

NORTH DAKOTA

STATE BOARD OF COSMETOLOGY

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The North Dakota State Board of Cosmetology held a regular meeting on Monday November 15, 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

Also present is Sue Meier, Carl Karpinski,

1. Approval of Minutes:

September 20, 2021, Regular Board Meeting.

October 18, 2021, Regular Board Meeting.

October 29, 2021, Special Board Meeting.

November 5, 2021, Special Board Meeting.

Miranda made a motion to approve the meeting minutes except for October 18, 2021, pending corrections. Becky seconds that motion. All voting: Maureen (y), Miranda (y), Becky (y), Eunice and Tenalee (y). Motion carries.

2. Approval of Licenses. Becky makes a motion to approve all licenses. Maureen seconds that motion. All voting: Maureen (y), Miranda (y), Becky (y), Eunice and Tenalee (y). Motion carries.

3. October 2021 Financial Statement. Miranda makes a motion to accept the financial statement. Maureen seconds that motion. All voting: Maureen (y), Miranda (y), Becky (y), Eunice and Tenalee (y). Motion carries.

4. Secretary/Treasurer's Report. Maureen presented the history of the board's finances, what the board has in checking now and showed the projections as to what the finances will be into 2028. Discussion only. No motion needed.

5. Level of Criminal Convictions on Applications. When to bring it to the Board for consideration. Carl states that 5 look back period is a good place to start. After 5 year it considered rehabilitated. The discussion was that when the box on the applications is checked, it should be brought to the board. Becky makes a motion anytime someone checks yes on the question "In the last 5 years have you been charged or convicted of anything more than a minor traffic violation" it is automatically brought to the board for a decision. Maureen seconds that motion. All voting: Maureen (y), Miranda (y), Becky (y), Eunice and Tenalee (y). Motion carries.

6. P Card. Maureen brought forth information as to what the P-Card is, the roles of the card holder and the card administrator. Maureen also gave the form to remove her as the card administrator. Tenalee share the information she had gathered from Sue. Discussion was had as to keep the P-Card or to just use a banking debit card and checks. Becky made a motion to table the discussion on the P-Card pending acquiring a debit card. Maureen seconds that motion. All voting: Maureen (y), Miranda (y), Becky (y), Eunice and Tenalee (y). Motion carries.

7. Examination Statistics. Pass/Fail Summary. Considering Additional Questions to the ND Laws, Rules & Regulations Exams. Sue brought forth information from PSI on the pass/fail rate for ND Laws, Rules & Regulations Exams taken by candidates for cosmetology, manicuring and esthetics. Maureen makes a motion to table this until the new rules come out. Second by Miranda. All voting: Maureen (y), Miranda (y), Becky (y), Eunice and Tenalee (y). Motion carries.

8. Board-approved Continuing Education Seminars for Instructors. NDCC 43-11-27 (3) and Admin Code 32-05-01-03 (1). The discussion was held in on approved continuing education. Maureen makes a motion this topic until more research is done. Miranda seconds that motion. All voting: Maureen (y), Miranda (y), Becky (y), Eunice and Tenalee (y). Motion carries.

9. **Amber Sundine:** Approval of Course of Instructor Training. NDCC 43-11-27 (1c). Amber submitted an outline to teach herself and others to become an instructor for board approval. Maureen makes a motion that we do not approve this for her own self-teaching course and to have Sue send out a letter explaining that this has been denied. Miranda seconds this motion. All voting: Maureen (y), Miranda (y), Becky (y), Eunice and Tenalee (y). Motion carries.
10. **Samantha Vy:** Reciprocity Application for Esthetics License. 220 Hours of School Training, 2 years Work Experience, and No State Board Examination. The board discussed her training and education. Becky makes a motion to deny Samantha Vy's application for reciprocity base on 43-11-25 sub 1A and 2. Maureen seconds that motion. All voting: Maureen (y), Miranda (y), Becky (y), Eunice and Tenalee (y). Motion carries.
11. **Lonna Hill, Elysian Skin Therapy:** Renting Space without a Master Esthetician or a Salon License. Lonna Hill was present at the meeting. An inspection was done by Tenalee and during the inspection it was discovered that Lonna did not have a Master License or a booth license. The board heard from Lonna how this came about to be renting salon space without a master license. She came from another state as a master esthetician, gained reciprocity from ND as an esthetician but did not gain her ND Master Esthetician because she assumed she was already one from her former state. It was explained to her that she needs to work under a Master Cosmetologist or a Master Esthetician for 1000 hours before obtaining her master license. Miranda makes a motion to give Lonna 1 year to obtain her 1000 hours to obtain the master license. The motion was discussed. Maureen seconds that motion. All voting: Maureen (y), Miranda (y), Becky (n), Eunice and Tenalee (y). Motion carries. Lonna leaves the meeting.
12. **Calli Anklam:** Practicing outside the scope of an Esthetics License. Calli was providing micro needling at .25mm depth and micro blading. An inspection was done by Tenalee and during the inspection tools were discovered to do micro needling and micro blading in her salon space. The rules states that licensees cannot "invade the dermis" and will be changed to "live tissue" to be in line with the law. Tenalee did see the supplies but did not see any services performed, and Calli admitted to doing services. The board discussed the rules and laws on skincare. The board discussed what laws did Calli violate. Miranda makes a motion to have Carl to send out a letter reminding her that she cannot, under her license, invade live tissue of the dermis and if she is providing micro blading services, they can not be provided in the same space as cosmetology services. Maureen seconds that motion. All voting: Maureen (y), Miranda (y), Becky (y), Eunice and Tenalee (y). Motion carries.
13. **Adae Salon:** Flyer Advertising for Holiday Helpers. Adae Salon was advertising looking for licensed cosmetologist and unlicensed cosmetologist only if they are enrolled in a cosmetology school. A letter was sent to them informing them of the law. Adae Salon did not respond yet. Becky makes a motion to have Sue call Adae Salon and request a response to the flyer that was went out. Maureen seconds that motion. All voting: Maureen (y), Miranda (y), Becky (y), Eunice and Tenalee (y). Motion carries.
14. **Laura Jamison:** Health Concern Combining Bleach and Ammonia. Laura sent a letter stating her concern of combining bleach and ammonia. Becky informs the board the difference between haircoloring bleach and household bleach. Maureen makes a motion to have Becky send out a letter to Laura on her health concerns of combining bleach and ammonia. Miranda seconds that motion. All voting: Maureen (y), Miranda (y), Becky (y), Eunice and Tenalee (y). Motion carries.
15. **Rule 32-04-01-06:** Consider removing #3 from the rule. Tabled from last meeting for Carl Karpinski to research. The board discussed the reasons brought forth by Carl, to keep or remove the line. Becky makes a motion to keep 32-04-01-06 #3. Maureen seconds that motion. All voting: Maureen (y), Miranda (y), Becky (y), Eunice and Tenalee (y). Motion carries.
16. **Administrative Assistant position.** Upon more research of our budget, we find that the board can not afford this position at this time. Maureen asks Carl what legislation would say about the amount of money the board has at this time. Maureen states her concern going to legislation with a large amount money. Becky states that we have a better handle on our budget now. Carl explains what legislation may or may not say about our funds. Maureen considers hiring an assistant in a 2-year position and then that position could be reconsidered if funding was gained with fee increases. Miranda reminds us that our board meetings have gone so much longer which in turn cost the board more. Tenalee states that there are a lot of expenditures gone out that we need to look at. Tenalee also acknowledges that Sue does need help in

the office. Short term solution is to not hire an assistant and to have a board member help in the office for an approved number of hours per month. Becky asks Sue if we need a full-time, year-round assistant. Tenalee states that she's been wanting to come in to overlook the inspection reports before they are scanned to make sure they are filled out properly. Sue states that she is keeping up with everything but does need help with scanning inspection reports. Sue states that 10-20 hours a month would be good. Becky makes a motion to approve Tenalee to help scan in inspection reports up to 20 hours for the month end December 13, 2021. Miranda seconds that motion. All voting: Maureen (y), Miranda (y), Becky (y), Eunice and Tenalee (y). Motion carries.

17. Update Report on Administrative Rules. Tenalee Tangen gave an update. There is a meeting later today. The board will need to schedule a special board meeting for final approval. No motion needed at this time.

New Business.

18. **Goto meeting:** Maureen asks if the board wants to continue GoTo meetings and if we should pay for a yearly subscription. Becky states that it would save on driving just for shorter meetings. Tenalee states that she would agree to do anything we can save a few bucks on. Maureen makes a motion to allow Sue to pay the GoTo subscription yearly instead of monthly. Becky seconds that motion. All voting: Maureen (y), Miranda (y), Becky (y), Eunice and Tenalee (y). Motion carries.
19. **Policy and Procedure Handbook:** Maureen brought forth an example of a Policy and Procedure Handbook which included items that the board has already approved. Tenalee states that this will take more work. She states that we need to get through the rules before continuing this.
20. **Andrea T from Fargo** has resigned as an inspector for the board. Andrea will help as needed. The board will talk about this at the next meeting.
21. **Candidates receiving license in December:** Sue asks if new licensees receiving their license in December, could she issue the next years license immediately with no extra cost to the licensees. The board discussed that they should be issued their license, but they also need to renew their license on or before December 31st as the law states. No motion needed because this is the law.
22. **Testing:** Becky inquiries about going back to our regular way of testing pre-covid. Discussion was had and Becky makes a motion to have Sue modify the 2022 cosmetology practical examination schedule and bring back to the board for approval. Maureen seconds that motion. All voting: Maureen (y), Miranda (y), Becky (y), Eunice and Tenalee (y). Motion carries.

Old Business.

23. **PayPal:** Becky presents how PayPal is charging and how the board can update the convenience fees. Becky makes a motion to have Sue update the license renewal fees and convenience fees on our website. Miranda seconds that motion. All voting: Maureen (y), Miranda (y), Becky (y), Eunice and Tenalee (y). Motion carries.
24. Meeting adjourned. Maureen makes a motion to adjourn the meeting. Miranda seconds that motion. All voting: Maureen (y), Miranda (y), Becky (y), Eunice and Tenalee (y). Motion carries. Meeting adjourned at 12:42PM.

The next regular meeting is scheduled for December 13, 2021, at 9:30 am.
Minutes submitted by Maureen Wanner