



NORTH DAKOTA STATE

BOARD OF COSMETOLOGY

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The North Dakota State Board of Cosmetology held a regular meeting on Monday, July 19th, 2021 at 9:30 a.m. at the board office and via GoTo Meeting

Board Members Present:

Maureen Wanner
Tenalee Erickson
Rebecca Wood
Miranda Stanley
Eunice Smith

Meeting called to order at 9:32 a.m.

Approval of June 21st meeting minutes – Miranda makes a motion to approve the June 21st 2021 meeting minutes. Eunice seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Nail Glamour transfer of ownership – Board discusses options to move forward with new owner by sending an addendum of current probation to new owner to fulfill the terms of probation. Miranda makes a motion to approve Nail Glamour's transfer of ownership if they agree to signing the addendum to remaining probation. Tenalee seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Approval of changes made to rule 32-04-01-26.14 – Board discusses what the changes should be for the requirements of the curriculum moving forward. Board emphasizes need to maintain consistency with curriculum. Discussion with Todd from Josef’s School of Hair Design about the ability for the schools to adjust their current curriculum and move forward with the new law. Board also discusses how to transition to new requirements for students currently enrolled. Tenalee makes a motion to table the discussion of changes to 32-04-01-26.14 and do more work and research on the curriculum and meet again. Miranda seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Chiaki Sekino reciprocity application – Board discusses application and if the necessary requirements are fulfilled. Tenalee makes a motion to approve Chiaki Sekino’s reciprocity license upon completion of the law exam. Eunice seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Approval of hiring new inspectors – Board discusses new applicants and how interviews were conducted. Board discusses any additional costs that board would incur. Tenalee states that these are inspections that are currently being done and the hiring of two new inspectors will only add the expense of some mileage. Miranda makes a motion to have Sue send out letters to all applicants to notify them of the decision that was made, as well as having Tenalee complete applicable paperwork with new inspectors. Tenalee seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Clerical questions pertaining to new laws – Board discusses notifying current Homebound licensees about changes to laws. Board discusses ways to accommodate licensees who currently hold a homebound license. Rebecca makes a motion to table the discussion on clerical questions pertaining to the new laws until further research is conducted. Eunice seconds the motion All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Editing of forms for hour changes – Board discusses making changes to hour requirements on practical examination form. Board decides to change the form to read “number of hours completed at time of application (1500 minimum in

cosmetology program), instead of 1800 hours due to the change in law. Tenalee makes a motion to amend practical exam application. Miranda seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Approval of Re-Instatement form information – Miranda makes a motion to accept the approval of re-instatement form. Eunice seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

June 2021 Financial statement – Miranda makes a motion to approve June 2021 financial statement. Eunice seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Approval of Licenses. Eunice makes a motion to ratify all salon and individual licenses. Miranda seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Old Business – No Board member brought anything for old business

New Business – Annique is requesting financial assistance to attend the 2021 FARB Regulatory Law Seminar. Annique states that the total cost is \$2500. Rebecca asks for clarification on how this seminar will directly benefit our board, as well as what the cost to the board would be. Board discusses offering an amount to help cover expenses. Miranda makes a motion to have the board provide Annique with \$500 to help cover the FARB seminar, as well as the option to return to the board if more funds are needed once other boards have replied. Eunice seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Request from Julie Wangendorf to have a guest speaker from the Cosmetology Board. Eunice makes a motion to have Tenalee be a guest speaker at the NDEHA Annual Conference providing a 45 minute general overview of what the Board of Cosmetology regulates. Miranda seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Request from Josef's School of Hair Design – Board discusses having Annique write a letter to Josef's School of Hair Design after August 1st stating what the new ND law will be regarding minimum hours of school to obtain a ND Cosmetology license. Tenalee makes a motion to have Annique send a letter to Josef's school of Hair Design, citing law 43-11-16 sub 1. b. and that the board does not currently prohibit a school from offering additional hours. Eunice seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Anonymous complaint – Board raises concerns about severity of complaint against Jennifer Ficken. Board discusses the fact that we do not have an anonymous complaint process. Board discusses the need to have the proper form filled out by complainant so that we may move forward. Miranda makes a motion to have the anonymous complainant fill out a form if she wishes to file a formal complaint, and the board will move forward from there. Eunice seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Request from BPD to meet with State Board of Cosmetology – Sargeant Bolme has requested to speak with the board to provide us with information regarding his role with BPD. Tenalee makes a motion to have Saregeant Bolme speak with the board for 30 minutes regarding his role with the BPD. Eunice seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Job Descriptions for Board Administrator, Administrative Assistant and Executive Director – Tenalee raises concern regarding typos and formatting issues. Rebecca raises concerns regarding lack of minimum requirements for the Executive Director position. Maureen states this is the incorrect copy and will work to correct. Tenalee makes a motion to table the discussion. Eunice seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Discussion of Tenalee's position with NIC and compensation – Tenalee provides an update to her position with NIC as Region 3 Director. Tenalee provides an update of what her duties entail and how those benefit our board and our state. Miranda makes a motion to pay NIC board members for hours that are directly

impacting our board. Eunice seconds the motion. (motion left pending) Miranda makes a motion to have Tenalee abstain from discussion and voting. Eunice seconds the motion. All voting, Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries. Motion that was pending was returned to and voted on as follows* All voting, Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

*The North Dakota State Board of Cosmetology is not required to follow Robert's Rules of Order.

Clarification of inspectors as employees versus Independent Contractors – Discussion of how the board pays Tenalee as well as other inspectors. Tenalee makes a motion to table the discussion on Independent Contractors vs. W-2 employees until we are able to further determine what the law allows. Eunice seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Discussion on how to move forward with printing books – Magen discusses cost for printing books. Rebecca poses question to whether or not printed books are required and necessary or if we can save costs by making a PDF available. Eunice makes a motion to print 700 law books. Miranda seconds the motion. Prior to a vote Rebecca again raises a concern about spending the funds if a printed book is not necessary. Tenalee makes a motion to withdraw the motion. Miranda seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries. Miranda makes a motion to table the discussion on the law books until the office staff can look further into getting a PDF's combined. Eunice seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Eunice makes a motion to adjourn the meeting at 12:40 p.m. Miranda seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Magen Buchholz announces her resignation effective Aug. 1st 2021

Meeting minutes submitted by Rebecca Wood