



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 Wednesday August 4th, 2021 at 8:00 a.m. via GoTo Meeting

Board Members Present:

Maureen Wanner
Tenalee Tangen
Rebecca Wood
Eunice Smith

- 1. Call to Order** – Meeting is called to order at 8:00 a.m.
- 2. Discussion of Edits to Positions** – Board discusses edits made to descriptions of Executive Director, Board Administrator and Administrative Assistant from July 30th Special Meeting. Board makes edits to grammar and punctuation. Board changes wording on the accountability description of ED and eliminates work ethic description. Board adds in to all 3 descriptions that these are in-office positions. Board removes the phrase “for raises” in the job description of all 3 positions. Rebecca makes a motion to accept the job descriptions of Executive Director, Board Administrator and Administrative Assistant for future use by the board to use at a time when hiring for these position is necessary. Eunice seconds the motion. All voting Rebecca (y), Tenalee (y), Eunice (y), Maureen (y). Motion carries
- 3. Meeting Adjourned** – Rebecca makes a motion to adjourn the meeting at 8:55

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

Meeting minutes submitted by Rebecca Wood