



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 August 16th, 2021 at 9:30 a.m. at the board office and via GoTo Meeting

Board Members Present:

Maureen Wanner

Tenalee Tangen

Rebecca Wood

Eunice Smith

Miranda Stanley (9:30 a.m. – 10:47 a.m. and via phone from 3:30 p.m. -3:45 p.m.)

1. Call to Order – Meeting is called to order at 9:30 a.m.

2. Election of Officers – Eunice nominates Maureen to be President, Rebecca nominates Tenalee to be President. Tenalee raises questions regarding Maureen's interest in the open office position, and therefore wants to wait until after we discuss the hiring of office staff. Rebecca makes a motion to table the discussion on election of officers until hiring of office staff has been discussed. Tenalee seconds the motion. All voting Rebecca (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries

3. Approval of Meeting Minutes from 7-12-21, 7-15-21, 7-19-21, 7-27-21, 7-30-21, 8-2-21, 8-4-21, and 8-9-21 – Miranda makes a motion to accept all meeting minutes. All voting Rebecca (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries

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

5. July 2021 Financial Statements – Miranda makes a motion to approve the July 2021 Financial Statement. Tenalee seconds the motion. All voting Rebecca (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries

6. NIC Annual Conference – October 2 – 4, 2021 – Discussion of sending attendees to conference. Board discusses cost vs. benefit. Eunice makes a motion to send 3 board members to the NIC annual conference. Miranda seconds the motion. All voting Rebecca (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries

7. Approval of a Hiring Committee/Hiring of Office Staff – Discussion of what position board is hiring for. Rebecca makes a motion to hire an Administrative Assistant appointed by the board that could be a board member. Rebecca withdraws her motion. Rebecca makes a motion to hire an Administrative Assistant. Tenalee seconds the motion. All voting Rebecca (y), Eunice (n), Miranda (y), Maureen (n) Tenalee (y). Motion carries. Miranda makes a motion to hire an Executive Director. Eunice seconds the motion. All voting Rebecca (n), Eunice (y), Miranda (y), Tenalee (n). Maureen recuses herself. Motion fails. Tenalee makes a motion to have Sue advertise the opening for Administrative Assistant with a deadline of September 30th. Eunice seconds the motion. All voting Rebecca (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries. Tenalee discusses wanting the entire board to be in on interviewing and hiring of the applicant.

8. Diamond Nails and Spa : Unlicensed Individual – Board discusses how this has been handled in the past. Previously board has issued a fine of \$500 and a 6-month probationary period. Tenalee makes a motion to issue a \$500 fine and a 6-month probationary period. Eunice seconds the motion. All voting Rebecca (y), Eunice (y), Maureen (y), Tenalee (y). Motion carries

9. Bling Nails and Spa : Unlicensed Individuals – Board discusses if there have been any issues in the past. The salon is recently opened in April. Eunice makes a motion to issue a \$500 fine and a 6-month probationary period. Tenalee seconds

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

10. Uptown Curl : Unsigned Settlement Agreement – Annique states the options that the board has moving forward. Sue has been in contact with the owner and has requested follow up. No follow up has been provided by Uptown Curl. Tenalee makes a motion to have Annique send out a follow up letter requesting a response. Rebecca seconds the motion. All voting Rebecca (y), Eunice (y), Maureen (y), Tenalee (y). Motion carries

11. Complaints Against Angie Seibel – Rebecca discusses potential issues with conflict of interest when an inspector is a previous employee/employer. Tenalee does not feel there is a conflict, and states that inspectors are always inspecting previous coworkers etc. Board discusses how to move forward based on what 43-11 requires of salon owners and inspectors. Board discusses how to mediate any issues there may be between the inspector and the licensee. Rebecca makes a motion to have Sue send out a letter to Jacey and Erica stating that Tenalee, our lead inspector will be contacting them to set up an inspection with Angie, as well as quoting 43-11 stating that a licensee must allow an inspector in. Rebecca withdraws the motion. Rebecca makes a motion to have Sue send out a letter to Jacey and Erica stating that Tenalee our lead inspector will be contacting them to set up an inspection with Angie. Eunice seconds the motion. All voting Rebecca (y), Eunice (y), Maureen (y), Tenalee (y). Motion carries.

12. Selling Questions and Answers for the Laws/Rules Exam – Board needs to determine if exam that was recently re-written includes any of the questions on the list that is being sold. Tenalee discusses removing these questions from exam. Board decides to look at current exam to see if any of these questions are in fact included.

13. Approval of Letter to Schools Regarding Curriculum – Annique states needing to clarify that the rule has not been approved by the legislature as of yet. Tenalee makes a motion to have Sue send out a letter to the schools quoting the changes to curriculum. Eunice seconds the motion. All voting Rebecca (y), Eunice (y), Maureen (y), Tenalee (y). Motion carries.

Board revisits agenda item #12 regarding the manicure exam. Tenalee proposes that Eunice proofread/write the examination questions. Eunice declines stating a lack of direct industry knowledge. Board again discusses how they will proceed with possible edits to the current manicure exam.

14. Approval of Curriculum Card, Approval of Renewal Notice, and Replacing Booth on License and Application – Annique states that the board cannot require proof of additional hours completed. Board can only require proof of 1500 hours. Teanlee makes a motion to approve the changes made to the curriculum card. Eunice seconds the motion. All voting Rebecca (y), Eunice (y), Maureen (y) Tenalee (y). Motion carries. Rebecca makes a motion to approve the changes to the renewal notice. Eunice seconds the motion. All voting Rebecca (y), Eunice (y), Maureen (y) Tenalee (y). Motion carries. Makes a motion to have Sue amend the four forms (license, renewal, application, and endorsement) and bring it back to the board for approval. Eunice seconds the motion. All voting Rebecca (y), Eunice (y), Maureen (y) Tenalee (y). Motion carries. Tenalee makes a motion to table the discussion on Requirements and Rules of Opening a Booth Space. Eunice seconds the motion. All voting Rebecca (y), Eunice (y), Maureen (y), Tenalee (y). Motion carries.

15. Administrative Rules – Discussion of how the board will proceed with changes. Tenalee makes a motion to have the rules committee go through the entire rule book and bring all edits back to the board. Eunice seconds the motion. All voting Rebecca (y), Eunice (y), Maureen (y) Tenalee (y). Motion carries. Board continues on to discuss edits to 32-03-01-10 so that the board may issue independent licensee licensure while we await the formal process of rule adoption. Tenalee makes a motion to have Annique review 32-03-01-10 and present any changes to the board. Rebecca seconds the motion. All voting Rebecca (y), Eunice (y), Maureen (y), Tenalee (y). Motion carries.

16. Inspector's Training Update – August 30th, 2021 10a.m. – 3p.m. – Tenalee provides update to what the training will entail. She notes that the training is scheduled from 10a.m. - 3:30p.m. not 10a.m. - 3p.m. Eunice makes a motion to approve the agenda for the training to be held August 30th 2021. Rebecca seconds the motion. All voting Rebecca (y), Eunice (y), Maureen (y) Tenalee (y). Motion carries. Board moves on to discussion of inspection sheets. Tenalee provides

feedback to board regarding edits she would like to make to the current inspection forms.

17. New Business – Sue mentions that Dawn (the individual who edits our forms) is asking for clarification on whether the board needs a full social security number or just the last 4. Annique recommends not requiring the entire number if there is nothing that we are needing it for. Sue clarifies that we do not use the number in any way. Tenalee makes a motion to allow all forms that require a social security number to be edited to only ask for the last 4 numbers. Eunice seconds the motion. All voting Rebecca (y), Eunice (y), Maureen (y) Tenalee (y). Motion carries.

18. Election of Officers – Maureen expresses interest in remaining President and is nominated by Eunice. Rebecca nominates Tenalee for President. Eunice makes a motion to table the discussion to the next meeting. Motion fails. Tenalee makes a motion to nominate Maureen as Secretary. Tenalee withdraws her motion. Tenalee makes a motion to have the Secretary position now read Secretary/Treasurer. Tenalee and Maureen have both accepted their nominations for President. Rebecca votes for Tenalee, Eunice votes for Maureen, Tenalee votes for herself, Maureen votes for herself. Presidency vote ties and therefore fails. Tenalee nominates Maureen for Secretary/Treasurer. Maureen declines the nomination. Rebecca states her concern with how the hiring of the office staff ended. She states concern about not having the role filled, and also concern with leaving the meeting unless we fill the officers and office staff position. Rebecca asks Maureen if she would consider a compromise of accepting an office Administrative Assistant position if offered, without an Executive Director title with an evaluation at 3 months. Rebecca states concern about just placing someone in the role of Executive Director without opening the position up to a hiring process. Maureen declines. Tenalee states that since the board voted to hire an Administrative Assistant, there may not be an Executive Director hired for years. Annique points out that those decisions were made and everyone participated in those decisions. Sue makes a phone call to Miranda to vote for President. Miranda votes for Maureen. Maureen becomes President. Tenalee states interest in remaining Vice President. All voting Rebecca (y), Eunice (y), Maureen (y), Miranda (y), Tenalee (y). Rebecca is asked to remain as Secretary. Rebecca declines remaining as Secretary and also declines becoming Secretary/Treasurer. Board discusses need to fill the Secretary role. Miranda,

Eunice and Tenalee also state they are not interested in the position. Miranda mentions she may be stepping down from the board and therefore feels she wouldn't be the right person for the position. Annique states that the board has a statutory requirement to fill the Secretary position. Tenalee again expresses that Maureen would be the person with the most knowledge regarding board finances and again nominates Maureen for Secretary/Treasurer. Annique states that from a risk management standpoint the President should not carry all 3 roles. Tenalee clarifies that she nominated Maureen for Secretary/Treasurer with the intention that Maureen would step down from Presidency. She then states she will retract her nomination. Maureen states that she will step down as President in the interest of moving the meeting forward. Rebecca nominates Tenalee as President. All voting Rebecca (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Tenalee nominates Rebecca for Vice President. Maureen asks Miranda if she would like to be Vice President, she declines. All voting Rebecca (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Tenalee nominates Maureen as Secretary/Treasurer. All voting Rebecca (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y).

19. Meeting Adjourned – Eunice makes a motion to adjourn the meeting at 3:45p.m. Tenalee seconds the motion. All voting Rebecca (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries

Meeting Minutes submitted by Rebecca Wood