



NORTH DAKOTA STATE

BOARD OF COSMETOLOGY

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The North Dakota State Board of Cosmetology held a regular meeting on Monday, June 21st, 2021 at 9:00 a.m. at the board office and via GoTo Meeting

Board Members Present:

Maureen Wanner
Tenalee Erickson
Rebecca Wood
Miranda Stanley

1. **Call to Order – 9:05 a.m.**
2. **Approval of May 17th, 2021, May 13th, 2021 and June 2nd, 2021 meeting minutes** - Miranda made a motion to approve all meeting minutes, Tenalee seconded the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries.
3. **Nail Glamour salon license application/change of ownership/pending settlement** – settlement agreement has not yet been signed by Nail Glamour. Board discusses options for moving forward with new owners. Tenalee made a motion to table this discussion pending the board office receiving the settlement agreement. Tenalee seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries.
4. **Nail exam questions** – Tenalee makes a motion that office staff updates cosmetology, esthetics, manicuring and instructor exams. Miranda seconds

the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries.

5. **Accounting proposal from Fronteer Payroll Services** – Miranda makes a motion to accept the proposal from Fronteer, and authorizes a state contract be sent to them. Tenalee seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries.
6. **May 2021 financial statement** – Tenalee makes a motion to approve the May 2021 financial statement. Miranda seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries.
7. **July 2021 – June 2022** – Miranda makes a motion to approve the budget for July 2021 through June 2022. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries.
8. **Approval of licenses** – Miranda makes a motion to approve all individual licenses. Tenalee seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries. Miranda makes a motion to approve all salon licenses. Tenalee seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries.
9. **Reschedule instructor training to later date** – Discussion to move meeting to accommodate keynote speaker. Tenalee makes a motion to move the instructor training to August 30th pending the availability of the keynote speaker, and also requests having Annique speak for 60 minutes. Miranda seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries.
10. **Josef's School of Hair Design response** – Board discusses options for moving forward with Josef's based on response received from Vogel Law. Board looks into Josef's previous inspections to see if issues have been reoccurring, but sees that issues stated on initial complaint did not appear on past inspections. Rebecca makes a motion to dismiss the complaint against Josef's School of Hair Design based on insufficient grounds for disciplinary action and I authorize Annique to send a letter to Josef's and

the complainant. Miranda seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries.

11. **Discussion of Executive Director position** – Board discusses need for more information in regards to what the job description, pay, and benefits would be. Board also discusses the need to get a firm grasp on what the budget allows for. Board also discusses need for a hiring protocol. Miranda makes a motion to table the Executive Directive discussion until more information is received. Tenalee seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries. Tenalee makes a motion to have the office staff begin work on the policies and procedures manual. Rebecca seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries.
12. **NIC Monomer Changes** – Board discusses difficulty finding factory sealed monomer, and considers changing this testing requirement. Tenalee makes a motion to allow candidates to test without a factory sealed monomer. Miranda seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries.
13. **Discussion of Zoom interviews** - Tenalee discusses difficulty scheduling candidates for in person interviews and is looking for approval to conduct interviews via zoom. Miranda makes a motion to have Tenalee conduct interviews via zoom. Rebecca seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries.
14. **Discussion of new inspection sheets** – Board discusses editing current inspection sheets to help clarify for items for inspectors. Miranda makes a motion to have Tenalee work with the board office to edit inspection sheets. Rebecca seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries.
15. **Discussion of hours required to test.** Currently testing is allowed at 1600 hours and license is held until the completion of 1800 hours. Board discusses that the changing of required hours down to 1500 hours will affect this. Board will need to re-visit this during the revision of the rules.

16. **Meeting Adjourned** - Tenalee makes a motion to adjourn the meeting at 10:52 a.m. Miranda seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries.

Meeting minutes submitted by Rebecca Wood