



## 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, January 11<sup>th</sup> 2021 at 7:00p.m. via GoTo Meeting.

### Members Present:

Maureen Wanner  
Rebecca Wood  
Tenalee Tangen  
Miranda Stanley  
Eunice Smith

Board discusses recommendations from Rick Becker for changes to legislation bill 20.92. Board decides to leave all the same, with the exception of SB 20.92 section 43-12.1.

Tenalee makes a motion to amend SB 20.92 to include nurse practitioners in section 43-12.1. Rebecca seconds the motion. Motion carries.

Tenalee makes a motion to adjourn the meeting at 7:45pm. Eunice seconds the motion. Motion carries.

Meeting minutes submitted by Rebecca Wood

A handwritten signature in blue ink, appearing to read "Rebecca Wood", is written over the text.



## NORTH DAKOTA STATE BOARD OF COSMETOLOGY

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The North Dakota State Board of Cosmetology held a special meeting on Wednesday, January 13<sup>th</sup> 2021 at 7:00p.m. via GoTo Meeting.

### Members Present:

Maureen Wanner  
Rebecca Wood  
Tenalee Tangen  
Miranda Stanley  
Eunice Smith

Board discusses proposed amendments from the group Americans for Prosperity to legislation bill 20.92.

Rebecca makes a motion to have Maureen compose an email on behalf of the board, after revision from all board members, to the legislative committee stating that we are willing to propose a compromise of adding in additional licensing options to our current curriculum for hair styling and make-up artistry with reduced hours to eliminate the education for items that are not necessary for the performance of said services. Tenalee seconds the motion. Motion carries.

Tenalee makes a motion to adjourn the meeting at 8:07pm. Miranda seconds the motion. Motion carries.

Meeting minutes prepared by Rebecca Wood

A handwritten signature in blue ink, appearing to read "Rebecca Wood", is written below the text.



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The North Dakota State Board of Cosmetology held a regular meeting on Tuesday, January 19<sup>th</sup> 2021 at 9:00a.m. at the Board office and via GoTo Meeting

### Members Present:

Maureen Wanner  
Rebecca Wood  
Tenalee Tangen  
Miranda Stanley  
Eunice Smith

Maureen called the meeting to order at 9:00a.m.

Approval of December 7<sup>th</sup> meeting minutes. Tenalee makes a motion to accept the December 7<sup>th</sup> meeting minutes. Eunice seconds the motion. Motion carries.

November and December 2020 financial statement approval. Tenalee makes a motion to approve the November and December financial statements. Rebecca seconds the motion. Motion carries.

The Flyest Honey. A complaint was filed in regards to services she was performing. Concerns were expressed from fellow employees within the building stating that she is unlicensed, yet providing and advertising for cosmetology services. Board members discuss sending a letter to the salon owner, as well as Bree, the stylist providing the advertised services. Tenalee makes a motion to have the board office send a letter asking the Flyest Honey for clarification on if services are in fact being provided, as well as to the salon owner. Eunice seconds the motion. Motion carries.

Taya Felch complaint regarding concerns with services being provided. Board discusses the need to point out that our law, 43.11.01 sub 9, simply states that you cannot invade the live tissue of the dermis. Board discusses need for responding to Lana and Taya regarding the Law. Rebecca makes a motion to have Annique send a letter to Taya reciting the law regarding the inability to invade the live tissue of the dermis, and the Board office will send a letter to Lana in response to our decision. Tenalee seconds the motion. Motion carries.

Kaycee Heinert conviction explanation. Board discusses if it would or would not be appropriate to renew. Board feels proper rehabilitation was completed and that it should not prevent her from performing her daily duties. Tenalee makes a motion to accept the letter and approve the renewal. Eunice seconds the motion. Motion carries.

Dien Long license renewal. License was revoked in Texas due to fraudulent means of obtaining. Board decides to deny the license based on information provided to us from Texas. Tenalee makes a motion to have Annique revoke the ND license and deny renewal. Eunice seconds the motion. Motion carries. Tenalee amends the motion to have Annique offer a settlement agreement to have Dien Long agree to have license revoked based on facts brought forward from Texas investigation. Eunice seconds the motion. Motion carries.

Jessica Lynn Axvig-Briggs reciprocity with a conviction. Board discusses the ways that Jessica has worked to properly rehabilitate and feels it would be appropriate to grant the reciprocity. Tenalee makes a motion to move forward with granting the reciprocity. Rebecca seconds the motion. Motion carries.

S&P Nails unlicensed worker and sanitation violations. Board discusses issues with multiple past violations. Board discusses ways to properly reprimand and possibly help them to be able to move forward without continued incidents. Rebecca makes a motion to have Annique send a settlement agreement to S&P Nails for a 1 week shutdown, a \$1500 fine, a sanitation class, getting unlicensed workers licensed and a one year probation. Eunice seconds the motion. Motion carries.

SportsClips response to unsigned settlement agreement. Board discusses reason for Master Cosmetology license not being granted was due to the fact that the required hours according to 43.11.26 sub 1 were not fulfilled. Board discusses options for moving forward. Tenalee makes a motion to have Annique send another settlement agreement to SportsClips reiterating laws as well as a timeline of events in regards to Board office correspondence. Rebecca seconds the motion. Motion carries.

Office position job descriptions and budget allowances are discussed. Board discusses adding a third position of Executive Director, or making 2 full time office positions and adding on Executive Director duties to 2<sup>nd</sup> position. Annique states the importance of confirming correct hiring process with OMB to ensure that we are following proper hiring protocol. Board reviews budget and finds that as budget for previous year shows, an additional part time employee's salary and benefits may not be afforded by the Board. Eunice makes a motion to table this discussion. Motion had no second, and motion failed. Board continues discussion about options for moving forward. Board members express concerns about unintentionally eliminating a current employee by following proper protocols if Board decides to move forward with only 2 FT positions. Board continues to discuss if there is in fact a need for 3 positions or 2, as well as affordability of a third. Tenalee makes a motion to make 2 full time Board office positions. Rebecca seconds the motion. Motion does not carry. Board continues discussion. Tenalee makes a motion to table the executive director position decision until year end when budget is final. Eunice seconds the motion. Motion carries.

Tenalee makes a motion to ratify all licenses. Eunice seconds the motion. Motion carries.

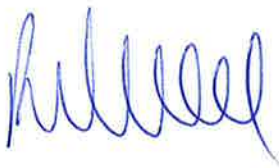
NIC info discussed, concerning date for 2021

NIC School overview training. Board discusses having instructors invited and able to use these hours for 4 CE hours. Eunice makes a motion to have the NIC School overview training count for 4 CE hours. Tenalee seconds the motion. Motion carries.

Senate Bill 2092 discussion. Tenalee makes a motion to have Maureen send an email to the Senators stating that we are standing on our current amendments, including the amendment including nurse practitioners. Rebecca seconds the motion. Motion carries.

Rebecca makes a motion to have Annique provide a training for the board on open meetings law. Eunice seconds the motion. Motion carries.

Eunice makes a motion to adjourn the meeting at 12:22PM. Tenalee seconds the motion. Motion carries.

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## NORTH DAKOTA STATE BOARD OF COSMETOLOGY

4719 SHELBURNE ST. SUITE 1  
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The North Dakota State Board of Cosmetology held a special meeting at 9:00a.m. on Saturday January 23<sup>rd</sup> via GoTo Meeting

### Members Present:

Maureen Wanner  
Rebecca Wood  
Tenalee Tangen  
Miranda Stanley  
Eunice Smith

Board discusses bills HB 1426 and SB 2236. HB 1426 is regarding exemptions to regulation by the state board of cosmetology and definitions relating to the regulation of cosmetology. SB 2236 is in regards to cosmetology apprenticeships. Board discusses how we plan to stand on each bill. Board decides to stand in opposition of both bills, based on safety concerns that very likely would arise from the deregulation of the services listed in HB 1426. Board also feels that as SB 2236 is written it is missing critical information in regards to standards for a successfully implemented apprenticeship program.

Tenalee makes a motion to oppose SB 2236. Miranda seconds the motion. Motion carries.

Rebecca makes a motion to oppose HB 1426. Tenalee seconds the motion. Motion carries.

Eunice makes a motion to adjourn the meeting at 9:45am. Tenalee seconds the motion. Motion carries.

Meeting minutes submitted by Rebecca Wood

A handwritten signature in blue ink, appearing to read "Rebecca Wood", is written over the text "Meeting minutes submitted by Rebecca Wood".



## NORTH DAKOTA STATE BOARD OF COSMETOLOGY

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The North Dakota State Board of Cosmetology held a special meeting on Wednesday, January 27<sup>th</sup> 2021 at 12:30 p.m. at the Board office and via GoTo Meeting.

### Members Present:

Maureen Wanner  
Rebecca Wood  
Tenalee Tangen  
Miranda Stanley  
Eunice Smith

Maureen called the meeting to order at 12:30 p.m.

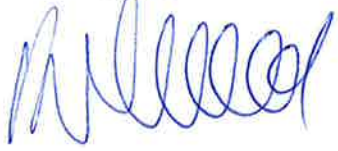
Board discusses adding an amendment to SB 2092 to include language regarding the potential future creation of internships and apprenticeships. Board reviews language written up by Annique, and determines that adding a new section to include, "the Board may establish internship and apprenticeship programs, the board may adopt administrative rules related to licensure and discipline of interns and apprentices in such programs"

Rebecca makes a motion to amend to SB 2092 to add in section 43-11-16.1 titled internships and apprenticeships, which will include language to allow for future creation of apprenticeships and internships. Tenalee seconds the motion. Motion carries.

Eunice makes a motion to adjourn the meeting at 12:30. Rebecca seconds the motion. Motion carries.



Meeting minutes submitted by Rebecca Wood

A handwritten signature in blue ink, appearing to read 'Rebecca Wood', is written below the printed text. The signature is stylized with a large initial 'R' and 'W'.



## NORTH DAKOTA STATE BOARD OF COSMETOLOGY

4719 SHELBURNE ST. SUITE 1  
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The North Dakota State Board of Cosmetology held a special meeting on Friday, February 16<sup>th</sup>, 2021 at 10:00a.m. at the board office.

### Members Present:

Maureen Wanner  
Rebecca Wood  
Tenalee Tangen  
Eunice Smith

Maureen Wanner called the meeting to order at 9:52am

Matt Lonn with ND Center for Distance Education presented his plan for adding in a cosmetology course to their program. He was looking for opinions, and an official endorsement and potential for support in the future. Maureen is proposing writing a letter to Matt Lonn to endorse his proposal with edits to ensure there will be no hands-on services provided by unlicensed cosmetologists. We are also proposing that they add in a section for discussion of century code. Tenalee makes a motion to have Maureen send a letter to Matt Lonn that the State Board of Cosmetology will endorse the courses proposed by Matthew. Eunice seconds the motion. Motion carries.

Approval of meeting minutes for January 13th, 19th, 20th, and 27th. Tenalee makes a motion to approve January meeting minutes. Eunice seconds the motion. Motion carries.

Audit Report - Tenalee makes a motion to accept the audit report. Eunice seconds the motion. Motion carries.

The Flyest Honey – Board discusses lack of proof with Bree offering services outside of her scope of practice. Board feels it is all hearsay at this point and would need concrete proof in the future. Board discusses having the office send a letter. Tenalee makes a motion to dismiss the complaint. Rebecca seconds the motion. Motion carries

Hoang Nguyen renewal – Board raises concerns regarding multiple convictions. Board discusses pro/cons of offering a renewal with provisions. Rebecca makes a motion to deny the renewal based on 43-11-31 sub 2 Conviction of an offense determined by the board to have a direct bearing upon a person's ability to serve the public in a profession licensed by the board and have Annique send a letter to Mr. Nguyen. Eunice seconds the motion. Motion carries.

Sublime impressions – Board discusses issues with taking emotions out of inspecting. Board decides to have Tenalee follow up with Cheryl to ensure she is handling inspections in a black and white manner.

Terri Bachmeier – Board discusses issues with the professionalism of Terri bringing a friend along to do her salon inspections. The individual with Terri handled herself in an unprofessional manner while at the salon. Board has offered to send someone in with Terri upon her request if she feels concerned. Board never received any such request from Terri. Rebecca makes a motion to remove Terri Bachmeier as an inspector. Eunice seconds the motion. Motion carries.

Kaycee Demarest – Operating as a licensed cosmetologist in a booth setting without a salon license. Kaycee stated that she was under the impression she was fully licensed and was not aware that she also needed a salon license. Tenalee makes a motion to approve the salon license for Kaycee Demarest. Rebecca seconds the motion. Motion Carries.

Maisy Hanson test scores. Board discusses inability to waive the law. We do not have the authority to overturn exam issues.

Lovely Nail and Spa – Sanitation violations and unlicensed workers. Board discussing standing with previous protocol of a \$500 fine for unlicensed workers,

a one year probation and a with a sanitation class. Tenalee makes a motion to authorize Annique to send a settlement agreement to Lovely Nail and Spa to include a \$500 fine, a one year probation, and a sanitation class within 30 days. Eunice seconds the motion. Motion carries.

Inspector boundaries – Board discusses hiring an additional inspector for the Bismarck, Mandan, and Williston areas. We also discuss reviewing the boundaries for current inspectors. Rebecca makes a motion to add an additional inspector to the Bismarck Mandan area. Tenalee seconds the motion. Rebecca makes a motion to open up applications for the Bismarck/Mandan and Williston area. Tenalee seconds the motion. Motion carries.

Board discusses options for NIC examiner training.

Board discusses amendments to 1426

Hours we would require for a Hairstyling curriculum

Hours we would require for a Makeup artistry curriculum

Board discusses advantages for licensees over those who would simply certified.

Major point being for reciprocity reasons. A license would be recognized from state to state where as a certification would not be.

Tenalee Makes a motion to table the discussion on HB 1426. Eunice seconds the motion. Motion carries

January 2021 financial statement approval - Eunice makes a motion to approve the January 2021 financial statement. Tenalee seconds the motion. Motion carries.

Tenalee makes a motion to ratify all licenses. Eunice seconds the motion. Motion carries.

Lupita Coleman complaint – Anonymous complaint brought forward to the Board by Gary Andes. Board discusses following up with Lupita and having the Board send a letter thanking her for her response and informing her where to find the salon license application. Tenalee makes a motion to have Sue send the letter to Lupita Coleman. Eunice seconds the motion. Motion carries.

License clarification – Board discusses different interpretations of the law 43.11.29, which reads, “A license issued by the board under this chapter, which has not been renewed prior to the thirty-first day of December in any year, expires on the thirty-first day of December in that year. The holder of an expired license, within one year from and after the date of its expiration, may obtain a license upon the payment of the required fee in addition to the current renewal fee and upon furnishing to the board satisfactory proof of the person’s qualifications to resume practice. If a license is not renewed within one year from the date it expired, the applicant for reinstatement shall take and pass the examination that is required of new applicants.” Board office states that they were advised by a previous attorney that the interpretation would be that since they have already taken their practical, theory and law exam when becoming originally licensed that they would now only need to take the law exam. Board members raise concern over that interpretation and feel it is pretty clear that any expired license after one year would be considered a “new applicant” as directly stated in the law and therefore would need to retake all exams as if a new applicant. Board recognizes inconsistency in interpretations and seeks advice from current legal counsel. Annique the attorney for the board agrees that this law reads very straightforward and therefore advises the board to follow the current known interpretation when making this reinstatement decision. Rebecca makes a motion to have Annique send a letter to Jeni Berquist stating that she will be required to take and pass the examinations that are required of new applicants as stated in 43.11.29. Eunice seconds the motion. Tenalee abstains from the vote. Motion carries.

S and P nails Board discusses the fact that this is the 3<sup>rd</sup> time they have failed their inspection. They have had many sanitation issues and the board decides to stand with original settlement agreement. Tenalee makes a motion to stand with original settlement agreement. Eunice seconds the motion. Motion carries.

Eunice makes a motion to adjourn the meeting at 1:39pm. Rebecca seconds the motion.

Meeting minutes submitted by Rebecca Wood



**NORTH DAKOTA STATE BOARD OF COSMETOLOGY**  
**Special Meeting Minutes**  
**March 1, 2021**

The special meeting was held at the Board office at 4719 Shelburne St, Suite 1, Bismarck, ND.. Maureen Wanner called the meeting to order at 11:33 am.

**Present:** Maureen Wanner, Tenalee Tangen, Eunice Smith, Sue Meier, Magen Buchholz, Attorney Annique Lockard. Miranda Stanley present via phone.

Discussion of complaint against Maureen Simmons from Taya Felch. She was issued a conditional license and was allowed to be practicing as an instructor. She has since completed her state board exam and is fully licensed to be an instructor of esthetics. Eunice Smith motioned to have letters sent to all three parties, Maureen Simmons, Taya Felch and Mario Olivieri, explaining that she was allowed to teach and is now fully licensed. Tenalee Tangen seconded the motion. Motion carried unanimously.

Legislation discussion. Talk about possible amendments to present and important points the Board wants to make. Wanting to assign hours of education to licenses vs. certifications for ease of transfer from state to state. Create definitions and hours for any new licenses that may be created for public health and safety. Upholding licensure because this is a licensing board. General amendment discussion on SB 2092 and HB 1426. Eunice Smith motioned to form a committee to create amendments for SB 2092 and HB 1426. This committee will consist of Maureen Wanner and Tenalee Tangen. Tenalee Tangen seconded the motion. Motion carried unanimously.

Tenalee Tangen motioned to table further discussion for the next special meeting. Eunice Smith seconded the motion. Motion carried unanimously.

No further discussion.

The special committee session will be held on March 5, 2021 at 11:30am at the Board office. 4719 Shelburne St. Suite 1, Bismarck, ND.

The next special meeting is scheduled for March 5, 2021 at 7:00pm via GoToMeeting.

The next regular meeting is scheduled on March 15, 2021 at 9:00 am.

Eunice Smith made a motion to adjourn the meeting. Tenalee Tangen seconded the motion. Motion carried unanimously. Maureen Wanner adjourned the meeting at 12:43pm

Minutes submitted by Magen Buchholz



Friday March 5, 2021

Meeting Minutes

Attendees

Tenalee Tangen

Maureen Wanner

0015 Committee meeting began

Discussion

- HB 1426
- SB 2092
- How to proceed
- Amend or strike out

We will brief the board members at the meeting later.

2800 meeting concluded.



# NORTH DAKOTA STATE BOARD OF COSMETOLOGY

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The North Dakota State Board of Cosmetology held a special meeting on Friday, March 5th, 2021 at 7:00 p.m. via GoTo Meeting.

## Members Present:

Maureen Wanner  
Tenalee Tangen  
Rebecca Wood  
Miranda Stanley  
Eunice Smith

Meeting was not officially called to order but began at 7pm.

Maureen began by welcoming Susan Colard from NIC Board. Susan was present to provide some guidance for HB 1426 and how she recommends the Board respond based on our objectives.

Maureen discusses her thoughts and asks for Board input. Board discusses wanting to maintain licensure for as many services as possible. We determine one way to show compromise could be allowing for some exemptions in our rules rather than changing any laws. Board agrees to have Susan do some research and get back to us with her thoughts on Monday.

Tenalee makes a motion to table this discussion until Susan returns her thoughts. Rebecca seconds the motion. Motion carries.

Rebecca makes a motion to adjourn the meeting at 7:56 p.m. Tenalee seconds the motion. Motion carries.

Meeting minutes submitted by Rebecca Wood

A handwritten signature in blue ink, appearing to read "Rebecca Wood", is written over the text "Meeting minutes submitted by Rebecca Wood".





## NORTH DAKOTA STATE BOARD OF COSMETOLOGY

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The North Dakota State Board of Cosmetology held a special meeting on Thursday March 11<sup>th</sup>, 2021 via GoTo Meeting

### Members Present:

Maureen Wanner  
Rebecca Wood  
Tenalee Tangen  
Eunice Smith  
Miranda Stanley

Maureen called the meeting to order at 5:00pm.

Discussion of HB 1426 regarding the Boards final decision on how to proceed with testimony. Board discusses opposing bill as written and Maureen will write a testimony and speak on behalf of the Board.

Tenalee makes a motion to accept proposed changes. Rebecca seconds the motion. Motion carries.

Rebecca makes a motion to adjourn the meeting at 5:57pm. Tenalee seconds the motion. Motion carries.

Meeting minutes submitted by Rebecca Wood

A handwritten signature in blue ink, appearing to read "Rebecca Wood", is written over the typed name.



## NORTH DAKOTA STATE BOARD OF COSMETOLOGY

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The North Dakota State board of Cosmetology held a regular meeting on Tuesday, March 15<sup>th</sup> 2021 at 9:00a.m. at the board office and via GoTo Meeting

### Members Present:

Maureen Wanner  
Rebecca Wood  
Tenalee Erickson  
Eunice Smith

Maureen called the meeting to order at 9:05a.m.

Approval of meeting minutes – Tenalee makes a motion to accept meeting minutes from February 16<sup>th</sup>, March 1<sup>st</sup>, March 5<sup>th</sup>. Eunice seconds the motion. Motion carries.

Nails Pro Complaint – Board discusses that this issue falls under 43-11-31 sub 3. The board may deny an application or discipline a licensee on any of the following grounds: Grossly unprofessional or dishonest conduct. The board did reach out to the salon on February 19<sup>th</sup> 2021 and has not received a response. Board is looking for more information. Rebecca makes a motion to have the board office send a letter to Nails Pro requesting more information regarding this complaint, as well as a letter to the individual who sent the complaint, requesting any additional information she can provide, including any proof of service she may have. Eunice seconds the motion. Motion carries.

Jeni Berquist license reinstatement - The board discusses the need to follow the law. As stated in 43-11-29 "If a license is not renewed within one year from the

date it expired, the applicant for reinstatement shall take and pass the examination that is required of new applicants.” Jeni states her concern with the way a previous reinstatement of a different licensee was handled. The board recognizes the concern and discusses that at that time there was different board members as well as a different attorney for the board. The board members and attorney, at the time of the previous reinstatement, interpreted the law as they believed to be true at that time, and allowed for the reinstatement of other licensee. The board is concerned that making an exception to a law that they find to be clearly written sets us up for numerous problems in the future. Our current board members and attorney interpret the law to read that if a licensee does not renew their license within one year of expiration, they are required to take the exams required of new applicants (theory, practical and law exam), as well as pay all appropriate fees in order to have the license reinstated. The board believes that not following the law as we interpret it would be setting a precedent the board cannot risk taking. Rebecca makes a motion to hold Jeni Berquist’s license open until she meets the testing requirements of a new applicant according to 43-11-29 for reinstatement. Eunice seconds the motion. Tenalee recuses herself. Motion carries.

Megan Thiel approval of license – Board discusses need for actual court documents as stated in the application. Board feels that not enough has changed in this situation, Megan is still on probation, and still has 4 open felonies. The board discusses that as stated in 43-11-31, sub 2 and 4, these offenses would have a direct bearing on the profession. Tenalee makes a motion to have Annique send a formal letter for denial of the licensure for a period of 12 months, at which time she can reapply. Rebecca seconds the motion. Motion carries.

Antoinett Peal – Board discusses multiple past issues in this salon, and multiple past violations. Board discusses options of offering a class, fine, and/or shutdown. Board recognizes improvements made at the salon. Tenalee makes a motion to have Annique send a letter to Antoinett, stating that she will remain on probation, have a one day shut down and be required to take a sanitation class within 30 days. Eunice seconds the motion. Motion carries.

Polished Nails and Spa – Inspector made a note that she has had issues with this salon, however, previous inspections show no issues. Board discusses that without multiple failed inspections we don’t have the ability to take action.

Rebecca makes a motion to have Tenalee follow up with Andrea (the inspector) about maintaining consistency in all inspections. Eunice seconds the motion. Motion carries.

February financial statement – Board discusses the budget and if needing to reallocate funds to a different line. Maureen questions if there was a note from the Auditors report regarding the budget. Annique will look into this further. Eunice makes a motion to accept the February financial statements. Tenalee seconds the motion. Motion carries

Approval of licenses – Tenalee makes a motion to accept all individual and salon licenses. Eunice seconds the motion. Motion carries.

NEC Examiner training – board discusses how to handle future applicants for NEC training.

Old Business - Terri Bachmeier discussion. Board discusses reason for standing with current decision. Inspector did not follow proper protocol and therefore the board made the decision to let Terri go.

Old Business – Previous discussion with an attorney to change all applications to state “charged or convicted” instead of just charged.

Rebecca makes a motion to have all new applications read “have you, in the past 5 years been charged or convicted of an offense, other than a minor traffic violation.” Tenalee seconds the motion. Motion carries.

Old Business – Tenalee brings up considering naming her as the lead inspector. Board discusses the need to have clearly defined roles for both the office staff as well as the Lead Inspector. Eunice makes a motion to have Tenalee be the Lead Inspector. Rebecca seconds the motion.

Old Business – Rebecca brings up needing to require all applicants to complete the application. Tenalee makes a motion that effective immediately, no payment will be accepted without the accompaniment of a completed application. Eunice seconds the motion. Motion carries.

New Business – Elizabeth Rogers request for reinstatement. Board discusses the law 43-11-29 that defines how renewal applications are handled. Board also discusses letting the applicant know about current legislation and how that could affect her renewal. Tenalee makes a motion to send a letter to Elizabeth Rogers stating that we will hold her license open until all requirements under 43-11-29 “If a license is not renewed within one year from the date it expired, the applicant for reinstatement shall take and pass the examination that is required of new applicants” are met, and also to explain to her that there is a bill in legislation that could change these requirements. Rebecca seconds the motion. Motion carries

New Business - Nichole Joan Zetocha request for reinstatement of license. Board office will follow up with Nichole in regards to the requirements of 43-11-29, and clarify what she is wanting to do to move forward.

New Business - Candace Bercier – operating a booth without a salon license. Board discusses options for allowing her to move forward. Rebecca makes a motion to have the board office send a letter to Candace Bercier stating that it is her responsibility to know the laws, and that according to 32-03-01-10 she is required to obtain a booth license. We will also inform that she needs to apply immediately for said booth licensure, or she will be shutdown. Eunice seconds the motion. Motion carries.

New Business - Discussion on Candor’s Ladder of Success classes. Eunice makes a motion that we deny. Tenalee seconds the motion.

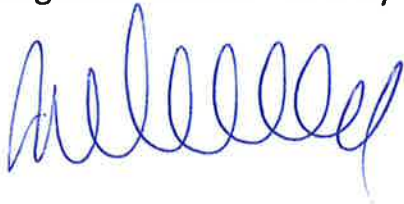
New Business - Anonymous complaint. Tenalee makes a motion to have the board office send a letter to individual filing the complaint, offering that she may make a formal complaint, and explaining the process. Eunice seconds the motion. Motion carries.

New Business – Improper testing. Sanh Leho Bubakar made an error and took the cosmetology license instead of the manicuring license. He passed this exam, but unfortunately according to 32-05-01-07 every person desiring to be licensed by the board as a manicurist shall have the qualifications required by ND Century Code chapter 43-11 applicable to manicurists. Rebecca makes a motion to hold

open Sanh Leho Bubakar's license until the proper examination for manicuring has been passed. Tenalee seconds the motion. Motion carries.

Tenalee makes a motion to adjourn the meeting at 12:35. Eunice seconds the motion. Motion carries.

Meeting minutes submitted by Rebecca Wood

A handwritten signature in blue ink, appearing to be "Rebecca Wood", written in a cursive style.



## NORTH DAKOTA STATE BOARD OF COSMETOLOGY

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The North Dakota State Board of Cosmetology held a regular meeting on Tuesday, April 19<sup>th</sup> 2021 at 9:00a.m. at the board office and via GoTo Meeting

### Members Present:

Maureen Wanner  
Rebecca Wood  
Tenalee Erickson  
Eunice Smith  
Miranda Stanley

Maureen calls the meeting to order at 9:00a.m.

Approval of March 15<sup>th</sup> meeting minutes. Miranda makes a motion to approve March 15<sup>th</sup> meeting minutes. Eunice seconds the motion. Motion carries.

Approval of March 11<sup>th</sup> special meeting minutes. Eunice makes a motion to approve the March 11<sup>th</sup> meeting minutes. Miranda seconds the motion. Motion carries.

Hoang Nguyen license decision. Board discusses offering a settlement agreement to reinstate license with probation based on 43-11-31-2 and 3, stating that his offense has a direct bearing on his ability to serve the public in a professional manner, as well as grossly unprofessional conduct, regarding his charges. Miranda makes a motion to have Hoang Nyguen's license reinstated with probation until he has completed his legal probation requirements. Eunice seconds the motion. Motion carries.

SB 2092 discussion for new rules of 1500 hours in 32-04-01-26.1 Board discusses possible changes to curriculum including eliminating theory hours that include the study of business practices. Board discusses need for additional research as to what the breakdown of "related subjects" as well as "study of theory, law, and cleaning and disinfecting" actually is. Tenalee mentions formation of committee to allow board members to work on rules. Eunice makes a motion to have Maureen, Tenalee and Rebecca form a committee to work on rules. Miranda seconds the motion. Motion carries.

Hernan Silva complaint. Board discusses conflicting stories from inspectors and Mr. Silva regarding the performing of services prior to salon licensure. Inspector states that she was told one of the individuals who was receiving services was Mr. Silva's wife, however, was later introduced to another person as his wife. Mr. Silva, along with the mall have stated that he was performing services on family only. Board discusses sending a reminder of the rules and regulations. Rebecca makes a motion to have the board office send a letter to Hernan Silva reminding him of his obligation to be up on the North Dakota rules and regulations. Miranda seconds the motion. Motion carries.

Uptown Curl unlicensed salon. Board was notified that Uptown Curl was operating without a proper salon license. Owner of Uptown Curl states that she was unaware she needed a separate salon license, and has since applied for one. Board discusses options, one being for possible probation based on operating an unlicensed salon. Miranda makes a motion to have Annique send Uptown Curl a settlement agreement with a 6 month probation for operating an unlicensed salon. Rebecca Seconds the motion. Motion carries.

P Card, state credit card for the board office. Annique states the need to see a purchasing agreement for whichever card is determined. Eunice makes a motion to have Sue and Magen research credit cards and send Annique agreements for review. Tenalee seconds the motion. Motion carries.

Booth renting and employment agreements. Board discusses how to handle emails that come in regarding hiring employees as a booth renter. Board directs board office to continue to stay in compliance by simply referring individuals back to North Dakota Rules and Regulations.



Discussion of form changes.

Notice to board of NIC virtual event.

Inspector concerns. How to handle complaint situations. Board explains process for filing complaints.

NovaLash Training. Board office will send a response stating that they will need to contact the schools and that the board cannot provide legal advice.

LaVonda Taylor request to offer classes. Board determines that we cannot provide legal advice to LaVonda regarding the ability to teach classes outside of a licensed salon. We discuss referencing her back to the North Dakota Rules and Regulations 43-11-11. Miranda makes a motion to have Magen send a letter to LaVonda Taylor directing her to 43-11-11. Eunice seconds the motion. Motion carries.

Request to remove inspection report. Board received a request to remove an inspection report from the online database. Board discusses the need to keep records consistent and therefore determines that we will maintain all online records according to the record retention schedule. Miranda makes a motion to have Magen send a letter to Carrie Bolstad informing her of the board's policy. Eunice seconds the motion. Motion carries.

S & P Nails application for transfer of ownership. Board discusses options for transfer of probation. S and P has satisfied all other terms of the settlement agreement. Rebecca makes a motion to have Annique send an addendum to S & P Nails to offer transfer of probation to new owner. Miranda seconds the motion. Motion carries.

Terri Bachmeier concern. Board discusses

March 2021 financial statements. Miranda makes a motion to approve the March 2021 financial statement. Eunice seconds the motion. Motion carries.

Individual and Salon license approval. Tenalee makes a motion to approve individual and salon licenses. Miranda seconds the motion. Motion carries.

Nails Pro complaint. Miranda makes a motion to send a letter to Nails Pro and Brynn Johnson a letter letting them know that this complaint will be dismissed based on a lack of response from her. Eunice seconds the motion. Motion carries.

Anonymous complaint. Tenalee makes a motion to have Magen send out a letter stating the board received her response and discussed her concern. Miranda seconds the motion. Motion carries.

Belle Salon and Boutique inspection reports. Inspector went in Belle Salon and Boutique to perform the inspection. Inspector was unable to view licenses but was told by the owner of the salon that these individuals were in fact renters and showed a rental contract to the inspector. The individuals however did not have licenses posted and therefore the salon should have been responsible for the rooms that were not in compliance due to the lack of posted licenses. Rebecca makes a motion to have Belle Salon and Boutique inspected again. Miranda seconds the motion. Motion carries.

Unlicensed individuals discussion. Board discusses the need for a formal complaint to be filled out completely, at which time board can discuss options for moving forward.

Lovely Nails inspection with social security and birthdates listed. Eunice makes a motion to have Tenalee speak with the inspector, Sheila Carlson regarding the inspection and information that was recorded.

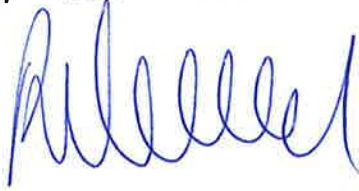
Shelly Kuntz return of fee. Rebecca makes a motion to have Magen respond to Shelly referencing 43-11-28 sub 2. Eunice seconds the motion. Motion carries.

Marty Riske concern. Tenalee makes a motion to have the board office reply to Marty Riske thanking him for his concerns, and explaining that Bismarck is the location the board has determined to be best for all. Rebecca seconds the motion. Motion carries.

Eunice makes a motion to add more testing dates. Miranda seconds the motion. Motion carries.

Eunice makes a motion to adjourn the meeting at 11:53a.m. Miranda seconds the motion. Motion carries.

Meeting minutes submitted by Rebecca Wood

A handwritten signature in blue ink, appearing to read "Rebecca Wood", is written over the text "Meeting minutes submitted by Rebecca Wood". The signature is fluid and cursive, with the first name "Rebecca" being more prominent than the last name "Wood".



## 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 committee meeting on Thursday, May 13<sup>th</sup> 2021 at 9:00 p.m. via GoTo Meeting.

Board Members Present:

Maureen Wanner

Rebecca Wood

Discussion regarding the reduction of hours for cosmetology licensure – Board members discuss how to restructure the curriculum to allow for the reduction of hours from 1800 down to 1500 without a loss of quality. Members discuss possibly eliminating parts of the “related subjects” section and restructuring the hours allocated to haircutting and hairstyling, as well as hair coloring.

Committee recognizes the need for further information from the cosmetology schools regarding subjects covered during theory, law, and related subjects. Committee agrees to recap discussion with board at meeting on May 17<sup>th</sup> and further this work once more information is received from the schools.

Meeting is adjourned at 10:15 p.m.

Meeting minutes submitted by Rebecca Wood

A handwritten signature in blue ink, appearing to read "Rebecca Wood", is written over the printed name.



## 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 regular meeting on Monday, May 17<sup>th</sup> 2021 at 9:00 a.m. at the board office and via GoTo Meeting

#### Board Members Present:

Maureen Wanner

Tenalee Erickson

Rebecca Wood

Eunice Smith

Approval of April 19, 2021 Regular Board meeting minutes – meeting minute day of week error. Board office will change Tuesday to Monday on meeting minutes. Tenalee makes a motion to change Tuesday to Monday. Rebecca seconds the motion. Motion carries.

Complaint against Josef's School of Hair, Skin & Body –Board discusses how to handle formal complaint. Rebecca raises concerns about depth of complaint. Tenalee also discusses concerns regarding Josef's past complaints. Annique discusses the need to further look into options. Rebecca makes a motion to table this discussion. Tenalee seconds the motion. Motion carries. Rebecca makes a motion to have the board office send a letter to Josef's School of Hair Design and Emalee stating that we are tabling the discussion and we will be re-visiting this upon further information from the board attorney.

Form edits review/approval – Rebecca discusses changing “preferred” to “to renew your license online please....” Board also discusses notarized forms and adding a signature to ones that do not currently require it. Board discusses what needs to be changed now and what should be edited in the future. Board would like to add the language of “charged or convicted” instead of just charged. Tenalee makes a motion to make necessary changes to the forms and authorizes Magen to do so. Rebecca seconds the motion. Motion carries.

Discussion of new curriculum requirements with Cosmetology hours being 1500 - Rebecca recaps what was covered at the rules committee meeting. Discussion regarding lack of information as to what the schools currently cover in their curriculums. Magen sent a letter reaching out to the schools for more information as to curriculum specifics. No response was submitted by any of the schools prior to meeting. Board discusses how to move forward with rule changes including school curriculum requirements. Tenalee makes a motion to have committee continue work on the rules. Rebecca seconds the motion. Motion carries.

Anonymous complaint and salon inspection report – Board discusses the fact that we do not have an anonymous complaint procedure. Board needs to reach out to complainant to inform them of the process and ask how they would like to proceed. Tenalee makes a motion to have the board office send a letter to complainant discussing the formal complaint process and that it is now part of open records and in order for board to continue with the process the complaint would be sent to T.N.T. Hair Design in order to follow procedural laws. Eunice seconds the motion. Motion carries.

Complaint against Kari Riggins – Board discusses that a bad haircut doesn’t fall under any statutes and therefore it will be dismissed. Rebecca makes a motion to have the office send a letter to Laura Wolseth thanking her for her time and explaining that the complaint will be dismissed as there are no statues that allow the board any jurisdiction over bad haircuts. Tenalee seconds the motion. Motion carries.

Approval of Inspector training 2021, date and discussion of having Annique present - Discussion of June 24<sup>th</sup> date, length of meeting, having a police officer present to answer questions regarding safety, and having Annique present a portion on how certain situations can and should be handled. Annique confirms

the need for a policy manual. Rebecca makes a motion to have the Inspector training run from 10:00-3:30 with a 30 minute lunch break, as well as to have Annique present for 60 minutes beginning at 12:30 pm as well as including an invite to a local sergeant or detective. Tenalee seconds the motion. Motion carries.

Complaint and inspection report for Nail Concepts – Board office received a complaint regarding potential underage and unlicensed workers. Board discusses the need for disciplinary action based on multiple sanitation issues past and present. Board did not, however, feel there was enough evidence to rule on the underage or unlicensed workers. Rebecca makes a motion to have Annique send a settlement agreement to Nails Concepts based on 3 failed inspections. Settlement is to include a \$500 fine, a sanitation class that needs to be scheduled through the board office within 30 days, as well as a 6 month probationary period. Tenalee seconds the motion. Motion carries.

Notice to Board members of CSG meeting – information regarding Cosmetology and Barbering compact kickoff meeting.

April 2021 Financial statement – Eunice makes a motion to approve the April 2021 financial statements. Tenalee seconds the motion. Motion carries.

Approval of Licenses - Tenalee makes a motion to approve all individual licenses. Eunice seconds the motion. Motion carries. Tenalee makes a motion to approve all salon licenses. Rebecca seconds the motion. Motion carries

Old Business:

Discussion of TDLR investigation. Based on ruling from TDLR stating the legitimacy of the licenses board will not withhold the approval. Tenalee makes a motion to approve the manicurist licenses for Quoc Binh Vu and Thi Thanh Xuan Vu. Eunice seconds the motion. Motion carries.

Nail Glamour – board discusses needing more details regarding inspection and unlicensed workers. Board would like to know who the current owner of salon is. Board would also like confirmation on how it was determined that worker was unlicensed. Nail Glamour has not responded, and we feel the need to await this information. Tenalee makes a motion to table this discussion until further information is received. Rebecca seconds the motion. Motion carries.

S and P Nails concern – Board discusses the need to send a letter to S and P requesting a response. Board would also like to look into past information on previous revocations. Tenalee makes a motion to have the board office send S and P a letter requesting a response to their inspections, as well as to table the discussion on S and P nails until we receive further information. Rebecca seconds the motion. Motion carries.

Stella Nails and Spa – Board discusses concerns with 2 failed sanitation inspections, one on 3-3-21 and one on 5-5-21. Board discusses the fact that the sanitation issues stated on latest complaint are more minor and base decision for fine on that fact. Tenalee makes a motion to have Stella Nails and Spa fined \$250, 6 months probation and a re-inspect based on 2 failed inspections. Rebecca seconds the motion. Motion carries.

NIC examiner training – board discusses waiting until new training program is updated and offering it at that time. Tenalee makes a motion to postpone NIC training until the updated training is released. Eunice seconds the motion. Motion carries.

#### New Business:

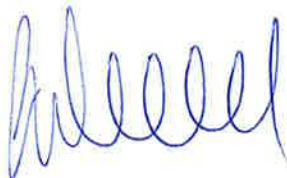
Carmen Buckmeier concerns with obtaining staff - Board discusses having the board office send a letter to Carmen stating that the law requires proper licensure. Tenalee makes a motion to have the board office send a letter to Carmen stating the requirements for proper licensure. Rebecca seconds the motion. Motion carries.

Tenalee discusses need for inspection forms to be updated.

Rebecca discusses need for moving exam dates and meeting times.

Tenalee makes a motion to adjourn the meeting at 12:10 p.m. Rebecca seconds the motion. Motion carries.

Meeting minutes submitted by Rebecca Wood







## 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, June 2<sup>nd</sup>, 2021 at 9:15 p.m. via GoTo Meeting

Board Members Present:

Maureen Wanner  
Tenalee Erickson  
Rebecca Wood  
Miranda Stanley

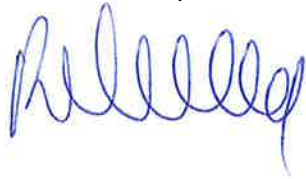
**1. Call to Order – 9:18p.m.**

- 2. S & P Nails Response-** Board discusses options for how to handle the continued sanitation and unlicensed workers issues. Annique briefs board on options and what has been done in the past. S & P has violated current probation. Rebecca makes a motion to have Annique send a letter with an order to S & P Nails suspending their license effective June 10<sup>th</sup> 2021 for a period of approximately one week, until a re-inspection is completed, on the basis of multiple sanitation violations, unlicensed workers and a violation of paragraph 4 of their settlement agreement. Miranda seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries. Miranda makes a motion to have Annique send a letter to S & P nails informing them of 43-11-35 stating that unlicensed workers can be charged with a Class B misdemeanor. Tenalee seconds the motion. Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Motion carries.

- 3. Nail Glamour –** Board discusses concerns with multiple sanitation violations and unlicensed workers. Board discusses the fact that they were not providing waxing services at the time of inspection. Miranda makes a motion to take disciplinary action against Nail Glamour based on unlicensed workers and sanitation violations, and authorizes Annique to send a settlement agreement to Nail Glamour with a 6 month probation, a board approved sanitation class with a one day shut down and all employees required to attend, and a \$500 fine. Tenalee seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries.
- 4. Josef's Response and Request-** Board discusses handling this situation how all other meeting minute postings are handled. Tenalee makes a motion to keep the board meeting minutes up on the website. Miranda seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries. Board also discusses need to follow up with original complaint and how to move forward. Board has not received a response regarding the original complaint, and discusses sending a second request. Annique also informs board of all options for moving forward based on specific issues brought forth in complaint. Tenalee makes a motion to have Annique send a letter to Josef's asking for a response to the complaints from Emily and citing all codes that were allegedly violated. Miranda seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries.
- 5. Reciprocity Applications from FL with Special License Clarification-** Applicants are licensed Estheticians and Manicurists in Florida. Board is unable to immediately grant these licenses based on lack of information. Rebecca makes a motion to have the board office send a letter stating that Ngoc Haynh Giao Le and Skylar Tran, informing them that they do not currently meet the requirements according to 43-11-25, and that they have the opportunity to provide additional information to prove otherwise. Tenalee seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries.
- 6. Hiring Committee for Inspectors-**Tenalee discusses applicants and moving forward with hiring process. Makes a motion to form a hiring committee of Maureen Wanner and Tenalee Erickson. Rebecca seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries

- 7. Meeting Adjourned-** Tenalee makes a motion to adjourn the meeting at 10:47p.m. Miranda seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries

Meeting Minutes submitted by Rebecca Wood

A handwritten signature in blue ink, appearing to read "Rebecca Wood", is written below the text "Meeting Minutes submitted by Rebecca Wood". The signature is stylized with a large initial "R" and a series of loops.



## 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 regular meeting on Monday, June 21<sup>st</sup>, 2021 at 9:00 a.m. at the board office and via GoTo Meeting

#### Board Members Present:

Maureen Wanner  
Tenalee Erickson  
Rebecca Wood  
Miranda Stanley

1. **Call to Order – 9:05 a.m.**
2. **Approval of May 17<sup>th</sup>, 2021, May 13<sup>th</sup>, 2021 and June 2<sup>nd</sup>, 2021 meeting minutes** - Miranda made a motion to approve all meeting minutes, Tenalee seconded the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries.
3. **Nail Glamour salon license application/change of ownership/pending settlement** – settlement agreement has not yet been signed by Nail Glamour. Board discusses options for moving forward with new owners. Tenalee made a motion to table this discussion pending the board office receiving the settlement agreement. Tenalee seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries.
4. **Nail exam questions** – Tenalee makes a motion that office staff updates cosmetology, esthetics, manicuring and instructor exams. Miranda seconds

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

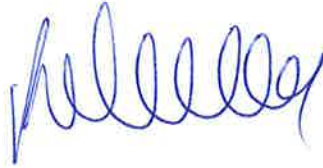
5. **Accounting proposal from Fronteer Payroll Services** – Miranda makes a motion to accept the proposal from Fronteer, and authorizes a state contract be sent to them. Tenalee seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries.
6. **May 2021 financial statement** – Tenalee makes a motion to approve the May 2021 financial statement. Miranda seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries.
7. **July 2021 – June 2022** – Miranda makes a motion to approve the budget for July 2021 through June 2022. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries.
8. **Approval of licenses** – Miranda makes a motion to approve all individual licenses. Tenalee seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries. Miranda makes a motion to approve all salon licenses. Tenalee seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries.
9. **Reschedule instructor training to later date** – Discussion to move meeting to accommodate keynote speaker. Tenalee makes a motion to move the instructor training to August 30<sup>th</sup> pending the availability of the keynote speaker, and also requests having Annique speak for 60 minutes. Miranda seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries.
10. **Josef's School of Hair Design response** – Board discusses options for moving forward with Josef's based on response received from Vogel Law. Board looks into Josef's previous inspections to see if issues have been reoccurring, but sees that issues stated on initial complaint did not appear on past inspections. Rebecca makes a motion to dismiss the complaint against Josef's School of Hair Design based on insufficient grounds for disciplinary action and I authorize Annique to send a letter to Josef's and

the complainant. Miranda seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries.

11. **Discussion of Executive Director position** – Board discusses need for more information in regards to what the job description, pay, and benefits would be. Board also discusses the need to get a firm grasp on what the budget allows for. Board also discusses need for a hiring protocol. Miranda makes a motion to table the Executive Directive discussion until more information is received. Tenalee seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries. Tenalee makes a motion to have the office staff begin work on the policies and procedures manual. Rebecca seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries.
12. **NIC Monomer Changes** – Board discusses difficulty finding factory sealed monomer, and considers changing this testing requirement. Tenalee makes a motion to allow candidates to test without a factory sealed monomer. Miranda seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries.
13. **Discussion of Zoom interviews** - Tenalee discusses difficulty scheduling candidates for in person interviews and is looking for approval to conduct interviews via zoom. Miranda makes a motion to have Tenalee conduct interviews via zoom. Rebecca seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries.
14. **Discussion of new inspection sheets** – Board discusses editing current inspection sheets to help clarify for items for inspectors. Miranda makes a motion to have Tenalee work with the board office to edit inspection sheets. Rebecca seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries.
15. **Discussion of hours required to test.** Currently testing is allowed at 1600 hours and license is held until the completion of 1800 hours. Board discusses that the changing of required hours down to 1500 hours will affect this. Board will need to re-visit this during the revision of the rules.

16. **Meeting Adjourned** - Tenalee makes a motion to adjourn the meeting at 10:52 a.m. Miranda seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y). Motion carries.

Meeting minutes submitted by Rebecca Wood

A handwritten signature in blue ink, appearing to read "Rebecca Wood", is written below the text "Meeting minutes submitted by Rebecca Wood". The signature is stylized with a large initial 'R' and a series of loops.



## 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 committee meeting on Monday July 12<sup>th</sup>, 2021 from 9:00 -11:00 a.m. and from 2:30 – 4:30 p.m. in person at Cloud 9 Salon, 3330 Sheyenne Street West Fargo ND 58078

#### Board Members Present:

Maureen Wanner  
Tenalee Erickson  
Rebecca Wood

Committee members begin their discussion with the rule changes that will be needed based on the law changes in SB 2092. Committee works line by line through the laws that will need to be edited. Committee drafts changes that will be brought to the next board meeting, but also recognizes that much more work will need to be done to finalize the rules.

Meeting minutes submitted by Rebecca Wood

A handwritten signature in blue ink, appearing to read "Rebecca Wood", is written over the text "Meeting minutes submitted by Rebecca Wood".





## 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 regular meeting on Monday, July 19th, 2021 at 9:30 a.m. at the board office and via GoTo Meeting

#### Board Members Present:

Maureen Wanner  
Tenalee Erickson  
Rebecca Wood  
Miranda Stanley  
Eunice Smith

Meeting called to order at 9:32 a.m.

Approval of June 21<sup>st</sup> meeting minutes – Miranda makes a motion to approve the June 21<sup>st</sup> 2021 meeting minutes. Eunice seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Nail Glamour transfer of ownership – Board discusses options to move forward with new owner by sending an addendum of current probation to new owner to fulfill the terms of probation. Miranda makes a motion to approve Nail Glamour's transfer of ownership if they agree to signing the addendum to remaining probation. Tenalee seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Approval of changes made to rule 32-04-01-26.14 – Board discusses what the changes should be for the requirements of the curriculum moving forward. Board emphasizes need to maintain consistency with curriculum. Discussion with Todd from Josef's School of Hair Design about the ability for the schools to adjust their current curriculum and move forward with the new law. Board also discusses how to transition to new requirements for students currently enrolled. Tenalee makes a motion to table the discussion of changes to 32-04-01-26.14 and do more work and research on the curriculum and meet again. Miranda seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Chiaki Sekino reciprocity application – Board discusses application and if the necessary requirements are fulfilled. Tenalee makes a motion to approve Chiaki Sekino's reciprocity license upon completion of the law exam. Eunice seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Approval of hiring new inspectors – Board discusses new applicants and how interviews were conducted. Board discusses any additional costs that board would incur. Tenalee states that these are inspections that are currently being done and the hiring of two new inspectors will only add the expense of some mileage. Miranda makes a motion to have Sue send out letters to all applicants to notify them of the decision that was made, as well as having Tenalee complete applicable paperwork with new inspectors. Tenalee seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Clerical questions pertaining to new laws – Board discusses notifying current Homebound licensees about changes to laws. Board discusses ways to accommodate licensees who currently hold a homebound license. Rebecca makes a motion to table the discussion on clerical questions pertaining to the new laws until further research is conducted. Eunice seconds the motion All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Editing of forms for hour changes – Board discusses making changes to hour requirements on practical examination form. Board decides to change the form to read "number of hours completed at time of application (1500 minimum in

cosmetology program), instead of 1800 hours due to the change in law. Tenalee makes a motion to amend practical exam application. Miranda seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Approval of Re-Instatement form information – Miranda makes a motion to accept the approval of re-instatement form. Eunice seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

June 2021 Financial statement – Miranda makes a motion to approve June 2021 financial statement. Eunice seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

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

Old Business – No Board member brought anything for old business

New Business – Annique is requesting financial assistance to attend the 2021 FARB Regulatory Law Seminar. Annique states that the total cost is \$2500. Rebecca asks for clarification on how this seminar will directly benefit our board, as well as what the cost to the board would be. Board discusses offering an amount to help cover expenses. Miranda makes a motion to have the board provide Annique with \$500 to help cover the FARB seminar, as well as the option to return to the board if more funds are needed once other boards have replied. Eunice seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Request from Julie Wangendorf to have a guest speaker from the Cosmetology Board. Eunice makes a motion to have Tenalee be a guest speaker at the NDEHA Annual Conference providing a 45 minute general overview of what the Board of Cosmetology regulates. Miranda seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Request from Josef's School of Hair Design – Board discusses having Annique write a letter to Josef's School of Hair Design after August 1<sup>st</sup> stating what the new ND law will be regarding minimum hours of school to obtain a ND Cosmetology license. Tenalee makes a motion to have Annique send a letter to Josef's school of Hair Design, citing law 43-11-16 sub 1. b. and that the board does not currently prohibit a school from offering additional hours. Eunice seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Anonymous complaint – Board raises concerns about severity of complaint against Jennifer Ficken. Board discusses the fact that we do not have an anonymous complaint process. Board discusses the need to have the proper form filled out by complainant so that we may move forward. Miranda makes a motion to have the anonymous complainant fill out a form if she wishes to file a formal complaint, and the board will move forward from there. Eunice seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Request from BPD to meet with State Board of Cosmetology – Sargeant Bolme has requested to speak with the board to provide us with information regarding his role with BPD. Tenalee makes a motion to have Saregeant Bolme speak with the board for 30 minutes regarding his role with the BPD. Eunice seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Job Descriptions for Board Administrator, Administrative Assistant and Executive Director – Tenalee raises concern regarding typos and formatting issues. Rebecca raises concerns regarding lack of minimum requirements for the Executive Director position. Maureen states this is the incorrect copy and will work to correct. Tenalee makes a motion to table the discussion. Eunice seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Discussion of Tenalee's position with NIC and compensation – Tenalee provides an update to her position with NIC as Region 3 Director. Tenalee provides an update of what her duties entail and how those benefit our board and our state. Miranda makes a motion to pay NIC board members for hours that are directly

impacting our board. Eunice seconds the motion. (motion left pending) Miranda makes a motion to have Tenalee abstain from discussion and voting. Eunice seconds the motion. All voting, Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries. Motion that was pending was returned to and voted on as follows\* All voting, Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

\*The North Dakota State Board of Cosmetology is not required to follow Robert's Rules of Order.

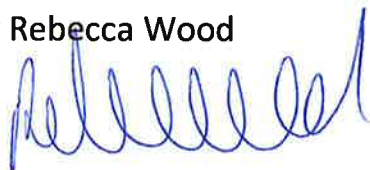
Clarification of inspectors as employees versus Independent Contractors – Discussion of how the board pays Tenalee as well as other inspectors. Tenalee makes a motion to table the discussion on Independent Contractors vs. W-2 employees until we are able to further determine what the law allows. Eunice seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Discussion on how to move forward with printing books – Magen discusses cost for printing books. Rebecca poses question to whether or not printed books are required and necessary or if we can save costs by making a PDF available. Eunice makes a motion to print 700 law books. Miranda seconds the motion. Prior to a vote Rebecca again raises a concern about spending the funds if a printed book is not necessary. Tenalee makes a motion to withdraw the motion. Miranda seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries. Miranda makes a motion to table the discussion on the law books until the office staff can look further into getting a PDF's combined. Eunice seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Eunice makes a motion to adjourn the meeting at 12:40 p.m. Miranda seconds the motion. All voting, Tenalee (y) Rebecca (Y) Miranda (y) Maureen (y) Eunice (y). Motion carries.

Magen Buchholz announces her resignation effective Aug. 1<sup>st</sup> 2021

Meeting minutes submitted by Rebecca Wood





## 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 committee meeting on Tuesday, July 27th, 2021 at 11:30 a.m. via GoTo Meeting

#### Board Members Present:

Maureen Wanner  
Tenalee Erickson  
Rebecca Wood

- 1. Meeting begins at 11:40 a.m.**
- 2. Discussion of reduction of hours for Qualifications of licensure to 1500 from 1800** – Board discusses how to reduce required curriculum hours stated in 32-04-01-26.1 to reflect the reduction in in required in hours from 1800 to 1500. Todd from Josef's School of Hair Design and Kristen from the Hair Academy were present on the call and provided feedback. Committee has drafted a plan to bring forth at the next meeting to allow for discussion and feedback prior to a full vote.
- 3. Meeting adjourned – 1:17 p.m.**

Meeting minutes submitted by Rebecca Wood

A handwritten signature in blue ink, appearing to read "Rebecca Wood", is written over the typed name.

Rules Committee Meeting

July 15, 2021

Maureen Wanner

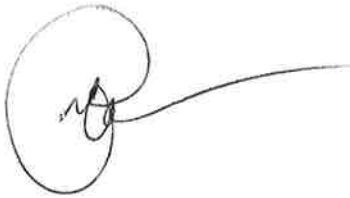
Tenalee Tangen

Meeting called to order.

Rule changes were discussed.

Meeting was adjourned at 9:45

Minutes submitted by Maureen Wanner

A handwritten signature in dark ink, consisting of a large, stylized capital 'M' followed by a horizontal line extending to the right.



## 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 Friday, July 30<sup>th</sup>, 2021 at 10:00 a.m. via GoTo Meeting

#### Board Members Present:

Maureen Wanner  
Tenalee Erickson  
Rebecca Wood  
Eunice Smith

**1. Call to Order** – Meeting is called to order at 10 a.m.

**2. 1500 Hour Curriculum approval** – Rebecca looks for clarification on wording in newest edit. Annique provides explanation on what is required and what is not. Discussion on necessity to include language stating “in classroom, or clinic” in curriculum description. Tenalee makes a motion to adopt the amended draft. Rebecca seconds the motion. All voting, Eunice (y) Rebecca (y) Tenalee (y) Maureen (y.) Motion carries.

**2. Superseding motion to have Sue instead of Annique send a letter to Josef’s** – Board previously approved Annique to send a letter to Josef’s stating cosmetology curriculum hours required by ND. (43-11-16) Annique states that we need to have the letter come from the Board office on our letterhead versus from her office on her letterhead. Tenalee makes a superseding motion to have Sue send out a letter



to Josef's instead of Annique. Eunice seconds the motion. All voting, Eunice (y) Rebecca (y) Tenalee (y) Maureen (y.) Motion carries.

**3. Practical Examination Application** – Board approved change to practical examination application from a 1600 hour minimum to be completed prior to submitting application to test, down to a 1500 hour minimum to reflect the change in required hours. Todd from Josef's School of Hair Design brings forth concerns regarding the requirement to wait until 1500 hours. He feels that this may create a delay in testing even though a student has completed all hours. Board agrees that it should stay consistent with previous percentage completed requirement. Tenalee makes a superseding motion to modify the form to a 1300 hour minimum requirement, instead of 1500. Eunice seconds the motion.

**4. Printing of Law Books** – Board discusses if there is a requirement to print lawbooks or not. Annique provides information from law stating that board is not required to provide hard copies. Board website currently provides pdf's that allows anyone to print them at any time. Cost to print books is fairly high, for example, 700 books is \$1510. Rebecca and Tenalee state that they are in favor of holding off on printing. Maureen agrees.

**5. Removal of Homebound License : Informing 92 license holders. – (32-03-01-14)** – Annique provides some information on what we can and cannot state in a letter to homebound licensees. Board is not allowed to provide private legal advice and must be careful what information we provide. Board discusses need to at least notify these licensees of the law changes. Tenalee brings forth the concern regarding renewals. She would like to be sure that it is clear that the Homebound license is not renewable. Rebecca points out that they are still licensed cosmetologists and we should also be sure they understand that they are still licensed and have their right to practice. Tenalee makes a motion to have Sue send out a letter to the 92 licensees regarding the law change. Rebecca seconds the motion. All voting, Eunice (y) Rebecca (y) Tenalee (y) Maureen (y.) Motion carries.

**6. 1099 vs. W-2 Employees** – Annique gives board a briefing on macro level differences between the two. She encourages board to consider pros and cons of each. Tenalee discusses need to look at usage of personal vehicles and cell phones. Annique states that it depends on the statutes. Statutes 48-04-04 sub 3 and 4, as well as 54-06-09 relate to this topic.

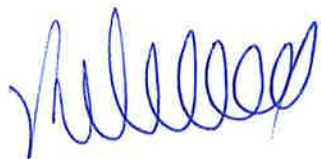
**7. Approval of Job Descriptions of Executive Director, Board Administrator, and Administrative Assistant –**

Maureen discusses need to get these finalized and approved. Tenalee requests confirmation regarding Eunice having reviewed these. Maureen states that she has. Tenalee raises concerns regarding qualifications and what has been established regarding these. Rebecca states a concern regarding complete finalization of these. Maureen states that we have been working on these September, but Rebecca states that we only recently have received this newest version of the descriptions. Tenalee states concerns regarding any changes that are made today are not a final draft. She states concerns that all board members need to see final draft before any approval can be made. Maureen states need to have these final today. Tenalee continues on with questions regarding job descriptions. Tenalee asks Maureen (who wrote these descriptions) where she received the knowledge for these descriptions. Maureen responds with places she has received info and who has helped to edit them to fit our needs. Board begins with line by line editing of the positions. Tenalee moves on to ask how it will be determined if they are full or part time, and if the board will provide benefits. Maureen states that it will depend on what the board needs at that time. Maureen states that if they are over 20 hours per week that the law requires the board to pay benefits. Maureen states that some applicants may not need benefits. Tenalee wants to re-word the sentence that states how benefit offerings are determined. She feels that the wording “need for benefits” seems confusing. Annique states that the way it is worded leaves it open for negotiation at time of hiring, and that it is a legal requirement to offer them depending on hours. Annique states that she is not weighing in on how it should be worded due to the nature of the document being a policy issue. Board moves on to line-by-line revision of all 3 positions. Rebecca and Tenalee discuss whether these positions will be in, or out of office. Maureen raises concern that some of the duties can be performed outside of the office, especially for the ED. Rebecca and Tenalee want to ensure full time office coverage Monday through Friday from 8 a.m. to 5 p.m. Maureen agrees that all 3 positions should be in-office. Board continues on with line-by-line revision of positions. Tenalee makes a motion that Maureen types up the final draft and presents it to the board at a special meeting in the future. Rebecca seconds the motion. All voting, Eunice (y) Rebecca (y) Tenalee (y) Maureen (y.) Motion carries.

**8. Hiring of Office Staff** – Maureen starts by stating that Miranda reached out and was interested in being on a hiring committee, Maureen then asks Eunice if she would also like to be on the committee, and states that we need to approve the committee. Tenalee raises concerns regarding an email she received on July 26<sup>th</sup> from Miranda stating she and Eunice would be working to hire someone for the office, and was questioning what matrix Tenalee would like them to use. Maureen states that the committee has to be approved. Tenalee is questioning how the formation of the committee came about. Tenalee is concerned how the conversation came about between Maureen, Eunice, and Miranda. Tenalee is concerned that a quorum was created. Maureen doesn't feel that there is a concern with the creation of a quorum because the board wasn't in a meeting. Tenalee also discusses previous discussions where the board agreed with having an outside company do the hiring for the office positions. Maureen states that the board attorney has informed us that it is not necessary to use a hiring committee if the board decides not to. Tenalee is concerned how the discussion got to the point that it's at prior to the meeting, however, Maureen again states that there was not a meeting of the three of them and therefore no issues with quorum. Rebecca states that a quorum can be created even if all three members are not together. She states that if one person has a discussion with a board member, and then the same discussion with another board member it is a quorum. Maureen states that we need to hire someone for the office, and Eunice agrees. Tenalee raises concern about feasibility for hiring a part time person and the Executive Director. Rebecca also states concern about room in our budget for these positions. Tenalee raises concern about having board members do the hiring of these positions due to the fact that Maureen is personally interested in the position and also a board member. Tenalee and Rebecca again request more information regarding the budget. Sue provides some information regarding how the budget is prepared and information regarding CD's that the board holds. Sue states that she can bring some additional budget information forward at the next meeting. Tenalee makes a motion to table the discussion of the hiring of office staff. Eunice seconds the motion. All voting, Eunice (y) Rebecca (y) Tenalee (y) Maureen (y.) Motion carries.

**8. Meeting Adjourned** – Tenalee makes a motion to adjourn the meeting. Rebecca seconds the motion. All voting, Eunice (y) Rebecca (y) Tenalee (y) Maureen (y.) Motion carries.

Meeting minutes submitted by Rebecca Wood

A handwritten signature in blue ink, appearing to read 'Rebecca Wood', is positioned below the printed text. The signature is fluid and cursive, with the first name 'Rebecca' being more prominent than the last name 'Wood'.



## 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/committee meeting on Monday August 2<sup>nd</sup>, 2021 at 9:00 a.m. via GoTo Meeting

#### Board Members Present:

Maureen Wanner

Tenalee Tangen

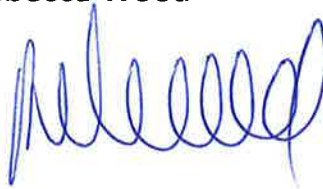
Rebecca Wood

1. **Call to Order** – 9:17a.m.
2. **Rule revision discussion** – Board begins discussion with 32-03-01-12 and 32-03-01-14. Board looks to eliminate 32-03-01-12 and better define 32-03-01-14 to include those licensees that previously carried homebound licenses. Board reviews rule 32-03-01-04, 32-03-01-10, 32-04-01-04, 32-05-01-01 number 6, 32-05-01-02 number 6, 32-05-01-04 number 6, 32-05-01-06 number 6, 32-05-01-06.1 number 6, 32-05-01-07 number 6, and 32-05-01-07.1 number 6, to better discern where licenses should be displayed. Board reviews rule 32-03-01-07 to determine who must be present in salon. Board reviews rule 32-04-01-18 number 1 and number 2, to update the number of hours required in the course of instruction. Board reviews rule 32-03-01-15 to discuss how, or how not to move forward with the apprenticeship law 43-11-16.1. Board reviews rule 32-02-01-15 to add in language referring to relocation within a salon, as well as salon availability for inspections. Board reviews rule 32-01-03-04 to update language. Board

reviews rule 32-04-01-25 to remove requirement for additional schooling upon failing examination twice, to stay consistent with 43-11. Board reviews rule 32-05-01-01.1 to discuss changes to licensure by reciprocity. Board moves on to law 43-11-25.1 on International Applicants. This is a new law and therefore there is no corresponding rule. Board decides to check in with Annique for feedback regarding intentions. 43-11-26. Board reviews rule 32-05-01-02 and discusses breaking down how Master Cosmetologists must prove their 1000 hours as well as the requirement for salon managers to release the hours when requested.

3. **Meeting Adjourned** – Tenalee makes a motion to adjourn the meeting 2 p.m. Rebecca seconds the motion. All voting, Rebecca (y), Tenalee (y), Maureen (y) Motion carries.

Meeting minutes submitted by Rebecca Wood





## 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 4<sup>th</sup>, 2021 at 8:00 a.m. via GoTo Meeting

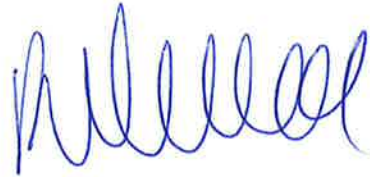
#### Board Members Present:

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







## 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 committee meeting on Friday August 9<sup>th</sup>, 2021 at 9:00 a.m. via GoTo Meeting

#### Board Members Present:

Maureen Wanner  
Tenalee Tangen  
Rebecca Wood

**1. Call to Order** – Meeting is called to order at 9:00 a.m.

**2. Rule Revision Discussion** – Committee finishes discussion on 43-11 edits that affected need for rule changes. Discussion for revising the wording in 32-04-01-21 regarding staying within the scope of practice pertaining to one's specific license. Committee also reviews all places where century code is sighted to ensure consistent wording.

**3. Meeting Adjourned** – Tenalee makes a motion to adjourn the meeting at 10:00 a.m. Rebecca seconds the motion. All voting, Rebecca (y) Tenalee (y) Maureen (y) Motion carries.

Meeting minutes submitted by Rebecca Wood

A handwritten signature in blue ink, appearing to read "Rebecca Wood", is written below the text "Meeting minutes submitted by Rebecca Wood".



## 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 30<sup>th</sup>. 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.

Tenalee 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 30<sup>th</sup>, 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 30<sup>th</sup> 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.

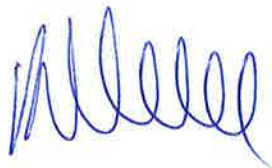
**17. New Business** – Sue mentions that Dawn (the individual who edits our forms) is asking for clarification on whether the board needs a full social security number or just the last 4. Annique recommends not requiring the entire number if there is nothing that we are needing it for. Sue clarifies 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

A handwritten signature in blue ink, appearing to be 'Rebecca Wood', is written below the text.

**Minutes for the Special Rules Committee Meeting  
North Dakota State Board of Cosmetology**

**I. Call to order.**

Tenalee called special rules committee meeting to order on 30 August 2021 at 7:18PM via Go To Meeting application.

**II. Roll Call.**

Present:

1. Tenalee Tangen
2. Rebecca Wood
3. Maureen Wanner

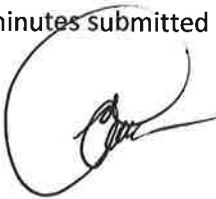
**III. Order of Business**

1. Discussion of Article 32-01, general administration rules.
  - a. Discussion was had in regard to sections 32-03-01-10, 32-02-01-01 thru 32-02-01-07.
  - b. No action was taken.

**IV. Housekeeping and Closing**

1. Review of action items (who is doing what): We all will continue to read through the rules. Tenalee will ponder 32-02-01-04 6.
2. Date and time of next meeting: September 13, 2021, 4:30PM
3. Adjournment.
  - a. Motion was made by Maureen. Seconded by Rebecca.
  - b. Vote was 3 yes, 0 no
  - c. Meeting adjourned at 9:06PM

Meeting minutes submitted by Maureen Wanner





**Minutes for the Special Board Meeting  
North Dakota State Board of Cosmetology  
September 9, 2021**

**I. Call to order.**

Tenalee called special board meeting to order on 09 September 2021 at 9:00PM via Go To Meeting application.

**II. Roll Call.**

Present:

1. Tenalee Tangen
2. Rebecca Wood
3. Maureen Wanner
4. Eunice Smith

Also, Annique Lockard, Lawyer

**III. Order of Business**

1. Discussion was on who would attend the Summit of Executive Directors of Barbers and Cosmetology September 13, 2021
  - a. Maureen moved to not send anyone to the Summit. Eunice second the motion. Motion carried 4-0

**IV. Housekeeping and Closing**

1. Tenalee will speak to Sue as to how things should come to the board so all board members can discuss and vote on things together as a group and not as a single. Sue is to let everyone know if anything comes into the office and to bring it to the board via the agenda.
2. Date and time of next regular board meeting: September 20, 2021
3. Adjournment.
  - a. Motion was made by Maureen. Seconded by Eunice. Motion carried 4-0
  - b. Meeting adjourned at 9:18PM

Meeting minutes submitted by Maureen Wanner



**Minutes for the Special Rules Committee Meeting  
North Dakota State Board of Cosmetology  
September 13, 2021**

**I. Call to order.**

Tenalee called special rules committee meeting to order on 13 September 2021 at 4:30PM via Go To Meeting application.

**II. Roll Call.**

Present:

1. Tenalee Tangen
2. Rebecca Wood
3. Maureen Wanner

**III. Order of Business**

1. Discussion of Article 32-01, general administration rules.
  - a. Discussion was had in regard to many sections of Article 32-01
  - b. No action was taken.

**IV. Housekeeping and Closing**

1. Review of action items: We all will continue to read through the rules.
2. Date and time of next meeting: September 19, 2021, 10AM-2PM
3. Adjournment.
  - a. Meeting adjourned at 10PM

Meeting minutes submitted by Maureen Wanner

A handwritten signature in black ink, appearing to be 'Maureen Wanner', written over a circular stamp or seal.

**Minutes for the Special Rules Committee Meeting  
North Dakota State Board of Cosmetology  
September 19, 2021**

**I. Call to order.**

Tenalee called special rules committee meeting to order on 19 September 2021 at 9:58AM via Go To Meeting application.

**II. Roll Call.**

Present:

1. Tenalee Tangen
2. Rebecca Wood
3. Maureen Wanner

**III. Order of Business**

1. Discussion of Article 32-01, general administration rules.
  - a. Discussion was had in regard to many sections of Article 32-01
  - b. Proposed changes will be reviewed at regular board meeting

**IV. Housekeeping and Closing**

1. Review of action items: We all will continue to read through the rules.
2. Date and time of next meeting:
3. Adjournment.
  - a. Meeting adjourned at 1:06PM

Meeting minutes submitted by Maureen Wanner

A handwritten signature in black ink, appearing to be 'Maureen Wanner', is written over a large, faint circular stamp or watermark.

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 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 statutes 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.
4. **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 Williston. 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

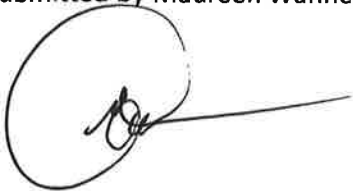
Eunice makes a motion to accept the profit and loss statement for August 2021. Maureen seconds that motion. All voting: Becky (y), Eunice (y), Miranda (y), Maureen (y), Tenalee (y). Motion carries.

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



## 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 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 Tange**

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 Tange**

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 Tange**

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

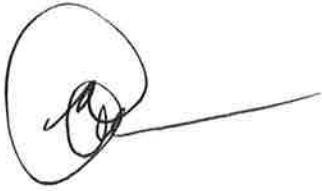
Miranda makes a motion to have Becky provide more information PayPal for approval at the next meeting. Eunice seconds that motion. All voting: Becky (y), Miranda (y), Eunice (y), Maureen (y), and Tenalee (y). Motion carries.

## **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

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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 Friday October 29, 2021, at 9:00 a.m. at the board office and via GoTo Meeting

Roll call was done. Board Members Present:

Tenalee Tangen

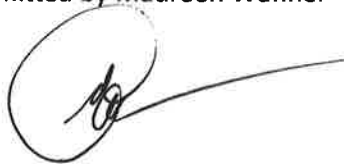
Becky Wood

Eunice Smith

Maureen Wanner

1. Administrative Assistant interview questions. Board members compiled their questions for interviewing candidates for this position.
2. Meeting Adjourned. Becky made a motion to adjourn the meeting. Eunice seconds that motion. All in favor: Maureen (y), Becky (y), Eunice (y), Tenalee (y). motion carries. Meeting adjourns at 9:42 AM.

Meeting minutes submitted by Maureen Wanner

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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 Friday November 5, 2021, at 11:30 AM at the board office and via GoTo Meeting.

Board Members Present:

Tenalee Tangen via GoTo meeting

Becky Wood via GoTo meeting

Eunice Smith

Miranda Stanley – absent

Maureen Wanner

**1. Interview.**

- Charlotte White
- Angel Stanhope
- Patti Bruce

Interviews were conducted. Discussion on which two candidates will be interview in the second round of interviews.

**2. Budget -** Salary for Administrative Assistant. No decision was made.

**3. Meeting Adjourned.** Maureen makes a motion to adjourn the meeting. Eunice seconds that motion. All voting: Becky (y), Eunice (y), Maureen (n), and Tenalee (y). Motion carries. Meeting adjourned at 1:06PM.

Meeting minutes submitted by Maureen Wanner

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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 Thursday November 11, 2021, at 5:01PM via GoTo Meeting

Roll call was taken. Board Members Present:

Tenalee Tangen

Becky Wood

Eunice Smith

Miranda Stanley (absent)

Maureen Wanner

1. **Budget.** Maureen gave an overview of our number on profit and loss statements since 2012. Maureen prepared a projection as how the profit and loss statement will look in the future if no fees are increased. Discussion was had regarding the line items. No motion was needed.
2. **Administrative Assistant.** Discussion was held regarding affording an Assistant. Becky makes a motion that we hold off on hiring an administrative assistant based on insufficient funds based on our budget. Eunice seconds that motion. All voting: Becky (y), Maureen (y), Eunice (y) and Tenalee (y). Motion carries.
3. **Adjournment.** Maureen makes a motion to adjourn the meeting. Becky seconds that motion. All voting: Becky (y), Maureen (y), Eunice (y) and Tenalee (y). Motion carries. Meeting adjourned at 6:15PM.

Minutes submitted by Maureen Wanner



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 rule committee meeting on Friday November 12, 2021, at 3:00PM via GoTo Meeting

Roll call was taken. Board Members Present:

Tenalee Tangen

Becky Wood

Eunice Smith (absent)

Miranda Stanley (absent)

Maureen Wanner

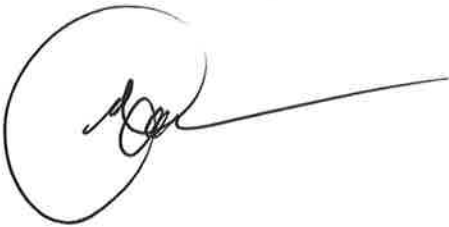
Also present: Annique Lockard, Legal Counsel and Carl Karpinski, Legal Counsel

1. **Rules.** Discussion was held on General Administration 32-01 and 32-02. No motion was needed.

Carl left meeting at 4:30PM

2. **Adjournment.** Maureen made a motion to adjourn the meeting. Becky second that motion. All voting: Becky (y), Maureen (y) and Tenalee (y). Motion carries. Meeting adjourned 4:49.

Minutes submitted by Maureen Wanner

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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 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 Anklaam:** 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 31<sup>st</sup> 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



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 rule committee meeting on Monday November 15, 2021, at 3:00PM via GoTo Meeting

Roll call was taken. Board Members Present:

Tenalee Tangen

Becky Wood

Eunice Smith (absent)

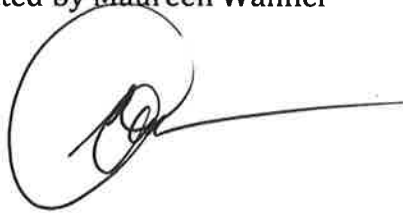
Miranda Stanley (absent)

Maureen Wanner

Also present: Annique Lockard, Legal Counsel and Carl Karpinski, Legal Counsel

1. **Rules.** Discussion was held on General Administration 32-03 through to the end of 32-05. No motion needed.
2. **Adjournment.** Becky made a motion to adjourn the meeting. Maureen second that motion. All voting: Becky (y), Maureen (y) and Tenalee (y). Motion carries. Meeting adjourned 4:26PM.

Minutes submitted by Maureen Wanner

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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 Thursday November 18, 2021, at 3:00PM via GoTo Meeting

Roll call was taken. Board Members Present:

Tenalee Tangen (absent)

Becky Wood

Eunice Smith

Miranda Stanley (absent)

Maureen Wanner

Also present: Sue Meier, Board Administrator, Annique Lockard, Legal Counsel and Carl Karpinski, Legal Counsel

1. **Rules.** Discussion was held on all General Administration rules changes in section 32-01. Maureen makes a motion to approve the November 18, 2021 draft. Eunice seconds the motion. All voting: Maureen (y), Eunice (y), and Becky (y). Motion carries.
2. **Keyless lock.** Discussion on replacing the lock on the door to a keyless entry lock. Hiring someone to replace the lock was discussed. Maureen made a motion to get bid on a keyless lock and someone to install the keyless lock. Eunice seconds that motion. All voting: Maureen (y), Eunice (y), and Becky (y). Motion carries.
3. **Adjournment.** Maureen made a motion to adjourn the meeting. Eunice second that motion. All voting: Maureen (y), Eunice (y) and Becky (y). Motion carries. Meeting adjourned 3:45PM.

Minutes submitted by Maureen Wanner

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**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 regular monthly meeting on Monday December 13, 2021, at 9:30AM at the board office and via GoTo Meeting

**Board Members Present:**

Tenalee Tangen via GoTo Meeting

Becky Wood via GoTo Meeting

Eunice Smith

Miranda Stanley (absent)

Maureen Wanner

Also present: Sue Meier, Board Administrator

Carl Karpinski, Legal Counsel

**1. Approval of Minutes:**

October 18, 2021, Regular Board Meeting

November 11, 2021, Special Board Meeting

November 12, 2021, Special Rule Committee

November 15, 2021, Regular Board Meeting

November 15, 2021, Special Rule Committee

November 18, 2021, Special Board Meeting

Eunice makes a motion to approve the above listed minutes. Maureen second that motion. Carl asks for clarification on this motion including all the minutes. Eunice states yes. Maureen states yes. All voting: Becky (y), Maureen (y), Eunice (y), Tenalee (y). Motion carries.

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

**3. November 2021 Financial Statement.**

The board had questions on the profit and loss statement. Maureen gave the following update:

- Category 4060: Late Fee on Licensees: the dramatic increase in dollar amount in year ending June 30, 2016, was because at legislation in 2015, late fee charge went from \$10 to \$50, resulting in the increase from \$15,020 to \$42,685.
- The board changed ways of receiving payments started in 2015 with online renewals.
- Category 5000: Salaries for Office Personnel: There was no salary listed until June 2019. Except for a small amount in year ending 2013 and the small amount in year ending 2014. Those two amounts in those columns were a manual entry to reconcile the accounts by the auditor. All the salaries for the office staff, proctors and examiners were listed in category 66000: Payroll Expenses. In the middle of our fiscal year of June 30, 2019, the software system we use updated and separated out these categories into Board Member Salaries (5010), Inspector Salaries (5015), Examiner/Proctor Salaries (5016). The amount list in 66000 in that year is the amount before the software updated.

Maureen makes a motion to approve the financial statement for November 2021. Eunice seconds that motion. All voting: Becky (y), Maureen (y), Eunice (y), Tenalee (y). Motion carries.

**4. Bling Nails & Spa LLC, Fargo: Unlicensed Person and Sanitation Violations while on Probation.**

Shirley, the inspector, recommends a warning for providing services without a license. Sue states that the unlicensed individual had taken their test and was waiting to get the license. The individual was not yet verified for former state and did not provide payment application or fee. Once the application was submitted, it was incomplete. Sue is waiting for a completed application. Sue states that this salon is on probation until March 28, 2022, for unlicensed workers. There was a \$500 fine and 6-month probation. Becky reminds the board that we up the fine from the previous fee in other situations. Review of the inspection report found multiple sanitation issues. This salon opened in April 2021. In July of 2021 they were fined for unlicensed workers. Maureen makes a motion to have Carl offer a settlement agreement with a \$1000 fine. Becky asks if the probation stays the same. Carl clarifies that the board can take action for subsequent violations up to that March 28, 2022, date. Maureen rewords the motion. Maureen makes that we have Carl add a \$1000 to the

settlement agreement that is in place already. Tenalee asks for clarification from Carl on the wording of the motion. He states that he double check on the procedure but since they are on probation the board can reissue penalties and discipline actions without a hearing. Becky asks if the board has to reissue a new settlement agreement if we extent their probation time. Carl clarifies that the salon will have to resign the settlement agreement if the board extends their probation time. He states that would be entering a new settlement agreement. Maureen rewords her motion. Maureen makes a motion that Carl offer a settlement agreement with a \$1000 fine and a 1-year probation. Becky seconds that motion. All voting: Becky (y), Maureen (y), Eunice (y), Tenalee (y). Motion carries. After further review from Carl, Maureen amends the motion to have Carl sent out an order for the fine of \$1000 and probation for Bling Nails. Eunice seconds that motion. All voting: Becky (y), Maureen (y), Eunice (y), Tenalee (y). Motion carries.

**5. Happy Nails Spa, Fargo:** Sanitation Violation, reinspection. Pictures were provided. Happy Nails Spa passed inspections 2019 and 2020. Failed September 22, 2021, annual inspection. Failed reinspection. Becky had concerns on the inspection notes, dog paw prints on exterior windows, ceiling vents. Tenalee clarifies that the inspector should have marked #3. Tenalee states that it was possible mismarked. In regard to the windows, Tenalee states that is may have been the windows on the entry windows. Tenalee clarifies that they should not be inspecting on anything exterior. Also states cloth should be in enclosed containers. Tenalee explains a few other pictures and notes on the inspection. Maureen makes a motion to have Carl do a settlement agreement with 6-month probation and a \$250 fine. Becky seconds that motion. All voting: Becky (y), Maureen (y), Eunice (y), Tenalee (y). Motion carries.

**6. Josef's School of Hair, Nails & Skin, Grand Forks:** Request to move Theory Class to a Different Building. Maureen informs the board of the call she received from Mario from Josef's School in Grand Forks regarding the issues the school is having with rodents. Maureen asked Mario to send information to Sue so that information can be presented to the board. Mario has not contacted the board office. Tenalee states how Mario should have called to board office so this could be addressed immediately. Maureen states that she did send the voice mail received from Mario on December 6 to Sue and Tenalee on that same day. Sue did reach Mario on the phone. He states that he had 2 exterminators take care of the rodent problem. Becky asks if they could be inspected. They were not inspected in 2021 or 2020 due to Covid. Becky makes a motion to table this discussion until we receive further communication from Mario. Maureen seconds that motion. All voting: Becky (y), Maureen (y), Eunice (y), Tenalee (y). Motion carries.

**7. Brandy Harker: Reciprocity Application:** Completed an Apprenticeship Program. Brandy provided the law on the apprenticeship program in Utah and her work schedule from the training. Sue states that Utah verifies that she is licensed in Utah as a manicurist. Carl clarifies that he does not see anything the board could deny her on. Maureen makes a motion to accept her application for reciprocity. Eunice seconds that motion. All voting: Becky (y), Maureen (y), Eunice (y), Tenalee (y). Motion carries.

**8. Michelle Barclay 2022 Application for License Renewal:** Conviction. DUI, misdemeanor. Becky makes a motion to approve Michelle's license for renewal. Eunice seconds that motion. All voting: Becky (y), Maureen (y), Eunice (y), Tenalee (y). Motion carries.

**9. Board-approved Continuing Education Seminars for Instructors.** NDCC 43-11-27 (3) and Admin Code 32-05-01-03 (1). Becky provided information on online classes for instructors to receive continuing education. A list of these websites will be listed in the board office. Maureen makes a motion that Becky is allowed to respond to All Star Training to have ND listed on the website. Eunice seconds that motion. All voting: Becky (y), Maureen (y), Eunice (y), Tenalee (y). Motion carries. Maureen makes a motion to have Becky pick out classes with these companies to have as our approved continuing education. Eunice seconds that motion. All voting: Becky (y), Maureen (y), Eunice (y), Tenalee (y). Motion carries.

**10. Response from Laura Jamison** regarding Bleach and Ammonia. Discussion only. No motion needed

**11. Facetime Inspections.** Tenalee provided information on Facetime inspections.

Tenalee is suggesting Facetime inspections to be done due to weather, distance travel, and rural remote areas. She gave examples as how this could save us money. Carl gave examples of what other boards are doing. He states that some boards are considering a third party to do inspections. Maureen states that a possible opening inspection done by Facetime might be the exception. Becky states that since it is a rare situation to have to do a Facetime inspection that she would not be in favor of making this a policy. Discussion only. No motion needed.

**12. Andrea Trimble Letter of Resignation. Inspector's Position Opening.**

Maureen makes a motion that we except Andrea's letter of resignation and let her retire happily and open the position up for applicants and go through the hiring process and interviews. Eunice seconds that motion. All voting: Becky (y), Maureen (y), Eunice (y), Tenalee (y). Motion carries. Maureen makes a motion that Tenalee go through the first round of interviews with the questions that she has previously prepared and then Tenalee and Becky can do the final round and bring forth a candidate to the next board meeting. Eunice seconds that motion. All voting: Becky (y), Maureen (y), Eunice (y), Tenalee (y). Motion carries. Tenalee and Becky will be the hiring committee and will state where the job will be posted, will set the deadline for applications, and will do the interviews.

**13. Estimates for Keyless Lock.**

Sue presented 3 estimations for a keyless pad with and without dead bolt. Becky makes a motion that we have Warren's Locks and Keys come in and install the keyless enter for the office door. Maureen seconds that motion. All voting: Becky (y), Maureen (y), Eunice (y), Tenalee (y). Motion carries.

**14. Alisha Schaeffer. Continuing Education hours for instructors.**

There was some confusion as to what this continuing education hours is for. Becky makes a motion to have Sue response to Alisha Schaeffer of Josef's School of Hair, Skin and Body and request to have **NACAS** contact us, and we will communicate with them directly. Maureen seconds that motion. All voting: Becky (y), Maureen (y), Eunice (y), Tenalee (y). Motion carries.

**15. Tressie Waters. Change of ownership.**

Tenalee did an opening inspection for a licensee who had moved from Sharp's Men Salon. This licensee stated that her previous workplace (Sharp's Men Salon) had sold. Tenalee stated she was not aware of a change of ownership. Tenalee had Sue reach out to them to ask if they had a change of ownership. The new owner, a lawyer, did not understand that they needed a new salon license until the new year. Maureen makes a motion that we have Carl do a settlement agreement with a 6-month probation. Eunice second that motion. All voting: Becky (y), Maureen (y), Eunice (y), Tenalee (y). Motion carries.

**16. Antoinett Hair Salon. Failed inspection.**

Still on probation until December 14, 2021, has been fined, and she has had a class with Tenalee and Andrea. Becky makes a motion that we issue an order to Antoinett Peal of Antoinett Hair Salon, issuing a \$1000 fine, 1 day shutdown, a 1-year probation extension and a reinspection. Eunice seconds that motion. All voting: Becky (y), Maureen (y), Eunice (y), Tenalee (y). Motion carries.

**17. Rhapsody Spa and Salon.**

Esthetician wanting to become an instructor under the direction of her sister who is a licensed instructor. Board discusses proper option to receive the education needed to become a licensed instructor. Maureen makes a motion to deny this outline. Eunice seconds that motion. All voting: Becky (y), Maureen (y), Eunice (y), Tenalee (y). Motion carries.

**18. Student Anonymous Complaint.**

32-04-01-24 outlines the proper way to make an official complaint. Maureen makes a motion to have Sue send letter the person making the complaint to inform them that there is a proper way this is done according to 32-04-01-24. Becky seconds that motion. All voting: Becky (y), Maureen (y), Eunice (y), Tenalee (y). Motion carries.

**19. Carly Jo Hendrickson. Convictions in the last year. 43-11-31.**



Carly is looking to renew her license but has check the conviction box. She has given the board her convictions that happened in February. She was charged in June, served her time and is making restation.

Maureen makes a motion to grant her license renewal. Eunice seconds that motion. All voting: Becky (y), Maureen (y), Eunice (y), Tenalee (y). Motion carries.

**Old Business.**

20. **Response from Adae Salon** on Flyer Advertising for Holiday Helpers. Follow up only. No motion needed.
21. **Proposed Rule Hearing Scheduled** on December 30, 2021, at 9:30AM. At the board office. Tenalee and Maureen will be present for the hearing. Information only. No motion needed.
22. **Jessica Schaff.** Wants the board to reconsider reinstatement of license. Carl provided information on Jessica. Discussion only. No motion needed.
23. **Bank of ND** do not offer the services of a credit or debit card. Sue will check into paying the GoTo meeting and Quick Book with bank e-payment. Maureen will call Renee about getting off P-Card or if there are better options. Carl stated his concerns about giving up the P-Card because of sales tax. Discussion only. No motion needed.

**24. 2022 Practical Examination Schedule.**

We made the decision to reduce exam dates. With further thought, the board should consider keeping all of the dates and the examiners can be back-up for each other incase of illness or last-minute situations. Maureen brought up the discussion about who could be a back up proctor. Tenalee states that the proctors should be trained. Tenalee reminded us that Gary and his daughter are back up examiners if we need them.

Becky makes a motion that we except the 2022 practical examination schedule. Maureen seconds that motion. All voting: Becky (y), Maureen (y), Eunice (y), Tenalee (y). Motion carries.

25. **Adjournment.** Maureen makes a motion to adjourn the meeting. Eunice seconds that motion. All voting: Becky (y), Maureen (y), Eunice (y), Tenalee (y). Motion carries. Meeting adjourns at 1:02PM.

The next regular meeting is scheduled for January 24, 2022, at 9:30 am.

Minutes submitted by Maureen Wanner

A handwritten signature in black ink, appearing to be 'Maureen Wanner', with a long horizontal line extending to the right.

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 public hearing on Thursday December 30, 2021, at 9:00AM at the state board office.

Present:

Tenalee Tangen, President of the Board

Maureen Wanner, Secretary – Treasurer of the Board

Opening statement:

I am Tenalee Tangen, and as hearing Officer for the public hearing. It is now 9:00 AM on December 30th, 2021. In the North Dakota State Board of Cosmetology office, and at this time I opened this hearing.

This public hearing has been called for the purpose of allowing all interested individuals and opportunity to submit information concerning proposed amendments to North Dakota Administration Code title 32.

Information gathered at this meeting will be transmitted to the North Dakota board of Cosmetology for its deliberation and final decision. The board will not be responding to comments at this hearing. The comments received at this hearing will be considered with any written comments that are received and the Board will present its consideration of all the comments in writing. You may request a copy of the written response and one will be provided to you.

This hearing is being taped and you will ask everyone to step forward and speak clearly so that the tape will be good quality for transcription purposes. Please identify yourself for the record before you speak.

Everyone present will give an opportunity to speak. If you have prepared a statement, a written copy of your statement is appreciated and will be helpful.

A registration sheet has been placed next to the podium. I asked that everyone present please sign the sheet before they leave.

At this point, I open the hearing for comments.

Teresa Felch spoke on her concern regarding 32-02-01-11 #17 Invasive Care. She had more questions than statements.

- Concerns with micro needling up to this point
- They can purchase tools to provide these services at a safe depth

Taya Felch

- .6mm or deeper is invasive
- Derma rollers can get to .5mm
- What is the concern with derma roller service?

- Concerned with the difference is between chemical peels and micro needling
- We regulate depth of peels, why can't we for micro needling?
- Taya states this will take away income for service providers
- She is concern that licensed professionals will still do these services under the radar
- Her spa is results driven. She feels that they won't get the desired results for their clients if the technician can not to micro needling or derma roller services
- She also offers Nano needling which is non-invasive service that only penetrates the first layer of the epidermis .1 to .2mm
- Taya thinks we can regulate the depth of micro needling and derma rollers
- Nano infusion vibrates and pushes products into the skin
- Believes fibro blasting should not be allowed. She believes you may need to be a Dr to provide this service

Closing statement by Tenale Tangen:

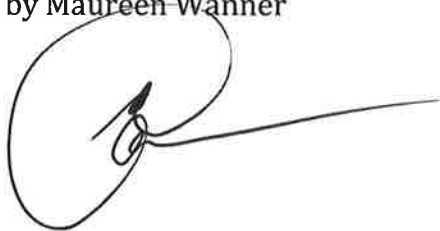
Thank you all for coming. All of the information gathered at this meeting will be provided to the North Dakota State Board of Cosmetology, which is decision-making body.

The record will be held open for written comments until January 11th, 2022.

At this point I will close the hearing on proposed amendment. Two North Dakota Administration Code title 32.

Hearing closed at 1:30 PM

Submitted by Maureen Wanner

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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 Thursday  
December 31, 2021, at 11:00AM via GoTo Meeting

Board Members Present:

Tenalee Tangen

Becky Wood

Eunice Smith

Miranda Stanley

Maureen Wanner

Also present: Carl Karpinski, Legal Counsel

1. Stephanie Miller renting at Valley View Heights Salon located at Missouri Slope  
Lutheran Care, Bismarck

Tenalee states that she went in to inspect Stephanie's salon early this week. Stephanie had called in early December to renew her booth license. Sue informed her at that time that she didn't have a booth license. Stephanie told Sue that she had been renting for years at Missouri Slope. Sue asked her under what name. Stephanie thought it was Missouri Slope. It was such a mix up and Stephanie was confused about her business name and booth renting. Maureen points out that she was working under a licensed salon.

Miranda asks why this was a special meeting. Tenalee explains that she's trying to get this licensure through, and we don't have a meeting until the end of January and Stephanie is operating with a valid license through Valley View.

Miranda states that she understands that but asks how any of this our problem. She states that we look our budget, and we complain that we can't do this, and we can't do that because our budget is off but then we call a special meeting for someone who misunderstood our laws, and it is not our responsibility. She states that we say this over and over again. She reminds us that we if you don't understand our laws than you need to hire an attorney to interpret them. Miranda states she does not know why this became an emergency.

Tenalee states that Sue is trying to get her license out to and did not know how to move forward without the boards input. Miranda again states she doesn't know why this could not wait until the next board meeting.

Maureen asks if we are wanting to decide to let the license go through so she can get on with business. Tenalee is asking the board if we will allow her to do the proper steps that she needs to do to get licensed or are there going to be fines involved. Maureen clarifies that she was not unlicensed as a stylist. She was working under the Missouri Slope Salon. Tenalee clarifies that she was but was not licensed properly as a renter.

Becky is looking for what we have done for another salon in this same situation. Becky states she is in favor of a 6-month probation with no fines for consistence and granting a license.

Carl asks for clarification on if she was properly license for the preceding 4 years or she was license but improperly for the preceding 4 years. Tenalee clarifies that she was properly licensed as a Master Cosmetologist for 5 years, but Stephanie stated to the board office that she was booth renting, and she should have had the salon license under her for

the last 5 years. Becky made a motion that we have Carl send out a settlement agreement to Stephanie Miller for 6-month probation and grant the license for independent licensee. Maureen seconds that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y) and Tenalee (y).

**2. Adjournment.**

Maureen makes a motion to adjourn the meeting. Eunice seconds that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y) and Tenalee (y). Meeting adjourned at 11:14AM

Minutes submitted by Maureen Wanner

A handwritten signature in black ink, appearing to read 'Maureen Wanner', with a long horizontal line extending to the right.