

NORTH DAKOTA

STATE BOARD OF COSMETOLOGY

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The North Dakota State Board of Cosmetology held a regular monthly meeting on Monday October 18, 2021, at 9:32AM at the board office and via GoTo Meeting

Board Members Present:

Tenalee Tangen

Becky Wood

Eunice Smith

Miranda Stanley

Maureen Wanner via GoTo meeting

Also present: Sue Meier, Board Administrator

Annique Lockard, Legal Counsel

Carl Karpinski, Legal Counsel

1. Approval of Minutes

- September 13, 2021, Special Rule Committee,
- September 19, 2021, Special Rule Committee

Eunice makes a motion to approve meeting minutes for September 13, 2021, and September 19, 2021. Miranda seconds that motion. All voting: Becky (y), Miranda (y), Eunice (y) and Tenalee (y). Motion carries.

- September 20, 2021, Regular Board Meeting

Becky makes a motion to table the minutes on September 20, 2021, Regular Board Meeting Minutes pending correction. All voting: Becky (y), Miranda (y), Eunice (y) and Tenalee (y). Motion carries.

2. Approval of Licenses

- License Renewals

Ellie Nelson. She provided information about falsifying information to law enforcement and received a misdemeanor. She paid a fine, served no community service, and no jail time. Discussion was held regarding information provided. Miranda makes a motion to approve license renewals including Ellie Nelson. Eunice seconds that motion. All voting on license renewals: Becky (y), Miranda (y), Eunice (y), Maureen (y), and Tenalee (y). Motion carries.

President Tenalee Tangen calls for a revote on minutes because Maureen Wanner was not called upon for roll call voting.

Eunice makes a motion to approve meeting minutes for September 13, 2021, and September 19, 2021. Miranda seconds that motion. All voting: Becky (y), Miranda (y), Eunice (y), Maureen (y), and Tenalee (y). Motion carries.

Becky makes a motion to table the approval of the September 20, 2021, Regular Board Meeting Minutes pending changes. Miranda seconds that motion. All voting: Becky (y), Miranda (y), Eunice (y), Maureen (y), and Tenalee (y). Motion carries.

- New Licenses

Kayla McCarthy provided information about her DUI in 2019. The board considered the information provided. After discussion Miranda makes a motion to approve all new licenses including Kayla

McCarthy. Becky seconds that motion. All voting: Becky (y), Miranda (y), Eunice (y), Maureen (y), and Tenalee (y). Motion carries.

Annique reviews how the applications are approved. Discussion was held on how it could be more efficient for Sue to issue licenses without bringing so many to the board for discussion. The concern of what level of crime needs to be brought to the board's attention. Tenalee states that we should add this to next month's board meeting for more discussion.

- **New Salon License**

Becky makes a motion to approve new salon licenses. Miranda seconds that motion. All voting: Becky (y), Miranda (y), Eunice (y), Maureen (y), and Tenalee (y). Motion carries.

3. Approval of 2022 Examination Schedule & Board Meetings

Maureen makes a motion to approve examination schedule and board meeting dates for 2022. Miranda seconds that motion. All voting: Miranda (y), Eunice (y), Maureen (y), and Tenalee (y). Motion carries. Becky had to step out.

4. September 2021 Financial Statement

Miranda makes a motion to approve the Financial Statement. Maureen seconds that motion. All voting: Becky (y), Miranda (y), Eunice (y), Maureen (y), and Tenalee (y). Motion carries.

5. Approval of Frontier Payroll Services Contract

Annique explains the contract to the board, and what services Frontier Payroll will be providing to the board. Miranda makes a motion to approve the Frontier Payroll Services Contract. Becky seconds that motion. All voting: Becky (y), Miranda (y), Eunice (y), Maureen (y), and Tenalee (y). Motion carries.

6. Secretary/Treasurer's Report

Items for discussion were Compensation for board members on volunteer committees, Board members stipend fee for board meetings, Prometric testing agent, and PayPal convenience fee. This was for discussion only. No decisions made.

7. Jessica Schaff - Application for License by examination

Jessica provided information on her conviction of a non-violent offense of drug possession and other paraphernalia. Her records indicate 3- C felonies and 1- A misdemeanor. She also had a settlement agreement in 2019, for operating a booth without a license, that was not completed by her. She paid no fines. She asked for payment plan. She made no payments. Her license revoked. She is currently incarcerated until 2025. After discussion, Miranda makes a motion to deny her application based on NDCC 43-11-31 #2 and #3. Becky seconds that motion. All voting: Becky (y), Miranda (y), Maureen (y), and Tenalee (y). Eunice was not recognized in the roll call vote. Motion carries.

8. Aces Nails & Spa, Mandan – 2 Unlicensed Individuals

Ace Nails explained covid was hard on them and then there is also a lack of workers. Becky makes a motion that we send Aces Nails & Spa, Mandan a settlement agreement including a \$500 fine and 6-month probation. Miranda seconds that motion. All voting: Becky (y), Miranda (y), Eunice (y), Maureen (y), and Tenalee (y). Motion carries.

9. Le D. Tran - Approval of License Renewal - Convicted of an Offense

DUI. Properly checked box on renewal application. After discussion, Becky makes a motion to approve Le D. Tran license renewal. Miranda seconds that motion. All voting: Becky (y), Miranda (y), Eunice (y), Maureen (y), and Tenalee (y). Motion carries.

10. Kathryn Thompson - Approval of Reciprocity - Convicted of an Offense

2008 conviction of paraphernalia. Maureen makes a motion to approve Kathryn Thompson for reciprocity. Eunice seconds that motion. All voting: Becky (y), Miranda (y), Eunice (y), Maureen (y), and Tenalee (y). Motion carries.

11. Thuy Ngoc Luu Nguyen - Approval of Reciprocity - Military

Her husband is a retired military personnel. She does not qualify for military spouse application under NDCC 43-51. She has a current license from Florida. Maureen makes a motion to approve Thuy Ngoc Luu Nguyen for reciprocity after she has taken her law exam according to 43-11-25 #1a and #2. Becky seconds that motion. All voting: Becky (y), Miranda (y), Eunice (y), Maureen (y), and Tenalee (y). Motion carries.

12. Sarah Richardson - Approval of Reciprocity for Instructor's License

Provided more information on her education. Licensed in ND August 2021 as an Esthetician. 43-11-25 and 43-11-27 was considered in this decision. Maureen makes a motion to approve Sarah Richardson for esthetics instructor's license after she takes and passes the law, theory, and practical for instructors as stated in 43-11-25.1b and 2, and 43-11-27.1. Eunice seconds that motion. All voting: Becky (y), Miranda (y), Eunice (y), Maureen (y), and Tenalee (y). Motion carries.

13. Karizma Salon & Spa - Carpet in Waxing Room

Discussion was had regarding information provided. Maureen makes a motion to give her twelve (12) months to remove the carpet from the wax room. Becky seconds that motion. All voting: Becky (y), Miranda (y), Eunice (y), Maureen (y), and Tenalee (y). Motion carries.

14. Additional Questions to the ND Laws, Rules & Regulations Exams

Average time for the candidates to take laws and rules were discussed. Additional questions can be added without adding more time and an additional cost. Becky makes a motion to table the decision on adding questions to the PSI laws and rules examination pending data on the fail rate on current test until Sue can get us that information. Miranda seconds that motion. All voting: Becky (y), Miranda (y), Eunice (y), Maureen (y), and Tenalee (y). Motion carries.

15. Clear Membership- Tenalee Tangen

Tenalee gives an overview on CLEAR membership and benefits. Miranda made a motion to become members of CLEAR. Eunice seconds that motion. All voting: Becky (y), Miranda (y), Eunice (y), Maureen (n), and Tenalee (y). Motion carries.

16. ND Environmental Health Conference – Tenalee Tangen

Tenalee updated the board on what she will be sharing at this conference. She has 45 minutes to speak. Discussion only. No decision was needed.

17. Wax Pots Discussion – Tenalee Tangen

Tenalee shared her knowledge on several brands of wax pots and re-dipping, aka double dipping. Discussion only. No decision was needed.

18. NIC Convention Report

Maureen, Becky, and Tenalee shared their take-away from the NIC convention. Discussion only. No decision was needed.

19. Applications for Administrative Assistant

Miranda makes a motion to interview the top three (3) candidates for the Administrative Assistant position. Maureen seconds that motion. All voting: Becky (y), Miranda (y), Eunice (y), Maureen (y), and Tenalee (y). Motion carries.

Annique, our attorney, needed to leave the meeting, but Carl Karpinski, our new attorney, remains.

20. Emily Edwards – Ability to Benefits test

Emily provided information from Wonderlic Basic Skills Test (WBST) and is inquiring if this is equivalent to the GED. Eunice gives information on WBST and states that it is an aptitude test. Eunice makes a motion that we do not approve the Wonderlic Basic Skills Test because it is not equivalent to the GED. Maureen seconds that motion. All voting: Becky (y), Miranda (y), Eunice (y), Maureen (y), and Tenalee (y). Motion carries.

21. Alisha Schaeffer. Continuing Education Hours

Alisha provides information on a class for her instructors to gain their CEUs. Eunice makes a motion for Sue to send a letter to Alisha asking for more information on what she will teach in her methodology class. Becky seconds that motion. All voting: Becky (y), Miranda (y), Eunice (y), Maureen (y), and Tenalee (y). Motion carries. Tenalee states that we need to add continuing education classes to our next months agenda.

22. Jennifer Hausvik - White card

Jennifer was enrolled at Salon Professional Academy when the school hours were 1800 hour and completed 1108.75 hour. She now is re-enrolling and now the hours are 1500 hour for cosmetology school. Maureen makes a motion that Sue contact the school to have them allocate the total hours. Miranda seconds that motion. All voting: Becky (y), Miranda (y), Eunice (y), Maureen (y), and Tenalee (y). Motion carries.

23. Rule Change to 32-04-01-06.3

Maureen brought it to the board's attention to possibly remove #3 from the rule. Carl Karpinski, board's legal counsel, will do more research for further discussion. Maureen makes a motion to table this. Becky seconds that motion. All voting: Becky (y), Miranda (y), Eunice (y), Maureen (y), and Tenalee (y). Motion carries.

24. Social Media advertising for salon workers

Becky brings forth information on something she had seen on social media. Carl informs the board that a complaint can be filed and then the board can take action. Discussion only. No decision was needed.

25. Old Business

- P-card

Becky made a motion to have Sue provide information regarding the P-card to the meeting. Miranda seconds that motion. All voting: Becky (y), Miranda (y), Eunice (y), Maureen (y), and Tenalee (y). Motion carries.

- PayPal

Miranda makes a motion to have Becky provide more information PayPal for approval at the next meeting. Eunice seconds that motion. All voting: Becky (y), Miranda (y), Eunice (y), Maureen (y), and Tenalee (y). Motion carries.

26. Meeting Adjourned

Miranda makes a motion to adjourn the meeting. Becky seconds that motion. All voting: Becky (y), Miranda (y), Eunice (y), Maureen (y), and Tenalee (y). Motion carries. Meeting adjourned at 1:55PM.

The next regular meeting is scheduled for November 15, 2021, at 9:30 am.

Meeting minutes submitted by Maureen Wanner