

NORTH DAKOTA  
STATE BOARD OF COSMETOLOGY  
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The North Dakota State Board of Cosmetology held a regular meeting on Monday September 20, 2021, at 9:30 a.m. at the board office and via GoTo Meeting

Roll call was done. Board Members Present:

Tenalee Tangen  
Becky Wood  
Eunice Smith  
Miranda Stanley  
Maureen Wanner

1. **Sgt. Mike Bolme** - Special guest speaker Sgt. Mike Bolme did a presentation on trafficking. Labor and sex trafficking. He gave us tips as to what we can do. Annique also discussed what we can't do as a board. We need to stay within our jurisdiction
  2. **Discussion was on new requirements and 1500 hours - White card reporting**  
Andrea Birst, The Hair Academy, Bismarck, in person, Todd Anderson, Joseph's School Fargo, Alisha Schaeffer, Joseph's, Dawn Anderson, Jodi Brown, and Deb from The Salon Professional Academy, via GoTo.  
Andrea is asking if the schools can create their own white cards or a spreadsheet and submit hours that way. Tenalee reiterates that we cannot advise them on how to track above the 1500 hours. Annique advises to follow the rules set forth by the board. Andrea is asking if these specified hours need to be done in 1500 hours or can it be spread out to 1800 hours. She's asking when to submit the student's hours and if they could wait until 1800 hours are completed. The school needs to have all required hours and final grades done by 1500 hours, so their students are ready to test.  
  
Andrea is wondering how to deal with withdrawn students. There're many unanswered questions as to how this works with the board's rules. The schools need to follow the state board's law and rules. The board's current rule changes and updates are still in progress. No decision was made at this time.  
Andrea also made the board aware that the laws on the website are missing a table of contents. That needs to be added if the schools are going to print them out instead of the board.
  3. **Eliana Nicolai - Reciprocity.** Annique quotes the statues for reciprocity. Annique states the applications can be accepted if requirements are met. Her husband, Jim, who is an attorney, was present to speak for her. Seeking a translator for testing. Seeking to have May 2020 application accepted or a new application. Jim presented that Eliana's education and continuing education would meet the substantial requirements for licensure. She is in good standing in Brazil. Eliana maintains her business license in Brazil. She continues to stay updated on techniques. Eliana has worked an average of 6 days a week, 10 hours a day for 23+ years and has been certified in several things and has many hours in continuing education. To continue her career, she has obtained her GED equivalent to enroll at The Hair Academy to complete more hours to just obtain her ND license.  
The board needs to discuss what is substantially equivalent to our state's school hours compared to what she has obtained and take action on the application. Maureen made a motion to accept the application for reciprocity. Eunice seconds that motion. All in favor: Becky (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries.  
Law exam translated in Spanish, preferable in Brazilian/ Portuguese. Jim offers several translating services. They will cover the cost. According to 43-51, several exams can be eliminated.  
Maureen made a motion to have Eliana take the law test and waive the other two test. Eunice seconds that motion. All in favor: Becky (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries.
- <sup>4</sup> **Translating the exam.** Annique states that PSI does our exams and they have translating options. Sue will contact PSI to confirm that she can translate the test. Andrea Birst has also been trying to contact PSI.

5. **Kaylee Septon.** She moved from the Hair Academy in Bismarck to Hair Society Institute in Willison. She would like her hours reallocated on the new white card to complete the 1500 hours. Her hours in related subjects are over 118 hours but not complete in all areas. The board agrees that the Hair Academy would need to look into her school hours to reallocate them. No further action is needed.
6. **Minutes** - Minutes from August 16, 2021, Regular Board Meeting; August 30, 2021, Special Rule Committee Meeting; and September 9, 2021, Special Board Meeting. Miranda moves to approve the minutes. Eunice seconds that motion. All in favor: Becky (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries.
7. **Approval of the licenses.** Miranda moves to approve the licenses. Maureen seconds that motion. All voting: Becky (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries.
8. **Sarah Richardson.** Reciprocity application for an instructor. She has received her Esthetician license by reciprocity. 43-11-27c. Maureen motioned to have Sue send a letter asking for more information from the school in regards to her teaching hours. Todd from Josephs asks Annique for clarification 43-11-27 sub 4. Miranda seconds that motion. All in favor: Becky (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries.
9. **Jessica Schaff - Application for renewal.** Reinstatement of license. Licensed revoked 2020. Has settlement agreement. Asked to make payments on settlement agreement and she has not made payment. She wants to renew license. She had in the past operated an unlicensed booth 2019-2020, did not pay addendum of April 2020 by August 1, 2020, order revoking license delivered by sheriff service October 2020. Maureen made a motion to have Sue send a letter to have Jessica fill out the current application for a new applicant before the board can consider her for examination. Miranda seconds that motion. All in favor: Becky (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries.
10. **Nail Concepts, Fargo - On Probation for Sanitation Violations - Failed Re-inspection.** Class given July 12, 2020. They paid a \$500 fine. Discussion of an order of a 1-day suspension of their salon license, \$500 fine, reinspection. Maureen makes motion that Nail Concept of Fargo suspend operations on October 4, 2020, and pay a \$500 fine. Eunice seconds that motion. All voting: Becky (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries.
11. **Queen Nails Salon, Devils Lake - Sanitation Violations.** Sleeping arrangement violation 32-02-01-02 1b, c and d. Cosmetology Services without having a Master Cosmetology on Duty. Opened February 2020, passed inspection. July 14, 2021, inspected and put on a warning. Reinspected August 27, 2021, disciplinary action requested. Miranda motions that Queen Nails be fined \$500 and be placed on 6-month probation and to have the letter quote the sleeping arrangement laws. Eunice seconds that motion. All in favor: Becky (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries.
12. **103 Salon** had a 3-month-old child at the salon during business hours. 32-02-01-14. Maureen makes a motion to have Sue send a letter to remind her of the law and rule and that there are no exceptions even with a doctor's note. Becky seconds that motion. All voting: Becky (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries.
13. **Cassandra Edwards - Complaint of providing Cosmetology Services in her home in Williston.** She now lives in Florida. Evidence was old text messages. Cassandra is licensed in ND and Florida. Possible serves provided in her home. Maureen makes a motion to dismiss the complaint and send a letter to the complainant and licensee from Annique. Miranda seconds that motion. All voting: Becky (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries.
14. **August 2021 Financial Statement and Treasures Report.**
  - We now have a P-Card, purchasing card. All bills will be paid on that card. We receive a cash back on average of 1.95% from JP Morgan. We are tax exempt, and things such as hotels are tax exempt if we pay with that P-Card.
  - 18-page Profit and Loss Statements July 2012 —June 2021. Maureen covered what each category was designated for. Our income has been consistent through the years
  - Our expenses have increased through the years but greatly July 2020 — June 2021

Eunice makes a motion to accept the profit and loss statement for August 2021. Maureen seconds that motion. All voting: Becky (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries.

15. **PayPal convenience fee.** We need the convenience fee to be passed on to the licensee. We cannot be collecting a convenience fee. Finding other options like direct checking deposit. Maureen will investigate further.
16. **Consideration for an Additional Proctor.** Tenalee and Maureen agreed to cover exam hours until summer. We can consider a backup proctor. Tenalee suggests looking into the people who have applied for other positions. She will bring them to the board. Eunice suggests having a local person, so we don't have to pay mileage.
17. **FARB update.** We sponsored Annique to attend and now it is moving to virtual and will cost \$125 not \$500. Maureen made a motion to sponsor Annique \$125 instead of \$500 for the FARB conference. Miranda seconds that motion. All voting: Becky (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries.
18. **Board Orientation and training seminar** from the attorney general's office. October 19, 2021. General board training. Maureen motion that 4 board members attend the training. Becky seconds the motion. All voting: Becky (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries.
19. **Executive Directors Committee Annual Meeting, October 1, 2021. 9am —4pm.** NIC would like a representative to attend the ED meeting to gather information and bring it back to our state and to also give a legislative report from our state. Tenalee will check her schedule to see if she can attend. Becky is flying in on Friday. Maureen will be there Thursday to visit a friend but could cut her visit short to attend the meeting. The extra cost the board needs to consider will be an additional hotel room, an additional day for a board member to be there (\$25x8 hours). Maureen suggests tabling this and holding a special meeting after Tenalee finds out more information on her schedule. Maureen will confirm the cost of the hotel. It was suggested that the board could also have Maureen hand deliver a written report. Tenalee states that she agrees we should table this until we have further information. Maureen makes a motion to table this until later. Becky seconds that motion. All voting: Becky (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries.
20. **Abbreviation on licenses.** This categorized as "type" on our licenses. They were used as a quick reference at a glance. There are new abbreviations needed for instructors. Maureen makes a motion that we discontinue the "I" that stands for licensed Instructor and add "CI" for Cosmetology Instructor, "MI" for Manicure Instructor, and "EI" for Esthetician Instructor and we leave it on the license, so we don't have to go through the cost of taking it off. Eunice seconds that motion. All voting: Becky (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries.
21. **Salon license application and forms - Discussion was had in how to update the forms.**
  - Requirements and Rules of Opening. Maureen makes a motion to remove the page that states "Requirements and Rules of Opening" from both salon opening and chair space applications. Miranda seconds that motion. All voting: Becky (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries.
  - Independent Licensee. Maureen makes a motion that the license application for Independent Licensee be accepted as changes have been made. Becky seconds that motion. All voting: Becky (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries.
  - Independent Licensee Name Change Request form. Maureen makes a motion that the Independent Licensee Name Change Request form be accepted as changes have been made. Eunice seconds that motion. All voting: Becky (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries.
  - Salon License. The discussion was to change the 3 place it says Booth to Independent Licensee. Maureen makes a motion to accept the changes made on the North Dakota Licenses. Becky seconds that motion. All voting: Becky (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries.
  - Salon License Application. Maureen makes a motion that the Salon License Application be accepted with removing the first line that says review the Requirements and Rules, and page three be removed also. Miranda seconds that motion. All voting: Becky (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries.

- License Renewal. Maureen makes a motion that the application for the license renewal be accepted with the new changes. Becky seconds that motion. All voting: Becky (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries.
  - Student Record Card. Maureen makes a motion that all the student records be accepted with the new changes. Miranda seconds that motion. All voting: Becky (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries.
22. **Administrative Rules.** Tenalee gives a report. The committee has made it through to the end of the rules. Miranda makes a motion to send the administrative rules to Annique for final approval. Becky seconds that motion. All voting: Becky (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries.
23. **Law exams.** We can add questions without adding time, the cost will not increase. The cost will increase if the time to finish the test increases. The board is wondering what the average time is to answer all 25 questions. Becky makes a motion to table the addition of questions to the North Dakota law and rule exam until we have further information. Eunice seconds that motion. All voting: Becky (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries.
24. **Jodi Hammeren.** Inquiring to change NDCC 43-11-01 #8. Invasive care. Maureen makes a motion that Sue send out a letter thanking her for her comments and that we will keep these things in mind for the next legislative session and if she wants to make a formal complaint, she can do that. Eunice seconds that motion. All voting: Becky (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries.
25. **Disinfectant wipes in NIC practical exams.** Maureen makes a motion to have Sue send out a letter to the schools to notify them of this update. Becky seconds that motion. All voting: Becky (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries.
26. **Karizma Salon, Hankinson, ND - Opened in 2007.** Checked no carpet on opening application. The board is concerned about how long carpet in wax area has been over-looked and when was the carpet installed. Miranda makes a motion to have Sue send a letter to Karizma Salon informing them of the law regarding the flooring in the work area. Eunice seconds that motion. All voting: Becky (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries.
27. **Table of contents of the law online.** Maureen made a motion to have the Table of contents edited and uploaded to our website. Eunice seconds that motion. All voting: Becky (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries.
28. **More discussion** was had on 32-04-01-18 #3, 32-04-01-19, and 32-04-01-25. No decision was made.
29. **Meeting Adjourned.** Eunice made a motion to adjourn the meeting. Becky seconds that motion. All voting: Becky (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries. Meeting adjourned at 3:35PM.

Meeting minutes submitted by Maureen Wanner