving C as written, E as written and modifying D to strike the language as written and specifically include reference to North Dakota Century Code 43-11-32, subsection 2, and admin code 32-04-01, subsections 8, 11, 18, 25, and 26.1. Holly second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

Maureen made a motion to allow Sue, in the office, to send out the license as soon as the white card is received. Holly second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

Holly made a motion to allow timecards to be submitted no more than 1570-hours. Maureen second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

**7. Kaseylea Brule Complaint against Josef's School of Hair, Skin & Body.**

Kaseylea passed all her licensure exams. She filed complaint in July 2022 with the Board against the school. Sue was advised to send out the 1500-hours white card to the school. The school then provided a discontinued notice on Kaseylea. Sue sent to Todd Kaseylea's complaint for a response. The school again states that they do not have a 1500-hour program and that is why she is a discontinued student. Kaseylea had 1564.75 hours and was withdrawn administratively for unsatisfactory progress. She was looking to continue but based on the policies for attendance and grades, she was administratively withdrawn for unsatisfactory progress. We have a white card unsigned by student, no final grades, and short hours in a category. Kaseylea believes the instructor altered the white card putting on fewer hours. The school has verified the hours.

Maureen made a motion to deny the application lack the hours and grades. Holly second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

Based on 43-11-16 and 32-04-01-26.1

Becky made motion to dismiss the complaint against Josef's. Maureen second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

Maureen made a motion that in Carl's cover letter to schools that there is a two-week grace period to get all the white cards updated and sent to us. Holly second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

Maureen amends the motion to state that all schools have two weeks from today, July 25, 2022, to get the white cards updated and returned to the Board. Holly second that amendment. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

Maureen made a motion that the schools can change the current 1500-hour white cards making the notation changes: the school's final grade to student's current grade, in the boxes make theory current grade, practical evaluation current grade and date of graduation change to date of completion of the 1500-hours. Once they receive the new cards, they can begin using the new cards. Holly second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

Maureen made a motion to take the white curriculum card from a state form to a Board form. Holly second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

#### **8. Kathy Osland Complaint against Josef's School of Hair, Skin & Body**

She received her license on February 8, 2022, with 1800-hours school training. January 26, 2020, Sue sent Josef's in Grand Forks 1500-hour card upon Kathy's request. Sue did a follow-up with the school. Sue states that Todd stated that they would be sending the 1800-hour card because Kathy was due to finish soon.

Kathy took the practical exam at 1554.5-hours in December of 2021. In Kathy's complaint, she is requesting damages.

Becky made a motion to have Sue send a letter to Kathy Osland stating that we appreciate her concern, and the Board has addressed the issue and clarify 43-11-16 moving forward.

Maureen second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

The Board move back to item #5.

Josef's is requesting a letter from the Board approving a 1500-hour cosmetology program at both locations for NACCAS.

Becky made a motion that we have Sue send a letter to Josef's approving a 1500-hour cosmetology course that they can send to NACCAS. Maureen second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

#### **9. Jessica Schaff. Proposed Settlement Agreement.**

Jessica did not check the box that she had a conviction. It was brought to the Boards attention that she did have convictions. The Board investigated it. She had some serious convictions that we determined they made her insufficiently rehabilitated to serve the public in a safe manner. The Board did deny the license application. The proposal is to allow her to work as an apprentice. North Dakota does not have an approved apprenticeship program.

Litigation counsel, Mike Pitcher, is asking the Board if they want to continue summary judgment motion.

Maureen made a motion to continue with summary judgment motion. Holly second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

The schools and lawyers present dismissed themselves.

#### **10. Anna's Nails: Sanitation Violations and Invasive implements.**

July 5, 2022, inspection, disciplinary action recommended. The inspector recalls being informed that if the salon has invasion tools, they should be put on disciplinary action. This

salon had rasps and razors and other sanitation violations. Most past inspections they have passed.

Becky made a motion to have Sue, the inspector in Fargo, do a salon reinspection. Maureen second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

**11. A & A Nails Salon Application: Transfer of ownership and Unsigned Settlement Agreement.**

The owner, Mike Tran, has a settlement agreement, but he is no longer in the state. The current owner has not had an opening inspection. Long Tran is the new owner.

Maureen made a motion to dismiss the settlement agreement and have an opening inspection for the new owners. Holly second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

**12. Lachelle Tetzloff: Complaint. Providing cosmetology services in her home.**

This is a complaint against Lachelle for providing cosmetology services in her home. It states that the inspector went in to check on an expired salon license. Lachelle was not there so the inspector asked the manager of the salon and was informed that Lachelle no longer rented there. Some of the other renters stated she was doing her services out of her house because it was cheaper for her. We have not received a response.

Maureen made a motion to table this until the next meeting waiting on a response. Holly second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

**13. Allure Salon Suites: Response on Unlicensed Independent Licensee.**

Response an unlicensed independent licensee. The individual was granted a ND license. Marissa Gillmore and her husband, Josh, are the owners of the salon. They stated that they were aware that the licensee had a license but were unaware that it was from another state. This licensee moved to ND because of the military.

Maureen made a motion to do a settlement agreement of a six-month probation and have them adhere to the statutes. Holly second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

**14. Follow-up Inspection of The Salon Professional Academy.**

The academy had a bed bug complaint May 2, 2022. May 19, 2022, an inspection was done, and the academy passed inspection. The inspector did not know about the complaint, so the Board sent the inspector back on July 12, 2022, and recommended a reinspect. The school owner put together an action plan.

Maureen made a motion to have The Salon Professional Academy reinspected. Holly second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

**15. Rica McPherson: Reinstatement Application. Conviction and request to accept 2014 Test Results.**

There is a conviction box checked and then a request to accept 2014 test results. She would need to take the law exam. Conviction was reckless driving.

Maureen made a motion to grant the license after satisfactory passing the examination.

Holly second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

**16. Karli Krantz: Master Application. Conviction.**

Kari was pulled over for speeding and then she was asked to have her car searched. Marijuana paraphernalia was discovered, and she was found to be ingesting intoxicants other than alcohol. This was in SD. She did not serve time and was put on a 1-year probation.

Maureen made a motion to approve her master license and put her on a settlement agreement of a probation until April 25, 2023.

Maureen amends the motion to include her individual license. Holly second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

**17. Board of Barbers: Cosmetologists Advertising as Barbers.**

North Dakota Board of Barbers are concerned that cosmetologists are advertising as barbers and have 'Barbershop' in the salon name. They will be addressing cosmetology exemptions in their North Dakota Century Code. Discussion only.

**18. NIC Contract Amendment.**

NIC is requesting us to renew our 2-year examination contract.

Maureen made a motion to renew our terms with NIC. Holly second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

Maureen made a motion to have Becky come and observe an examination when her time allows. Holly second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

Maureen made a motion that Holly investigate other vendors for testing. Becky second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

**19. Your New School: Approval for CE Hours.**

Your New School said that they do not provide continuing education for webinars. It is up to a school to provide hours for a class.

Holly made a motion to deny the approval of continuing education for this webinar.

Maureen second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

**20. Quotes for Video on Rules of Cleaning & Disinfecting.**

Quotes from REM Media and Spotlight Media.

Becky made a motion for Holly to do more research on quotes for the video of the rules on cleaning and disinfecting. Maureen second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

**21. New ND Laws, Rules, Regulation Tests. Require Board's approval**

Eunice and Tenalee updated these questions.

Becky made a motion to table the approval of the ND Laws, Rules, Regulations Tests. Holly second the motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

**22. October 24, 2022, Board Sponsored Class on Laws, Rules, and Regulations.**

No agenda was set.

Maureen made a motion to table the education class until a later date. Becky second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

Maureen made a motion to table the video until after legislation. Holly second the motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

**23. NIC Executive Director Meeting and Convention.**

NIC conference in San Antonio, TX, September 30 - October 3.

Maureen made a motion to send three Board members to attend the conference. Holly second the motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

Maureen made a motion to send one Board member to the Executive Director's meeting at the NIC conference. Holly second the motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

Maureen made a motion to put the flights and hotel on the P-Card. Holly second the motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

**24. NIC National Database Program.**

Discussion only.

**25. New Member Orientation.**

This item was handled at the beginning of the meeting.

**26. Complaint Policy. Updates. Requires Board's approval.**

Becky made a motion to approve the complaint policy. Maureen second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

**27. Board of Cosmetology Handbook. Requires Board's approval.**

Maureen made a motion to approve the purpose changes in the handbook. Holly second that motion. All voting: Maureen (y), Holly (y) and Becky (y). Motion carried.

**28. Proposed Legislation.**

Purposed law changes need to be submitted in the beginning of December. Discussion only.

**29. Sue's Vacation Days: July 29 & August 1, 2022.**

Discussion only.

**30. New Business.**

- Hybrid schooling. Holly made a motion to send a response to HSI in Williston letting them know that we would need legislative changes before allowing a hybrid school. Becky second that motion. All voting: Maureen (y), Holly (y), and Becky (y). Motion carried.
- Compact licensure meeting. Discussion only.
- Redkin Continuing Education. Maureen made a motion to deny this class for continuing education hour. Holly second that motion. All voting: Maureen (y), Holly (y), and Becky (y). Motion carried.

Becky made a motion to have Holly work on a continuing education protocol that we can follow. Maureen second that motion. All voting: Maureen (y), Holly (y), and Becky (y). Motion carried.

- Renewal cards will be sent out. License paper has been ordered. Discussion only.

**31. Old Business.**

- Silk Peel. ProCell Micro channeling. Becky brings forth her concerns again on these services stating a salon in Fargo is employing estheticians may be offering these services. Miranda was looking into these services. We are waiting on her research. Discussion only.

**Adjournment:** Maureen made a motion to adjourn the meeting. Holly second that motion. All voting: Maureen (y), Holly (y), and Becky (y). Motion carried. Meeting adjourned at 3:36 a.m.

The next regular meeting is scheduled for August 15, 2022, at 9:30 a.m.



# 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 will be holding a regular meeting on Wednesday, August 17, 2022, at 10:00 a.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D.

## Agenda

1. Approval of Minutes:
  - July 6, 2022 Special Meeting
  - July 25, 2022 Regular Board Meeting
2. Approval of Licenses: 7/16/22 to 8/12/22.
3. July 2022 Financial Statement.
4. Shawn Deanna Barnes Complaint against Jenna Ripplinger.
5. Microchanneling.
6. Amitaben Chaudhari: Reciprocity Application.
7. Skill Cutz Barbershop & Salon: Interpretation of NDCC 43-11-26.
8. Lachelle Tetzloff's Response: Providing cosmetology services in her home.
9. Anna's Nails: Follow Up Inspection.
10. Salon Professional Academy: Follow up Inspection.
11. New ND Laws, Rules, Regulations Tests. Requires Board's approval
12. NIC Executive Director Meeting and Convention. September 30 – October 3, 2022.
13. Prov Inc: NIC New Test Development.
14. State Design Forms: Revote to have the 1500-hour Curriculum Card as a State Form.
15. Board of Cosmetology Handbook. Requires Board's approval on Lead Inspector, Inspector, Examiner, and Proctor Job Descriptions.
16. Proposed Legislation.
17. Inspector's Name Badge. Needs Board's Approval.
18. New Business.
19. Old Business.

The next regular meeting is scheduled for September 19, 2022, 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 monthly meeting on August 17, 2022, at 10:00 a.m. at the Board office and via GoTo Meeting.

**Board Members Present:**

Rebecca Wood

Maureen Wanner

Eunice Smith (absent)

Miranda Stanley via GoTo

Holly Bloomquist

Also present: Sue Meier, Board Administrator

Carl Karpinski, Legal Counsel

**Agenda**

Meeting called to order by Becky Wood.

**1. Approval of Minutes:**

**July 6, 2022 Special Meeting**

**July 25, 2022 Regular Board Meeting**

Holly made a motion to approve the minutes from July 2, 2022, to July 25, 2022. Eunice second that motion. All voting: Maureen (y), Holly (y), Eunice (y), and Becky (y). Motion carried.

**2. Approval of Licenses: 7/16/22 to 8/12/22.**

Maureen Wanner made a motion to approve the licenses from July 16, 2022, to August 12, 2022.

Holly second that motion. All voting: Maureen (y), Holly (y), Eunice (y), and Becky (y). Motion carried.

**3. July 2022 Financial Statement.**

Holly made a motion to approve the July 2022 financial statement. Maureen second that motion. All voting: Maureen (y), Holly (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**4. Shawn Deanna Barnes Complaint against Jenna Ripplinger.**

Jenna was present at the meeting. She did defend herself against the complaint. Shawn did not attend the meeting. Shawn has moved to a new location, has been inspected and passed that inspection and is working at the new location. The 5 Degrees Salon was inspected January 28, 2022, inspection resulted in a pass. The 5 Degrees Salon was inspected July 24, 2022, inspection resulted in a re-inspect. The stylists have civil disputes against each other.

Maureen made a motion to dismiss the complaint against Jenna and to have Jenna's salon inspected. Holly second that motion. All voting: Maureen (y), Holly (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

Shawn Barnes did arrive at the meeting. Becky explains that there are board issues, business issues, and personal issues, and her dispute may need a personal attorney. Shawn was wondering about 43-11-31 number 3. She presented pictures to the board.

Maureen amends the motion to dismiss the complaint against Jenna and table the discussion until the next meeting. Holly second that motion. All voting: Maureen (y), Holly (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**5. Microchanneling.**

Maureen made a motion to have an inspector inspect the Blushed Salon in Fargo. Holly second that motion. All voting: Maureen (y), Holly (y), Eunice (y), Miranda (y), and Becky (y). Motion carried. Maureen made a motion to have Sue send a letter to Blushed Salon letting them know that the board has seen their advertising, ask them if they are performing the services and who is performing these services. Holly second that motion. All voting: Maureen (y), Holly (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**6. Amitaben Chaudhari: Reciprocity Application.**

Amitaben Chaudhari is from India. Maureen made a motion to have Sue send a letter requesting for proof of work experience and proof of credential agency. Holly second that motion. All voting: Maureen (y), Holly (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**7. Skill Cutz Barbershop & Salon: Interpretation of NDCC 43-11-26.**

Merthom Wuo had applied for her master license with hours she obtained from working at Skill Cutz. The owner of Skill Cutz indicated that Merthom was renting space as a braider. Holly made a motion to have Sue send a letter asking for proof of work experience and proof of services other than hair braiding services. Maureen second that motion. All voting: Maureen (y), Holly (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**8. Lachelle Tetzloff's Response: Providing cosmetology services in her home.**

A complaint was brought forth to the board last month for providing services out of her home. Sue reached her by phone and Lachelle states she has been living out of state. Maureen made a motion to dismiss the complaint against her. Eunice second that motion. All voting: Maureen (y), Holly (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**9. Anna's Nails: Follow Up Inspection.**

Inspection was done July 5, 2022, resulting in a disciplinary action. The board discussed it at the last meeting and voted to have Anna's Nails reinspected instead. Anna's Nails was reinspected August 1, 2022, resulting in a pass. Discussion only.

**10. Salon Professional Academy: Follow up Inspection.**

This was discussed at the last meeting. Jill came up with a plan of action. The school was reinspected resulting in a pass. Discussion only.

**11. New ND Laws, Rules, Regulations Tests. Requires Board's approval**

Discussion was had on the ND Law test.

Maureen made a motion to approve the laws and rules examinations per corrections and changes that were discussed, and Sue will make the changes. Eunice second that motion. All voting: Maureen (y), Holly (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**12. NIC Executive Director Meeting and Convention. September 30 - October 3, 2022.**

The board had approved three board members to attend the convention. Holly will be attending. Discussion only.

**13. Prov Inc: NIC New Test Development.**

Sue will invite Prov Inc to speak at the October meeting.

**14. State Design Forms: Revote to have the 1500-hour Curriculum Card as a State Form.**

On July 25, 2022, Maureen made a motion to change the white curriculum cards from the state form to a board form; Holly second the motion, and everyone voted in agreement. Maureen made a motion to amend that motion to keep all forms as state forms. Holly second that motion. All voting: Maureen (y), Holly (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

Further discussion was had on student's current grade on the curriculum card.

Maureen made a motion to give Sue the authority to send a letter to the students informing them that the board will not grant their license if their grades are failing on the white curriculum card stating 43-11-21 and 32-04-01-25 sub-1. Holly second that motion. All voting: Maureen (y), Holly (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**15. Board of Cosmetology Handbook. Requires Board's approval on Lead Inspector, Inspector, Examiner, and Proctor Job Descriptions.**

Maureen made a motion to table the discussion on Lead Inspector and Inspector positions and to have Becky meet with the state inspectors regarding the Lead Inspector and Inspector positions. Holly second that motion. All voting: Maureen (y), Holly (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

Discussion was had on changes needed to the job descriptions for Examiner and Proctor. Maureen made a motion to approve the job descriptions for Examiner and Proctor with changes noted. Miranda second that motion. All voting: Maureen (y), Holly (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

Holly recommends that the Executive Director and Board Administrator not own a salon or work in a salon. Miranda states the limiting that may slim our options down too far, Carl questions the authority of the ED and the BA stating that the board is the ultimate decision makers. He also states if the ED and BA can't own a salon then the board members shouldn't be able to own a salon. He clarifies that the ED and BA work at the pleasure of the board. It is made clear that having a license is not required.

Discussion on requirements of Executive Director. Holly made a motion to table discussion on the Executive Director and Board Administrator qualifications. Maureen second that motion. All voting: Maureen (y), Holly (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**16. Proposed Legislation.**

Topics listed for consideration are as follows: hybrid theory class, school requirements and issues, clarifying the five-year late reinstatement fee, adding the definition of apprenticeship in rule, and fees.

**17. Inspector's Name Badge. Needs Board's Approval.**

Sue proposed name badges for the inspectors.

Maureen made a motion to purchase name badges for the inspectors. Eunice second that motion. All voting: Maureen (y), Holly (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**18. New Business.**

- **Attorney General training for state boards.**

Maureen made a motion to allow five board members attend if they can and to be paid for the training meeting on October 5, 2022. Holly second that motion. All voting: Maureen (y), Holly (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

- **Tina's nails. Request to close them for a disinfection class.**

Inspected on 1-28-19 resulted in a warning. Inspected on 4-30-19 resulted in a pass. Inspected on 2-4-20 resulted in a pass. Inspected on 8-11-20 resulted in a pass. Inspected on 2-7-22 resulted in a warning. Inspected on 8-9-22 resulted in a re-inspect.

Maureen made a motion to do a settlement agreement of a six-month probation, \$250 fine, disinfection class lead by Tenalee and Sheila to be completed within 60 days of signed settlement agreement. Holly second that motion. All voting: Maureen (y), Holly (y), Eunice (y), and Becky (y). Motion carried. Miranda left the meeting.

- ViVi Nails. Request to close them for a disinfection class.**  
 Inspection on 1-28-19 resulted in a pass. Inspection on 9-11-19 resulted in a pass. Inspection on 12-22-20 resulted in a pass. Inspection on 2-7-22 resulted in a warning. Inspection on 4-4-22 resulted in a pass. Inspection on 8-9-22 resulted in a disciplinary action.  
 Maureen made a motion to do a settlement agreement of no shut down, no fine, a disinfection class lead by Tenalee and Sheila to be completed within 60 days of signed settlement agreement, followed by a reinspect after the class with another inspector. Holly second that motion. All voting: Maureen (y), Holly (y), Eunice (y), and Becky (y). Motion carried.
- Continuing Education. The Salon Professional Academy.**  
 TSPA is requesting approval for continuing education class.  
 Maureen made a motion to make Holly the point of contact for continuing education and have her come up with a protocol for continuing education in our state. Becky second that motion. All voting: Maureen (y), Holly (y), Eunice (y), and Becky (y). Motion carried.  
 Maureen made a motion to have Sue send a letter to the TSPA to have the educator reach out to our office for approval. Holly second that motion. All voting: Maureen (y), Holly (y), Eunice (y), and Becky (y). Motion carried.  
 Protocols may be but not limited to are CE certificates given, keep track of attendance, and the requirements to classify that class as a CE class.
- New Instructors receiving licenses close to the end of the year.**  
 Discussion was had on whether instructors receiving their license close to the end of the year must complete the 8-hours of continuing education requirement. Carl stated the rules that guide us the answer. Discussion only.
- Jessica Schaff. Continuing with summary judgement.**  
 Becky made a motion to have Carl let Jessica know that the board will reconsider options for licensure in one year when parole is done. Maureen second that motion. All voting: Maureen (y), Holly (y), Eunice (y), and Becky (y). Motion carried.
- Email from Tenalee regarding Maureen.**  
 Discussion only.
- Sue's retirement.**  
 Sue gives notice that she will be retiring spring of 2023. The exact dated has not been clarified.
- Facebook posting**  
 Holly suggested keeping that updated better. Meeting notices, agendas, and when office is closed can be posted on Facebook.  
 Maureen made motion to add Holly on Facebook as an administrator so she can post meeting notices, agendas, when office is closed and other items that the board approves to have posted. Eunice second that motion. All voting: Maureen (y), Holly (y), Eunice (y), and Becky (y). Motion carried.
- Collecting licensees' emails.**  
 Discussion only.

## 19. Old Business.

- Educational video.**  
 Maureen brings up a suggestion from a vendor on making a video for each rule or section instead of 1 full video.

**20. Adjournment**

Eunice made a motion to adjourn the meeting. Maureen second that motion. All voting: Maureen (y), Holly (y), Eunice (y), and Becky (y). Motion carried. Meeting adjourned at 3:34 pm.

The next regular meeting is scheduled for September 19, 2022, at 9:30 am.

Meeting minutes submitted by Maureen Wanner.



# 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 will be holding a regular meeting on Monday, September 19, 2022, at 9:30 a.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D.

## **Agenda**

1. Approval of August 17, 2022 Minutes.
2. Approval of Licenses: 8/13/22 – 9/12/22.
3. August 2022 Financial Statement.
4. Lead Inspector and Inspectors Job descriptions.
5. Inspector's Concerns.
6. Shawn Deanna Barnes: Additional Information to the Complaint filed against Jenna Ripplinger.
7. Anonymous Complaint filed against Jenna Ripplinger.
8. Lovely Nails & Spa. Sanitation Violations.
9. The Best Little Hair House. Sanitation Violations.
10. @ Nails. Sanitation Violations.
11. Maryssa DuMarce. Conviction on Practical Exam Application.
12. Peggy Dillenburg: Approval of Reciprocity.
13. Merthom Wuo. Approval for Master License.
14. Tenalee Tangen request to receive compensation for the NIC board meeting in August and the NIC conference in October.
15. Inspection Reports posted on the Board's website
16. Hair Society Institute of Cosmetology. Request a different Inspector.
17. Microchanneling: Blushed Beauty Bar's Response.
18. Hiring Process for the Office.
19. Eunice Smith Resignation.
20. Meeting with School Owners to go over the updated content for the NIC Practical Exams.
21. New Business.
22. Old Business.

The next regular meeting is scheduled for October 17, 2022 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 monthly meeting on Monday September 19, 2022, at 9:30 a.m. at the Board office and via GoTo Meeting.

**Board Members Present:**

Rebecca Wood

Maureen Wanner via GoTo

Eunice Smith

Miranda Stanley - absent

Holly Blomquist

Also present: Sue Meier, Board Administrator

Carl Karpinski, Legal Counsel

**Agenda**

**1. Approval of August 17, 2022, Minutes**

Holly made a motion to approve the minutes from August 17, 2022. Eunice second that motion. All voting: Maureen (y), Holly (y), Eunice (y), and Becky (y). Motion carried.

**2. Approval of Licenses. 8/13/22 – 9/12/22.**

Holly made a motion to approve the licenses for August 13, 2022, to September 12, 2022. Maureen second that motion. All voting: Maureen (y), Holly (y), Eunice (y), and Becky (y). Motion carried.

**3. August 2022 Financial Statement.**

Holly made a motion to have Sue reach out to Brady Martz to work on our budget.

Maureen second that motion. All voting: Maureen (y), Holly (y), Eunice (y), and Becky (y). Motion carried.

Holly made a motion to combine agenda items 6 and 7 and ahead of items 4 and 5 and to discuss item 5 before items 4 on the agenda. Eunice second that motion. All voting: Maureen (y), Holly (y), Eunice (y), and Becky (y). Motion carried.

**4. Shawn Deanna Barnes: Additional Information to the Complaint File Against Jenna Ripplinger.**

Maureen made a motion to dismiss the complaint. Holly second that motion. All voting: Maureen (y), Holly (y), Eunice (y), and Becky (y). Motion carried.

**5. Anonymous Complaint Filed Against Jenna Ripplinger.**

Becky made a motion to have Sue send a letter to complainant stating that the typical protocol is to have the salon inspected and to dismiss the complaint at this time. Holly second that motion. All voting: Holly (y), Eunice (y), and Becky (y). Motion carried. An inspection will take place.

**6. Inspector's Concerns.**

Becky met with all the salon inspectors. One was absent from the meeting. Becky brought forth their concerns to the board.

Becky made a motion to have Holly do some research on options for technology for the board meetings. Maureen second that motion. All voting: Maureen (y), Holly (y), Eunice (y), and Becky (y). Motion carried.

**7. Lead Inspector and Inspector Job Descriptions.**

Holly made a motion to have Maureen make the changes to the job descriptions and bring them back to the next meeting. Maureen second that motion. All voting: Maureen (y), Holly (y), Eunice (y), and Becky (y). Motion carried.

Holly made a motion to have Tenalee look into digital options for inspection sheets. Eunice second that motion. All voting: Maureen (y), Holly (y), Eunice (y), and Becky (y). Motion carried.

Maureen left the meeting.

Holly made a motion to review the Inspector job description with edits and bring back next month. Eunice second that motion. All voting: Holly (y), Eunice (y), and Becky (y). Motion carried.

**8. Lovely Nails & Spa. Sanitation Violations.**

The salon was on probation until March 2022. The salon passed three inspections.

March 29, 2022, inspection results: Pass

July 29, 2021, inspection results: Pass

February 7, 2022, inspection results: Pass

August 9, 2022, inspection results: Disciplinary Action

Holly made a motion to have the salon be reinspected. Eunice second that motion. All voting: Holly (y), Eunice (y), and Becky (y). Motion carried.

**9. The Best Little Hair House. Sanitation Violations.**

November 14, 2018, inspection results: Pass

December 28, 2020, inspection results: Pass

November 23, 2021, inspection results: Pass

August 9, 2022, inspection results: Disciplinary Action

Holly made a motion to have the salon be reinspected. Becky second that motion. All voting: Holly (y), Eunice (y), and Becky (y). Motion carried.

**10. @ Nails. Sanitation Violation.**

September 28, 2019, inspection results: Pass

June 22, 2020, inspection results: Pass

May 25, 2021, inspection results: Pass

January 24, 2022, inspection results: Pass

July 12, 2022, inspection results: Reinspect

August 8, 2022, inspection results: Reinspect



August 19, 2022, inspection results: Disciplinary Action

Holly made a motion to offer a settlement agreement of a six-month probation, \$250 fine, and a class mandatory for all employees within thirty days of the signed agreement. The salon is not required to be shut down. Becky second that motion. All voting: Holly (y), Eunice (y), and Becky (y). Motion carried.

Holly made a motion to have Tenalee ride-a-long with the inspector to reinspect The Best Little Hair House and Lovely Nails & Spa. Eunice second that motion. All voting: Holly (y), Eunice (y), and Becky (y). Motion carried.

Holly made a motion to authorize Sue to assign the ride-a-long inspections without board approval unless it becomes habitual. Becky second that motion. All voting: Holly (y), Eunice (y), and Becky (y). Motion carried.

**11. Maryssa DuMarce. Conviction on Practical Exam Application.**

Maryssa provided information on the conviction she had in the last five years. She is not on probation.

Holly made a motion to grant her license upon passing the exams. Becky second that motion. All voting: Holly (y), Eunice (y), and Becky (y). Motion carried.

**12. Peggy Dillenburg. Approval of Reciprocity.**

Holly made a motion to table this until more information is provided. Eunice second that motion. All voting: Holly (y), Eunice (y), and Becky (y). Motion carried.

After further review, Becky made a motion based on NDCC 43-11-25 (1) sub b. (2), the board is unable to grant the license at this time to Peggy Dillenburg based on insufficient experience. Holly second that motion. All voting: Holly (y), Eunice (y), and Becky (y). Motion carried.

Becky amended the motion to have Carl send an order of denial rather than Sue sending a letter. Holly second that motion. All voting: Holly (y), Eunice (y), and Becky (y). Motion carried.

**13. Merthom Wuo. Approval of Master Licensing.**

Becky made a motion to have Sue send a letter stating that the information provided would not be satisfactory proof of hours completed for master licensing. Holly second that motion. All voting: Holly (y), Eunice (y), and Becky (y). Motion carried.

Becky made a motion to send a letter to Skill Cutz regarding the complaint against them, requesting hours completed by Merthom as a cosmetologist pertaining to statute 43-11-01 (3). Holly second that motion. All voting: Holly (y), Eunice (y), and Becky (y). Motion carried.

**14. Tenalee Tangen. Request To Receive Compensation for the NIC Board Meeting in August and the NIC Conference in October.**

Holly made a motion to not compensate Tenalee according to 43-11-06 and 43-11-12. Eunice second that motion. All voting: Holly (y), Eunice (y), and Becky (y). Motion carried.

**15. Inspection Reports Posted on the Board's Website.**

Holly made a motion to remove inspection reports posted on the Board's website and work with the IT or the web designer to have the name of the salons and list the inspection results as good standing, reinspect or disciplinary action. Becky second that motion. All voting: Holly (y), Eunice (y), and Becky (y). Motion carried.

**16. Hair Society Institute of Cosmetology. Request Different Inspector.**

A past employee of Hair Society Institute is the local inspector and the school is requesting a new inspector.

Holly made a motion to grant Hair Society Institute of Cosmetology a new inspector based on a conflict of interest. Becky second that motion. All voting: Holly (y), Eunice (y), and Becky (y). Motion carried.

**17. Microchanneling: Blush Beauty Bar's Response.**

Miranda did some research and states microchanneling is invasive into the live tissue. Becky made a motion to send a letter to Blush Beauty Bar requesting information on who specifically is providing the microchanneling services, whether it is cosmetologist or estheticians since it appears that way on their website. Also, to reach out to the Department of Health to ask specifically what they oversee. Holly second that motion. All voting: Holly (y), Eunice (y), and Becky (y). Motion carried.

**18. Hiring Process for the Office.**

Discussion only and was tabled until the next meeting.

**19. Eunice Smith Resignation.**

Eunice informed the Board of her resignation as a board member. She will continue as a proctor.

**20. Meeting With School Owners to Go Over Updated Content for NIC Practical Exams.**

Becky made a motion to table this until Maureen can provide more information. Holly second that motion. All voting: Holly (y), Eunice (y), and Becky (y). Motion carried.

**21. New Business.**

- **Complaint against Jenna Ripplinger.**

Becky made a motion to have Sue send a letter to Alissa Wangen stating that the typical protocol is to have the salon inspected which will be happening and to dismiss the complaint at this time. Holly second that motion. All voting: Holly (y), Eunice (y), and Becky (y). Motion carried.

- **Erica Schmitz. Practical examination application. Conviction in the last five years.**

Holly made a motion to grant her license upon passing the practical examination. Becky second that motion. All voting: Holly (y), Eunice (y), and Becky (y). Motion carried.

- **Vanessa Alfaro. Practical examination application. Conviction in the last five years.**

Holly made a motion to offer a settlement agreement for a conditional license upon passing the examinations for the duration of her probation. Eunice second that motion. All voting: Holly (y), Eunice (y), and Becky (y). Motion carried.

- **Becky met with Jill Krahn.** Becky brought forth requests from the schools.

Several requests are:

- Remove the student signature from the curriculum card
- Remove the word 'complete(d)' from the bottom of the curriculum card, replacing it with 'reach (ed).'

Carl reminds us that it is well over a year since the law was passed. We have met with the schools and Carl warns the board about taking away the student signature.

Holly made a motion to table this until further review. Becky second that motion. All voting: Holly (y), Eunice (y), and Becky (y). Motion carried.

## **25. Old Business.**

- **Continuing Education. Presented by Holly Blomquist**

Discussion only.

- **Board compensation. Brought forth by Becky Wood.**

Carl clarifies that the board's website states that board members are paid \$25/hour. Statutorily board members are to be compensated in accordance with 54-35-10. Discussion only.

- **Complaint sent to Burleigh County State Attorney Office from the Cosmetology Board.**

Carl stated that he received them back with a note that they were sent in error. They were sent to the wrong office.

- **Jessica Schaff.**

Carl discussed with the board the options how to handle this situation.

Holly made a motion to have Carl draft a settlement agreement for Jessica Schaff. Becky second that motion. All voting: Holly (y), Eunice (y), and Becky (y). Motion carried.

## **26. Adjournment**

Holly made a motion to adjourn the meeting. Eunice seconded that motion. All voting: Holly (y), Eunice (y), and Becky (y). Motion carried. Meeting is adjourned at 2:19 pm.

The regular meeting is scheduled for October 17, 2022, at 9:30 AM.

Minutes submitted by Maureen Wanner.

The ND State Board of Cosmetology will be holding a special Board meeting on Thursday, September 29, 2022 at 9:00 am to discuss the settlement agreement for Jessica Schaff.

Please join my meeting from your computer, tablet or smartphone.

**<https://meet.goto.com/754581821>**

You can also dial in using your phone.

**United States: +1 (786) 535-3211**

Access Code: **754-581-821**

**BOARD MEMBERS**

Rebecca Wood  
Maureen Wanner  
Miranda Stanley  
Holly Blomquist

North Dakota State Board of Cosmetology

Phone 701-224-9800

**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 special meeting on Thursday, September 29, 2022, at 9:00 a.m. via GoTo Meeting.

**Board Members Present:**

Rebecca Wood

Maureen Wanner

Holly Blomquist

Also present: Sue Meier, Board Administrator

Carl Karpinski, Legal Counsel

Agenda

**Jessica Schaff.**

Carl outlines the board's options regarding granting a settlement agreement to Jessica. Maureen made a motion to approve the settlement agreement as drafted by Carl and end the administrative appeal. Holly second that motion. All voting: Maureen (y), Holly (y), and Becky (y). Motion carried.

Maureen made a motion to adjourn the meeting. Holly second that motion. All voting: Maureen (y), Holly (y), and Becky (y). Motion carried. Meeting adjourned at 9:33 am.

Minutes submitted by Maureen Wanner.



# 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 will be holding a regular meeting on Monday, October 17, 2022, at 9:30 a.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D.

## Agenda

1. Deborah Roope, Prov's Proposed Services Presentation.
2. Approval of Minutes:
  - September 20, 2022 Regular Meeting Minutes.
  - September 29, 2022 Special Meeting Minutes.
3. Approval of Licenses: 9/13/22 – 10/10/22.
4. September 2022 Financial Statement.
5. Lead Inspector and Inspectors Job descriptions.
6. Skill Cutz Barbershop & Salon's Response to Merthom Wuo complaint.
7. Microchanneling: Blushed Beauty Bar's Response & Department of Health.
8. Kaitlyn Oviatt: Conducting a Cosmetology Salon without a salon license.
9. LeDaija Sowell: Conviction on Examination Application.
10. Brittany Brettin: Reciprocity Application for Hairstylist.
11. Taylor Sherman: Credit School Hours from 2017. Rule 32-04-01-07 (3).
12. Jill Krahn, Salon Professional Academy: Request to discuss the Curriculum and Practical Testing Sites.
13. Nail Designs, Fargo: Unlicensed Individual Complaint.
14. Heaven Nails Spa: Unlicensed Individual Complaint.
15. Community Free Haircuts.
16. 5 Degrees North Inspection.
17. Continued Education Course Approval Guidelines and Application.
18. L'ANZA Healing Hair Color and Care: Approval for CE Hours.
19. Josef's Request for Approval for CE Hours.
20. Approval on all Educational Courses offered by Milady.
21. Report on NIC Convention by Holly Blomquist.
22. NIC Automated Examiner Training.
23. Executive Director Meeting on December 9, 2022 in Scottsdale, AZ.
24. 2023 Practical Examination Schedule and Board Meetings.
25. Duplicate Licenses: Working in two or more salons.
26. Review Profit & Loss Statements.
27. Hiring for the Office Staff:
28. Shannay Dvorak's resignation as Inspector in the Dickinson area.
29. New Business.
30. Old Business.

The next regular meeting is scheduled for November 14, 2022 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 will be held a regular meeting on Monday, October 17, 2022, at 9:30 a.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D.

**Board Members Present:**

Rebecca Wood

Maureen Wanner - via GoTo

Eunice Smith - via GoTo

Miranda Stanley - via GoTo

Holly Blomquist

Also present: Sue Meier, Board Administrator

Annique Lockard Legal Counsel - via GoTo

**Agenda**

**1. Deborah Roope, Prov's Proposed Services Presentation.**

Deborah informed the board regarding Prov's services. Discussion only.

NIC surveys were discussed. No decision was made.

**2. Approval of Minutes:**

**September 20, 2022, Regular Meeting Minutes.**

**September 29, 2022, Special Meeting Minutes.**

Holly made a motion to approve the September meeting minutes. Maureen second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**3. Approval of Licenses: 9/13/22 – 10/10/22.**

Maureen made a motion to approve the licenses from September 13, 2022, to October 10, 2022. Eunice second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**4. September 2022 Financial Statement.**

Maureen made a motion to approve the September 2022 Financial Statement. Holly second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**5. Lead Inspector and Inspectors Job descriptions.**

Holly brought forth changes on the job descriptions. Maureen made a motion to approve the Lead Inspector and Inspector job descriptions. Eunice second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**6. Skill Cutz Barbershop & Salon's Response to Merthom Wuo complaint.**

Maureen made a motion to grant Merthom 564 hours toward her master cosmetology license. Holly second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (n). Motion carried.

Holly made a motion to sent out a letter reminding them of the law and rules regarding cosmetology salons and employees referring to 43-11-01 sub 3 and Article 32-03. Maureen second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**7. Microchanneling: Blushed Beauty Bar's Response & Department of Health.**

Becky brings forth her concerns. Miranda also states her concerns.

Holly made a motion to send a follow up letter to Blushed reminding them of the laws and rules on invasive care. The board will continue to review the matter and follow up as necessary. Maureen second motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**8. Kaitlyn Oviatt: Conducting a Cosmetology Salon without a salon license.**

Becky received an anonymous complaint against Kaitlyn Oviatt. Holly made a motion to send a letter stating the statutes and to dismiss the complaint. Maureen second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**9. LeDaija Sowell: Conviction on Examination Application.**

LeDaija was on probation until June 2021. Is now again on probation until 2023. Holly made a motion to send a letter stating that based on her qualifications of schooling, LeDaija can take the examination. Her license will not be granted until further review by the board. The Board is requesting more information regarding other convictions that were noticed on your record. Maureen second the motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**10. Brittany Brettin: Reciprocity Application for Hairstylist/Cosmetology.**

Maureen made a motion to send a letter requesting Brittany to provide 500 hours of schooling. Based on information provided, the board is not able to grant a license at this time. Miranda second the motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**11. Taylor Sherman: Credit School Hours from 2017. Rule 32-04-01-07 (3).**

Taylor is requesting to utilize the school hours she obtained for her to take the exams. Some hours were obtained starting in 2014.

Maureen made a motion to send a letter to Taylor explaining that the board is not able to waive the requirements of 32-04-01-07 sub 3, explaining what the laws and rules are and the requirements to take the exam and Taylor can follow up. Holly second the motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**12. Jill Krahn, Salon Professional Academy: Request to discuss the Curriculum and Practical Testing Sites.**

Jill Krahn spoke on several topics, including how the new laws and requirements effect the schools with the Board of Education and NACAS, testing sites, and longer school days.



**The student signature on the curriculum cards at 1500 hours.**

Becky made a motion that the board still require that the schools submit information for every student at 1500 hours with the leeway stated in a previous meeting. Becky continued to motion to remove the signature requirement until the student choosing to complete the program. Maureen second the motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**The word "complete" on the curriculum card change to "reached."**

Maureen made a motion to change the 'hours of complete(d)' to 'hours of complete(d) per North Dakota minimum requirement' in all the areas that say 'complete(d)'.

Maureen amends the motion to say 'complete(d) per North Dakota law'. Maureen retracted the motion.

Becky made a motion to change 'total hours completed' to 'total hours reached per North Dakota law', also, under 'affidavit of school', change it to say, 'as reached the minimum required hours' and then we are going to remove 'of completion' from both hours and dates under affidavit of school, so it will read 'hours' and 'date'. Maureen second the motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**Multiple testing sites.**

Maureen states that NIC does not allow the practical exams to be done in the schools. She states that there would be a cost for conference room rent, travel expense for examiners and proctor, and students from different schools are in exams on the same dates. Discussion only.

**Longer school days.**

Becky states that there are single moms who may prefer longer days and fewer days so they could also work. She states that the law is a maximum eight-hour day now, but it can be discussed for a legislative change. Discussion only.

**13. Nail Designs, Fargo: Unlicensed Individual Complaint.**

Maureen made a motion to have Annique send a settlement agreement for \$500 fine and one-year probation for an unlicensed worker. Miranda second the motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

Maureen made a motion to send a letter from Annique to the licensee and to have Sue send a letter to the complainant. Holly second the motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**14. Heaven Nails Spa: Unlicensed Individual Complaint.**

Holly made a motion to have Sue send a letter to the complainant explaining that we did not discover unlicensed workers and according to Board's protocol, there will be a reinspection. Maureen second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**15. Community Free Haircuts.**

43-11-11, 32-03-01-14. 43-11-01 sub 3.

Becky made a motion to have Sue send a letter to Mount Zion referencing our laws and rule regarding community haircuts. Miranda second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**16. 5 Degrees North Inspection.**

The salon passed the January 28, 2022, inspection. The inspector was questioning why there should be another inspection. Due to the board protocol on a complaint an inspection should be done. Maureen made a motion to have 5 Degrees North Salon inspected. Holly second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**17. Continued Education Course Approval Guidelines and Application.**

Becky made a motion to table discussion on continuing education upon some further research by Holly. Maureen second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**18. L'ANZA Healing Hair Color and Care: Approval for CE Hours.**

**Holly made a motion to approve 10 hours of continuing education from L'ANZA for The Hair Academy**

Holly made a motion to approve L'ANZA classes for continuing education. Maureen second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**19. Josef's Request for Approval for Continuing Education Hours.**

Holly made a motion to request more information from the educators, a class agenda, and educator's biographies. Miranda second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**20. Approval on all Educational Courses offered by Milady.**

Holly approved all online educational courses offered by Milady and All Star. Eunice second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**21. Report on NIC Convention by Holly Blomquist.**

Holly brought forth information gathered at the NIC conference. Discussion only. Maureen made a motion to have Holly reach out to Atarashii or Jessee Skittrall to schedule a time for them to speak to the board sometime in the next 6 months and to see if there is a cost for them to do so. Becky second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**22. NIC Automated Examiner Training.**

Holly made a motion to approve Maureen to get more information from Tami on the training. Eunice second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**23. Executive Director Meeting on December 9, 2022, in Scottsdale, AZ.**

PBA hosting an educational meeting.

Maureen made a motion to send two board members to attend virtually, Becky and Holly, if their time allows. Holly second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**24. 2023 Practical Examination Schedule and Board Meetings.**

Holly made a motion to approve schedules with changes made by Sue. Eunice second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**25. Duplicate Licenses: Working in two or more salons.**

Discussion only.

**26. Review Profit & Loss Statements.**

Discussion only.

**27. Hiring for the Office Staff:**

Maureen made a motion to hire Holly as the Executive Director. Eunice second that motion.

Maureen made a motion to recuse Holly from discussion and voting. Eunice second that motion. All voting: Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

All voting to hire Holly as the Executive Director: Maureen (y), Eunice (y), Miranda (n), and Becky (n). Motion failed.

Discussion on the hiring process continued for the position and the salary package.

Becky made the motion to table the discussion until the next meeting so board members can do independent research. Miranda second the motion. All voting: Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**28. Shannay Dvorak's resignation as Inspector in the Dickinson area.**

Maureen made a motion to have Tenalee do initial interviews followed by a second interview with Miranda or Becky. From the second interview, they will bring forth final selection of candidates to the board. Holly second that motion. All voting: Holly (y), Maureen (y), Eunice (absent), Miranda (y), and Becky (y). Motion carried.

**29. New Business.**

- **Legislative Council: fiscal note**

Holly made a motion to approve Sue for primary recipient and Becky as secondary recipient. Maureen second the motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

- **Webcams.**

Holly brings forth information on different options for meeting webcams. Maureen made a motion to purchase the j5create 360 Degree All Around Meeting Webcam. Holly second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

- **Annique provided updates:**

- **Peggy Dillenburg.** Board sent a notice, but it was returned.
- **Jessica Schaff.** Our attorney is waiting for confirmation.
- **Vanessa Alfaro.** Did not receive settlement agreement. Holly motioned last month to send a settlement agreement for a conditional license upon passing the examination for the term of her probation. Holly amended her motion to send a new settlement agreement to grant Vanessa a license upon passing the examinations and have her license immediately be placed on probation for her term of the probation in her case based on 43-11-31 sub-2. Maureen second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

- **Legislation draft.** Maureen will collect notes from board members and send to Annique.

**30. Old Business.**

Holly has ebook from Pivot Point. They will give us access to the book. Discussion only.

**31. Adjournment**

Holly made a motion to adjourn the meeting. Maureen second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried. Meeting adjourned at 5:00 pm.

The next regular meeting is scheduled for November 14, 2022, at 9:30 am.

Minutes submitted by Maureen Wanner.

The ND Board of Cosmetology will be holding a Special Board Meeting on Monday, November 7, 2022 at 3:00 pm to discuss legislation.

Mon, Nov 7, 2022 3:00 PM - 5:00 PM (CST)

**Please join my meeting from your computer, tablet or smartphone.**

<https://meet.goto.com/761080045>

**You can also dial in using your phone.**

United States: [+1 \(224\) 501-3412](tel:+12245013412)

**Access Code:** 761-080-045

Board Members

Rebecca Wood

Maureen Wanner

Holly Blomquist

Eunice Smith

Miranda Stanley

North Dakota State Board of Cosmetology

Phone: 701-224-9800

**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 special meeting on Monday November 7, 2022, at 3:00 p.m. via GoTo Meeting.

**Board Members Present:**

Rebecca Wood

Maureen Wanner

Holly Blomquist

Also present: Sue Meier, Board Administrator  
Annique Lockard, Legal Counsel

Agenda

**Legislation**

Protentional legislation changes were discussed. Maureen made a motion to not present any changes to 43-11 this legislative session. Holly second that motion. All voting: Maureen (y), Holly (y), and Becky (y). Motion carried.

Maureen made a motion to adjourn the meeting. Holly second that motion. All voting: Maureen (y), Holly (y), and Becky (y). Motion carried. Meeting adjourned at 3:36 p.m.

Minutes submitted by Maureen Wanner.



# 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 will be holding a regular meeting on Monday, November 14, 2022, at 9:30 a.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D.

## Agenda

1. Approval of Minutes:
  - October 17, 2022 Regular Meeting Minutes.
  - November 7, 2022 Special Meeting Minutes.
2. Approval of Licenses: 10/11/2022 – 11/8/2022.
3. October 2022 Financial Statement.
4. The Best Little Hair House: Sanitation Violations.
5. Lovely Nails Salon: Sanitation Violations and Pam Bethke's Concerns with the Inspection.
6. Jill Krahn. Two emails concerning Curriculum Card, Testing Sites, Approved Educators for CE Hours and a Request for Approval of CE Hours for Lola Eppard & Jill Krahn.
7. Jennnifer Sharp's Complaint against Hair Society Institute and HSI response.
8. Hair Society Institute and Students complaints against Tanner Stevens.
  - Tanner's response and email from Courtney Curl on behalf of Tanner.
9. Anonymous Complaint against Amanda Grover, My Deja'vu.
10. Skyler Coon's Complaint against Polished Nail Spa.
11. LeDaija Sowell: Conviction on Examination Application. Additional Information.
12. Maddison Hanson: Conviction on Examination Application.
13. Larissa Augare: Request approval to accept Montana's Exams.
14. Julia Tello, owner of Hi Honey Salon: Request to reconsider Brittany Brettin's Reciprocity Application.
15. Amitaben Chaudhari: Application for Reciprocity. Included Work Experience.
16. Josef's Request for Approval for CE Hours. Additional Information.
17. Melissa Jordan: Request for Approval of CE Hours.
18. Amanda Hendrickson: Request for Approval of CE Hours.
19. All Star Training request to renew CE Courses.
20. Board's Continued Education Approval Guidelines and Application.
21. The Salon Professional Academy: A request for Students to participate in an off campus event and receive credit hours.
22. Prov Survey.
23. NIC National Database & Registry. Pilot Program Meeting.
24. NIC Automated Examiner Training.
25. Discussion of Instructor Exams & Updated NIC Candidate Information Bulletin.
26. Update Attorney General's letter pertaining to N.D.A.C. 32-03-01-10.
27. Sue Meier Retirement.
28. Hiring for the Office Staff.
29. New Business.
30. Old Business.

The next regular meeting is scheduled for December 12, 2022 at 9:30 am.

The North Dakota State Board of Cosmetology held a regular meeting on Monday, November 14, 2022, at 9:30 a.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D.

**Board Members Present:**

Rebecca Wood

Maureen Wanner

Holly Blomquist

Eunice Smith

Also present: Sue Meier, Board Administrator

Annique Lockard, Legal Counsel

**Agenda**

**1. Approval of Minutes:**

**October 17, 2022, Regular Meeting Minutes.**

**November 7, 2022, Special Meeting Minutes.**

Holly made a motion to approve the October 17 regular meeting minutes and November 7, 2022, special meeting minutes. Maureen second that motion. All voting: Holly (y), Maureen (y), Eunice (absent) and Becky (y). Motion carried.

**2. Approval of Licenses: 10/11/2022 – 11/8/2022.**

Maureen made a motion to approve the licenses from October 11 – November 8, 2022. Holly second that motion. All voting: Holly (y), Maureen (y), Eunice (absent) and Becky (y). Motion carried.

**3. October 2022 Financial Statement.**

Maureen made a motion to approve the October financial statement. Holly second that motion. All voting: Holly (y), Maureen (y), Eunice (absent) and Becky (y). Motion carried.

**4. The Best Little Hair House: Sanitation Violations.**

Inspection November 14, 2018, resulted in a recommended pass.

Inspection December 28, 2020, resulted in a recommended pass.

Inspection November 23, 2021, resulted in a recommended pass.

Inspection August 9, 2022, resulted in a recommended disciplinary action.

Inspection October 31, 2022, resulted in a recommended disciplinary action.

Kevin is an independent licensee within Essentials Salon and Spa.

Maureen made a motion to issue a settlement agreement of 6 months' probation and a \$250 fine regarding the sanitation violations in the inspections on August 9, 2022, and October 31, 2022. Holly second that motion. All voting: Holly (y), Maureen (y), Eunice (absent) and Becky (y). Motion carried.

N.D.A.C. 32-03-01-10 and 32-02-01-15 were referred to for discussion regarding the comments from Kevin. Holly made a motion to have Sue send a letter to Kevin stating that the board considered his concerns, and we feel sending two inspectors out at the



same time is fair and biased. Maureen seconded the motion. All voting: Holly (y), Maureen (y), Eunice (absent) and Becky (y). Motion carried.

**5. Lovely Nails Salon: Sanitation Violations and Pam Bethke's Concerns with the Inspection.**

Inspection September 11, 2019, resulted in a recommended pass.

Inspection November 24, 2020, resulted in a recommended re-inspection.

Inspection January 21, 2021, resulted in a recommended disciplinary action. Settlement issued sanitation violations and unlicensed workers. Fine, one year probation, and class was given.

Inspection March 29, 2021, resulted in a recommended pass.

Inspection July 29, 2021, resulted in a recommended pass.

Inspection February 7, 2022, resulted in a recommended pass.

Inspection August 9, 2022, resulted in a recommended disciplinary action.

Inspection October 31, 2022, resulted in a recommended disciplinary action.

Maureen made a motion to issue a settlement agreement of an one year probation and a \$500 fine regarding the sanitation violations in the inspections on August 9, 2022, and October 31, 2022. Holly second that motion. All voting: Holly (y), Maureen (y), Eunice (absent) and Becky (y). Motion carried.

Holly made a motion to table this until there is a response from all parties. Maureen seconded the motion. All voting: Holly (y), Maureen (y), Eunice (absent) and Becky (y). Motion carried.

Holly made a motion to amend the agenda to go back to discuss Kevin's complaint. Maureen seconded the motion. All voting: Holly (y), Maureen (y), Eunice (absent) and Becky (y). Motion carried.

Holly made a motion to table Kevin's complaint until there is a response from all parties. Maureen seconded the motion. All voting: Holly (y), Maureen (y), Eunice (absent) and Becky (y). Motion carried.

**6. Jill Krahn. Two emails concerning Curriculum Card, Testing Sites, Approved Educators for Continuing Education (CE) Hours, and a Request for Approval of CE Hours for Lola Eppard & Jill Krahn.**

- Test sites had been addressed in the October meeting.
- Curriculum Card. Filling in the student hour.  
Holly made a motion to have Sue get estimates from the state on the fillable and calculation card for students to fill out for their hours. Maureen seconded the motion. All voting: Holly (y), Maureen (y), Eunice (absent) and Becky (y). Motion carried.
- CE Hours. Discussion only.
- Approved CE Hours for Lola. Holly made a motion to approve 16 CE hours for Jill and Lola. Maureen seconded that motion. All voting: Holly (y), Maureen (y), Eunice (absent) and Becky (y). Motion carried.

Maureen made a motion to amend the agenda to move item 21 after item #6. Holly seconded the motion. All voting: Holly (y), Maureen (y), Eunice (absent) and Becky (y). Motion carried.

**7. Jennifer Sharp's Complaint against Hair Society Institute and HSI response.**

Jennifer's complaint states there was a lack of instructors and professionalism. N.D.C.C. 43-11-31 sub 7, N.D.A.C. 32-04-01-21 were referred to. Maureen made a motion to have the school inspected to assure there are enough instructors per student. Holly seconded the motion. All voting: Holly (y), Maureen (y), Eunice (absent) and Becky (y). Motion carried.

Holly made a motion to table the complaint until there is a response from all parties. Maureen seconded the motion. All voting: Holly (y), Maureen (y), Eunice (absent) and Becky (y). Motion carried.

**8. Hair Society Institute and Students' complaints against Tanner Stevens. Tanner's response and email from Courtney Curl on behalf of Tanner.**

Maureen made a motion to dismiss the complaint against Tanner and to have a response sent to the school from the Attorney. Holly seconded the motion. All voting: Holly (y), Maureen (y), Eunice (absent) and Becky (y). Motion carried.

**9. Anonymous Complaint against Amanda Grover, My Deja'vu.**

A complaint was filed on October 28, 2022. An inspector was sent to do an inspection. The November 2, 2022, inspection resulted in a recommended reinspection due to sanitation violations.

Maureen made a motion to table the complaint and have the salon reinspected. Holly seconded the motion. All voting: Holly (y), Maureen (y), Eunice (absent) and Becky (y). Motion carried.

**10. Skyler Coon's Complaint against Polished Nail Spa.**

Holly made a motion to dismiss the complaint and have a letter sent from the Attorney to parties involved. Maureen seconded the motion. All voting: Holly (y), Maureen (y), Eunice (absent) and Becky (y). Motion carried.

**11. LeDaija Sowell: Conviction on Examination Application. Additional Information.**

N.D.C.C. 43-11-31 sub 2 was referred to. Holly made a motion to grant LeDaija's license upon passing her exams. Maureen seconded that motion. All voting: Holly (y), Maureen (y), Eunice (absent) and Becky (y). Motion carried.

**12. Maddison Hanson: Conviction on Examination Application.**

Holly made a motion to grant Maddison's license upon passing her exams. Maureen seconded that motion. All voting: Holly (y), Maureen (y), Eunice (absent) and Becky (y). Motion carried.

**13. Larissa Augare: Request approval to accept Montana's Exams.**

N.D.C.C. 43-11-21, 43-11-25, 43-11-22, were referred to. She passed NIC practical exam and NIC theory exam that were given in Montana. She did have adequate hours of schooling.

Holly made a motion to have Larissa get more information as to the NIC exams being the same as given in ND vs MT. Maureen seconded that motion. All voting: Holly (y), Maureen (y), Eunice (absent) and Becky (y). Motion carried.

**14. Julia Tello, owner of Hi Honey Salon: Request to reconsider Brittany Brettin's Reciprocity Application.**

Based on N.D.C.C. 43-11-25 sub b, Holly made a motion to stand on the board's original decision and to send a letter to her letting her know that we discussed this further, and the Board stands on its original decision. Maureen seconded that motion. All voting: Holly (y), Maureen (y), Eunice (absent) and Becky (y). Motion carried.

**15. Amitaben Chaudhari: Application for Reciprocity. Included Work Experience.**

N.D.C.C. 43-11-25.1. and 43-11-21. Holly made a motion to table until later. Maureen seconded that motion. All voting: Holly (y), Maureen (y), Eunice (y), and Becky (y). Motion carried.

Maureen made a motion to have Sue send a letter requesting Amitaben to have a credential review of her education. Holly seconded that motion. All voting: Holly (y), Maureen (y), Eunice (y), and Becky (y). Motion carried.

**16. Josef's Request for Approval for CE Hours. Additional Information.**

Holly made a motion to approve 8 CE hours for Josef's school instructors that were in attendance. Maureen seconded that motion. All voting: Holly (y), Maureen (y), Eunice (y), and Becky (y). Motion carried.

**17. Melissa Jordan: Request for Approval of CE Hours.**

Maureen made a motion to approve 9 CE hours for Melissa. Holly seconded that motion. All voting: Holly (y), Maureen (y), Eunice (y), and Becky (y). Motion carried.

**18. Amanda Hendrickson: Request for Approval of CE Hours.**

Holly made a motion to approve the class. Maureen seconded the motion. All voting: Holly (y), Maureen (y), Eunice (y), and Becky (y). Motion carried.

**19. All Star Training request to renew CE Courses.**

Maureen made a motion to approve All Star Training online classes. Holly seconded the motion. All voting: Holly (y), Maureen (y), Eunice (y), and Becky (y). Motion carried.

**20. Board's Continued Education Approval Guidelines and Application.**

Requested changes were made to Holly's document proposed. Maureen made a motion to approve the form/application one would have to fill out to have continuing education

approved. Holly seconded the motion. All voting: Holly (y), Maureen (y), Eunice (y), and Becky (y). Motion carried.

Holly made a motion to approve the board office to the ability to approve continuing education applications if all information is provided. Maureen seconded the motion. All voting: Holly (y), Maureen (y), Eunice (y), and Becky (y). Motion carried.

**21. The Salon Professional Academy: A request for Students to participate in an off-campus event and receive credit hours.**

N.D.C.C. 43-11-20 and 43-11-02 were referred to for this discussion. Discussion only.

**22. Prov Survey.**

Holly made a motion to have Sue fill out the survey. Maureen seconded the motion. All voting: Holly (y), Maureen (y), Eunice (y), and Becky (y). Motion carried.

**23. NIC National Database & Registry. Pilot Program Meeting.**

Maureen made a motion to have Holly register for this meeting. Holly seconded that motion. All voting: Holly (y), Maureen (y), Eunice (y), and Becky (y). Motion carried.

**24. NIC Automated Examiner Training.**

Maureen made a motion to have Holly contact Tami to schedule time to gather the information on the automated examiner training. Holly seconded the motion. All voting: Holly (y), Maureen (y), Eunice (y), and Becky (y). Motion carried.

**25. Discussion of Instructor Exams & Updated NIC Candidate Information Bulletin.**

Holly made a motion to have Maureen and Tenalee look into the inconsistencies in the Candidate Information Bulletin. Maureen seconded the motion. All voting: Holly (y), Maureen (y), Eunice (y), and Becky (y). Motion carried.

**26. Update Attorney General's letter pertaining to N.D.A.C. 32-03-01-10.**

Maureen made a motion to have the Attorney update the letter. Holly seconded the motion. All voting: Holly (y), Maureen (y), Eunice (y), and Becky (y). Motion carried.

**27. Sue Meier Retirement.**

Discussion only.

**28. Hiring of the Office Staff.**

Maureen made a motion to recuse Holly from the discussion and voting. Becky seconded that motion. All voting: Holly (y), Maureen (y), Eunice (y), and Becky (y). Motion carried.

Maureen made a motion to hire an Executive Director. More discussion was had. Eunice seconded that motion. All voting: Maureen (y), Eunice (y), and Becky (y). Motion carried.

Maureen suggests paying \$32/hour with benefits, \$36/hour without benefits. Annique makes suggestions on wording and clarifications of hours and requirements. Eunice suggested posting minimum requirements and salary to be determined.

Becky made a motion to hire an outside source for the hiring process. No second. Motion fails.

Maureen made a motion to hire Holly as the Executive Director. Eunice seconded that motion. All voting: Maureen (y), Eunice (y), and Becky (n). Motion carried.

Eunice suggested \$32/hour with benefits. Becky brings further state benefits would be \$36,000. Maureen suggested 40 hours per week, full time. Maureen made a motion to pay \$62,400 per year. Benefits pending. All voting: Maureen (y), Eunice (y), and Becky (n). Motion carried.

Maureen made a motion to provide benefits similar to what we were paying Sue. Eunice seconded the motion. All voting: Maureen (y), Eunice (y), and Becky (n). Motion carried.

Maureen made the motion to hire an outside source for the hiring process if Holly does not agree to the position and benefits. Becky seconded the motion. All voting: Maureen (y), Eunice (y), and Becky (y). Motion carried.

Holly was offered the position. She will get back to the board. The board will make this offer in writing.

**29. New Business.**

There was no new business.

**30. Old Business.**

- Julie Wagendorf with the ND Department of Health Division of Food and Lodging discussed the concern of Blushed Beauty Bar providing microchanneling services with Becky. Becky gave an update on the discussion and the technicians at Blushed and what services they are allowed to do.

**31. Adjournment.**

Maureen made a motion to adjourn the meeting. Holly seconded that motion. All voting: Maureen (y), Eunice (y), and Becky (y). Meeting adjourned at 2:56 p.m.

The next regular meeting is scheduled for December 12, 2022, at 9:30 am.

Minutes submitted by Maureen Wanner.

The ND State Board of Cosmetology will be holding a special Board meeting on Monday, November 21, 2022 at 4 pm via GoTo Meeting.

**Agenda**

**Discussion on the Executive Director Position and Holly Blomquist Letter.**

Please join my meeting from your computer, tablet or smartphone.

Special Board Meeting  
Mon, Nov 21, 2022 4:00 PM - 6:00 PM (CST)

**Please join my meeting from your computer, tablet or smartphone.**  
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United States: +1 (872) 240-3412

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**BOARD MEMBERS**

Rebecca Wood  
Maureen Wanner  
Miranda Stanley  
Holly Blomquist  
Eunice Smith

North Dakota State Board of Cosmetology

Phone 701-224-9800

The North Dakota State Board of Cosmetology held a special meeting on Monday, November 21, 2022, at 4:00 p.m. via GoToMeeting, 4719 Shelburne St., Suite 1, Bismarck, N.D.

**Board Members Present:**

Rebecca Wood

Maureen Wanner

Holly Blomquist

Eunice Smith

Miranda Stanley

Also present: Sue Meier, Board Administrator

Joshua Mundson, Legal Counsel

**Agenda**

**Discussion on the Executive Director Position and Holly Blomquist Letter.**

Maureen made a motion to recuse Holly from discussion and voting. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carries.

Holly was willing to accept the offer given in writing but is also asking for 40 hours of vacation on day one and eight hours accruing every month from going forward.

Becky made a motion to not except Holly's request for 40 hours of vacation time on day one as well as accruing eight hours of vacation per month before the first year. Miranda second that motion. All voting: Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carries.

Maureen verbally offered the position to Holly as previously offered in the written letter. Holly accepted.

Maureen made a motion to adjourn the meeting. Eunice seconded the motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carries. The meeting adjourned at 4:57 p.m.

Minutes submitted by Maureen Wanner.



# 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 will be holding a regular meeting on Monday, December 12, 2022, at 9:30 a.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D.

## Agenda

1. Introduction of New Board Members.
2. Approval of Minutes:
  - November 14, 2022 Regular Meeting Minutes.
  - November 21, 2022 Special Meeting Minutes.
3. Approval of Licenses: 11/9/2022 – 12/5/2022.
4. November 2022 Financial Statement.
5. The Best Little Hair House:
  - a) Complaint from Kevin Robertson & Response from Tenalee Tangen and Sheila Carlson.
  - b) Discussion regarding Settlement Agreement.
6. Lovely Nails Salon:
  - a) Pam Bethke's concerns with the Inspection & Response from Tenalee Tangen and Sheila Carlson.
  - b) Counter proposal regarding the Settlement Agreement.
7. Fillable & Calculations Curriculum Cards.
8. Hair Society Institute Inspection regarding Jennifer Sharp's Complaint.
9. Re-inspection of My Deja'vu concerning the anonymous Complaint against Amanda Grover, My Deja'vu. Disciplinary Action Recommended.
10. Lidia Riosmoreno: Reciprocity Application.
11. Grace Hanson: Conviction on Examination Application.
12. Alexis Branson: Conviction on Examination Application.
13. Alizabeth Dammann: Providing Cosmetology services in her home.
14. Shalene Berube: Approval for CE Hours.
15. PSI Contract Expires 12/31/2022: Renewal.
16. Follow up regarding the Instructor Practical Exam.
17. Prov: Approval to accept Prov for NIC Testing.
18. CE Broker.
19. Inspectors receiving compensation to attend Board Meetings.
20. Approval for Rebecca Wood to shadow inspections and examinations.
21. Follow up with the update Attorney General's letter pertaining to N.D.A.C. 32-03-01-10.
22. New Business.
23. Old Business.

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



The North Dakota State Board of Cosmetology hold a regular meeting on Monday, December 12, 2022, at 9:30 a.m. at the board office and via GoTo Meeting, 4719 Shelburne St., Suite 1, Bismarck, N.D.

**Board Members Present:**

Rebecca Wood  
Maureen Wanner  
Miranda Stanely, RN, MSN, FNP, via GoTo meeting  
Teresa Felch  
D'Arlyn Bauer, PHD. RN

Also present: Sue Meier, Board Administrator  
Holly Blomquist, Executive Director  
Josh Amundson , Legal Counsel

**Agenda**

**1. Introduction of New Board Members.**

Welcome to the board Teresa Felch and D'Arlyn Bauer as board members and Holly Blomquist as Executive Director.

**2. Approval of Minutes:**

**November 14, 2022 Regular Meeting Minutes.**

**November 21, 2022 Special Meeting Minutes.**

Miranda made a motion to approve the minutes from November 14 and November 21 meets. Beck seconded that motion. All voting: Maureen (y), Miranda (y), and Becky (y). Motion carried.

**3. Approval of Licenses: 11/9/2022 – 12/5/2022.**

Maureen made a motion to approve the licenses from November 9 to December 5, 2022. Miranda seconded that motion. All voting: Maureen (y), Miranda (y), and Becky (y). Motion carried.

**4. November 2022 Financial Statement.**

Maureen made a motion to approve the November 2022 Financial Statement. Miranda seconded that made a motion. All voting: Maureen (y), Miranda (y), and Becky (y). Motion carried.

Maureen made a motion to amend the agenda and move item #20 to here. Miranda seconded the motion. All voting: Maureen (y), Miranda (y), and Becky (y). Motion carried.

**5. The Best Little Hair House:**

**a) Complaint from Kevin Robertson & Response from Tenalee Tangen and Sheila Carlson.**

**b) Discussion regarding Settlement Agreement.**

Maureen made a motion to drop the fine in the settlement agreement, hold a sanitation class within 60 days taught by Tenalee and a 6-month probation. Miranda seconded that motion. All voting: Maureen (y), Miranda (y), and Becky (y). Motion carried.

**6. Lovely Nails Salon:**

**a) Pam Bethke's concerns with the Inspection & Response from Tenalee Tangen and Sheila Carlson.**

Maureen made a motion to approve having Becky shadow and observe the inspection, and have a letter be sent from the office to the complainant. Miranda seconded that motion. All voting: Maureen (y), Miranda (y), and Becky (y). Motion carried.

**b) Counter proposal regarding the Settlement Agreement.**

Check verbiage:

Miranda motion to amend the settlement agreement to 1 year probation, \$500 fine, strike without a hearing and appeal, class by Tenalee and give 60 days to pay the fine.

Maureen seconded that motion. All voting: Maureen (y), Miranda (y), and Becky (y). Motion carried.

**7. Fillable & Calculations Curriculum Cards.**

Maureen made a motion to have the link for the fillable cards sent to the schools and have paper copies available if needed. Miranda seconded that motion. All voting: Maureen (y), Miranda (y), and Becky (y). Motion carried.

**8. Hair Society Institute Inspection regarding Jennifer Sharp's Complaint.**

Maureen made a motion to dismiss the complaint and have the board send out a letter to the complainant. Miranda seconded that motion. All voting: Maureen (y), Miranda (y), and Becky (y). Motion carried.

Maureen made a motion to amend the motion to have Josh send out the letter to the complainant. Miranda seconded the motion. All voting: Maureen (y), Miranda (y), and Becky (y). Motion carried.

**9. Re-inspection of My Deja'vu concerning the anonymous Complaint against Amanda Grover, My Deja'vu. Disciplinary Action Recommended.**

Inspection 11-2-22 resulted in recommended re-inspect.

Inspection 11-16-22 resulted in recommended disciplinary action.

Maureen made a motion to do a settlement agreement of a class, \$250 fine, and 6-months probation. Miranda seconded the motion. All voting: Maureen (y), Miranda (y), and Becky (y). Motion carried.

**10. Lidia Riosmoreno: Reciprocity Application.**

Maureen made a motion to approve Lidia's applications. Miranda seconded to motion. All voting: Maureen (y), Miranda (y), and Becky (y). Motion carried.

**11. Grace Hanson: Conviction on Examination Application.**

Becky made a motion to approve Grace's application with a condition license with 6-months' probation. Miranda seconded that motion. All voting: Maureen (y), Miranda (y), and Becky (y). Motion carried.

**12. Alexis Branson: Conviction on Examination Application.**

Maureen made a motion to approve Alexis' application of examination. Miranda seconded the motion. All voting: Maureen (y), Miranda (y), and Becky (y). Motion carried.

**13. Alizabeth Dammann: Providing Cosmetology services in her home.**

32-03-01 #14

Maureen made a motion for a settlement agreement of 6-month probation. Miranda seconded the motion. All voting: Maureen (y), Miranda (y), and Becky (y). Motion carried.

**14. Shalene Berube: Approval for CE Hours.**

Maureen made a motion to approve Shalene's CE hours. Miranda seconded that motion. All voting: Maureen (y), Miranda (y), and Becky (y). Motion carried.

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

Maureen made a motion to table this until we received an updated agreement. Becky seconded that motion. All voting: Maureen (y), Miranda (y), and Becky (y). Motion carried.

**16. Follow up regarding the Instructor Practical Exam.**

Discussion only

**17. Prov: Approval to accept Prov for NIC Testing.**

Maureen made a motion to have this tabled until we have more questions answered and have a special meeting to move forward with the agreement with Prov. Miranda seconded that motion. All voting: Maureen (y), Miranda (y), and Becky (y). Motion carried.

**18. CE Broker.**

Miranda made a motion to have a CE Broker present to the board. Becky seconded that motion. All voting: Maureen (y), Miranda (y), and Becky (y). Motion carried.

**19. Inspectors receiving compensation to attend Board Meetings.**

Maureen made a motion to approve compensation to inspectors for meetings attended when they are requested by the board at current inspector wages starting January 1,

2023. Miranda seconded that motion. All voting: Maureen (y), Miranda (y), and Becky (y). Motion carried.

Maureen made a motion to amend the motion that the inspectors need to be requested by board or approved by the board president to attend the meetings for compensation. Miranda seconded that motion. All voting: Maureen (y), Miranda (y), and Becky (y). Motion carried.

**20. Approval of Rebecca Wood to shadow inspections and examinations.**

Maureen made a motion to approve Becky shadow inspections and examinations. Miranda seconded the motion. All voting: Maureen (y), Miranda (y), and Becky (y). Motion carried.

**21. Follow up with the update Attorney General's letter pertaining to N.D.A.C. 32-03-01-10.**

Discussion only

**22. New Business.**

- **Dickinson inspector.**

Maureen made a motion to have Heather continue doing the inspection in the area and have Tenalee reconfigure the territories before the next meeting. Motion failed.

Maureen made a motion to have Heather do the inspections in the Dickinson area, have Tenalee reconfigure the states territories and present that at the next meeting, and postpone the hiring for now. Miranda seconded the motion. All voting: Maureen (y), Miranda (y), and Becky (y). Motion carried.

- **Helen Howard. Licensed cosmetologist trained under a master manicurist. 43-11-26.**

Maureen made a motion to have Josh send out a letter denying the manicurist license and master cosmetology license until proof of hours worked under a master cosmetologist is given. Miranda seconded that motion. All voting: Maureen (y), Miranda (y), and Becky (y). Motion carried.

- **Honey Sebeh. Exam application.**

Maureen made a motion to approve Honey's application for the examination. Miranda seconded that motion. All voting: Maureen (y), Miranda (y), and Becky (y). Motion carried.

- **Mesiah Tolanda Curington. High school diploma. 32-04-01-06 sub 2.**

Maureen made a motion to have Sue send out a letter stating our law. Mirada seconded that motion. All voting: Maureen (y), Miranda (y), and Becky (y). Motion carried.

- **Shaina Stromquist. Exam application.**

Miranda made a motion to approve Shaina's application for examination. Maureen seconded that motion. All voting: Maureen (y), Miranda (y), and Becky (y). Motion carried.

- **Hire an examiner and a proctor.**

Maureen made a motion to have Holly interviews for these positions from suggestions made with second interview done with Tenalee. No second. Motion fails.

Becky made a motion to open the position up for interview for 30 days, Holly to do initial interview by phone using the matrix created, have Tenalee and Holly do the second interviews, and bring forth their suggestions for the next meeting. Maureen seconded that motion. All voting: Maureen (y), Miranda (y), and Becky (y). Motion carried.

- **Sue's retirement announcement.**

Miranda made a motion to have Holly make the appropriate notifications on Sue's retirement and her new position. Maureen seconded the motion. All voting: Maureen (y), Miranda (y), and Becky (y). Motion carried.

**23. Old Business.**

None at this time.

**24. Adjournment.**

Miranda made a motion to adjourn the meeting. Maureen seconded the motion. All voting: Maureen (y), Miranda (y), and Becky (y). Motion carried. The meeting adjourned at 1:12 pm.

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

The ND State Board of Cosmetology will be holding a special Board Meeting on Thursday, December 29, 2022, at 2:30pm via GoTo Meeting to discuss Sue Meier's retirement payout of accrued annual leave and sick leave.

Special Board Meeting  
**Dec 29, 2022, 2:30 – 3:00 PM (America/Chicago)**

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North Dakota State Board of Cosmetology

Phone 701-224-9800

The North Dakota State Board of Cosmetology held a special meeting on Thursday, December 29, 2022, at 2:30 p.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 Stanely, RN, MSN, FNP

**Also present:**

Holly Blomquist, Executive Director  
Josh Amundson, Legal Counsel

**Agenda**

Becky called the meeting to order at 2:30 p.m.

**Sue Meier's retirement payout of accrued annual leave and sick leave.**

The discussion was on paying out Sue's annual leave and her sick leave. Josh brought us to 46-02-07-02 sub 12 so paying her annual leave would be correct. Her sick leave is 692 hours. Paying 10% at \$42/hr= \$2,908.50.

Teresa made a motion to pay Sue 10% of her sick leave, 692 hours paid out at 10%, at \$42/hr= \$2,908.50. Maureen seconded that motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Becky (y). Motion carries.

**Adjournment**

Maureen made a motion to adjourn the meeting. D'Arlyn seconded that motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Becky (y). Motion carries. The meeting adjourned at 2:35 p.m.

Minutes submitted by Maureen Wanner