

**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 August 17, 2022, at 10:00 a.m. at the Board office and via GoTo Meeting.

Board Members Present:

Rebecca Wood

Maureen Wanner

Eunice Smith (absent)

Miranda Stanley via GoTo

Holly Bloomquist

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

Agenda

Meeting called to order by Becky Wood.

1. Approval of Minutes:

July 6, 2022 Special Meeting

July 25, 2022 Regular Board Meeting

Holly made a motion to approve the minutes from July 2, 2022, to July 25, 2022. Eunice second that motion. All voting: Maureen (y), Holly (y), Eunice (y), and Becky (y). Motion carried.

2. Approval of Licenses: 7/16/22 to 8/12/22.

Maureen Wanner made a motion to approve the licenses from July 16, 2022, to August 12, 2022.

Holly second that motion. All voting: Maureen (y), Holly (y), Eunice (y), and Becky (y). Motion carried.

3. July 2022 Financial Statement.

Holly made a motion to approve the July 2022 financial statement. Maureen second that motion. All voting: Maureen (y), Holly (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

4. Shawn Deanna Barnes Complaint against Jenna Ripplinger.

Jenna was present at the meeting. She did defend herself against the complaint. Shawn did not attend the meeting. Shawn has moved to a new location, has been inspected and passed that inspection and is working at the new location. The 5 Degrees Salon was inspected January 28, 2022, inspection resulted in a pass. The 5 Degrees Salon was inspected July 24, 2022, inspection resulted in a re-inspect. The stylists have civil disputes against each other.

Maureen made a motion to dismiss the complaint against Jenna and to have Jenna's salon inspected. Holly second that motion. All voting: Maureen (y), Holly (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

Shawn Barnes did arrive at the meeting. Becky explains that there are board issues, business issues, and personal issues, and her dispute may need a personal attorney. Shawn was wondering about 43-11-31 number 3. She presented pictures to the board.

Maureen amends the motion to dismiss the complaint against Jenna and table the discussion until the next meeting. Holly second that motion. All voting: Maureen (y), Holly (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

5. Microchanneling.

Maureen made a motion to have an inspector inspect the Blushed Salon in Fargo. Holly second that motion. All voting: Maureen (y), Holly (y), Eunice (y), Miranda (y), and Becky (y). Motion carried. Maureen made a motion to have Sue send a letter to Blushed Salon letting them know that the board has seen their advertising, ask them if they are performing the services and who is performing these services. Holly second that motion. All voting: Maureen (y), Holly (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

6. Amitaben Chaudhari: Reciprocity Application.

Amitaben Chaudhari is from India. Maureen made a motion to have Sue send a letter requesting for proof of work experience and proof of credential agency. Holly second that motion. All voting: Maureen (y), Holly (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

7. Skill Cutz Barbershop & Salon: Interpretation of NDCC 43-11-26.

Merthom Wuo had applied for her master license with hours she obtained from working at Skill Cutz. The owner of Skill Cutz indicated that Merthom was renting space as a braider. Holly made a motion to have Sue send a letter asking for proof of work experience and proof of services other than hair braiding services. Maureen second that motion. All voting: Maureen (y), Holly (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

8. Lachelle Tetzloff's Response: Providing cosmetology services in her home.

A complaint was brought forth to the board last month for providing services out of her home. Sue reached her by phone and Lachelle states she has been living out of state. Maureen made a motion to dismiss the complaint against her. Eunice second that motion. All voting: Maureen (y), Holly (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

9. Anna's Nails: Follow Up Inspection.

Inspection was done July 5, 2022, resulting in a disciplinary action. The board discussed it at the last meeting and voted to have Anna's Nails reinspected instead. Anna's Nails was reinspected August 1, 2022, resulting in a pass. Discussion only.

10. Salon Professional Academy: Follow up Inspection.

This was discussed at the last meeting. Jill came up with a plan of action. The school was reinspected resulting in a pass. Discussion only.

11. New ND Laws, Rules, Regulations Tests. Requires Board's approval

Discussion was had on the ND Law test.

Maureen made a motion to approve the laws and rules examinations per corrections and changes that were discussed, and Sue will make the changes. Eunice second that motion. All voting: Maureen (y), Holly (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

12. NIC Executive Director Meeting and Convention. September 30 – October 3, 2022.

The board had approved three board members to attend the convention. Holly will be attending. Discussion only.

13. Prov Inc: NIC New Test Development.

Sue will invite Prov Inc to speak at the October meeting.

14. State Design Forms: Revote to have the 1500-hour Curriculum Card as a State Form.

On July 25, 2022, Maureen made a motion to change the white curriculum cards from the state form to a board form; Holly second the motion, and everyone voted in agreement. Maureen made a motion to amend that motion to keep all forms as state forms. Holly second that motion. All voting: Maureen (y), Holly (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

Further discussion was had on student's current grade on the curriculum card.

Maureen made a motion to give Sue the authority to send a letter to the students informing them that the board will not grant their license if their grades are failing on the white curriculum card stating 43-11-21 and 32-04-01-25 sub-1. Holly second that motion. All voting: Maureen (y), Holly (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

15. Board of Cosmetology Handbook. Requires Board's approval on Lead Inspector, Inspector, Examiner, and Proctor Job Descriptions.

Maureen made a motion to table the discussion on Lead Inspector and Inspector positions and to have Becky meet with the state inspectors regarding the Lead Inspector and Inspector positions. Holly second that motion. All voting: Maureen (y), Holly (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

Discussion was had on changes needed to the job descriptions for Examiner and Proctor. Maureen made a motion to approve the job descriptions for Examiner and Proctor with changes noted. Miranda second that motion. All voting: Maureen (y), Holly (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

Holly recommends that the Executive Director and Board Administrator not own a salon or work in a salon. Miranda states the limiting that may slim our options down too far, Carl questions the authority of the ED and the BA stating that the board is the ultimate decision makers. He also states if the ED and BA can't own a salon then the board members shouldn't be able to own a salon. He clarifies that the ED and BA work at the pleasure of the board. It is made clear that having a license is not required.

Discussion on requirements of Executive Director. Holly made a motion to table discussion on the Executive Director and Board Administrator qualifications. Maureen second that motion. All voting: Maureen (y), Holly (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

16. Proposed Legislation.

Topics listed for consideration are as follows: hybrid theory class, school requirements and issues, clarifying the five-year late reinstatement fee, adding the definition of apprenticeship in rule, and fees.

17. Inspector's Name Badge. Needs Board's Approval.

Sue proposed name badges for the inspectors.

Maureen made a motion to purchase name badges for the inspectors. Eunice second that motion. All voting: Maureen (y), Holly (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

18. New Business.

- **Attorney General training for state boards.**

Maureen made a motion to allow five board members attend if they can and to be paid for the training meeting on October 5, 2022. Holly second that motion. All voting: Maureen (y), Holly (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

- **Tina's nails. Request to close them for a disinfection class.**

Inspected on 1-28-19 resulted in a warning. Inspected on 4-30-19 resulted in a pass. Inspected on 2-4-20 resulted in a pass. Inspected on 8-11-20 resulted in a pass. Inspected on 2-7-22 resulted in a warning. Inspected on 8-9-22 resulted in a re-inspect. Maureen made a motion to do a settlement agreement of a six-month probation, \$250 fine, disinfection class lead by Tenalee and Sheila to be completed within 60 days of signed settlement agreement. Holly second that motion. All voting: Maureen (y), Holly (y), Eunice (y), and Becky (y). Motion carried. Miranda left the meeting.

- **ViVi Nails. Request to close them for a disinfection class.**
 Inspection on 1-28-19 resulted in a pass. Inspection on 9-11-19 resulted in a pass. Inspection on 12-22-20 resulted in a pass. Inspection on 2-7-22 resulted in a warning. Inspection on 4-4-22 resulted in a pass. Inspection on 8-9-22 resulted in a disciplinary action.
 Maureen made a motion to do a settlement agreement of no shut down, no fine, a disinfection class lead by Tenalee and Sheila to be completed within 60 days of signed settlement agreement, followed by a reinspect after the class with another inspector. Holly second that motion. All voting: Maureen (y), Holly (y), Eunice (y), and Becky (y). Motion carried.
- **Continuing Education. The Salon Professional Academy.**
 TSPA is requesting approval for continuing education class.
 Maureen made a motion to make Holly the point of contact for continuing education and have her come up with a protocol for continuing education in our state. Becky second that motion. All voting: Maureen (y), Holly (y), Eunice (y), and Becky (y). Motion carried.
 Maureen made a motion to have Sue send a letter to the TSPA to have the educator reach out to our office for approval. Holly second that motion. All voting: Maureen (y), Holly (y), Eunice (y), and Becky (y). Motion carried.
 Protocols may be but not limited to are CE certificates given, keep track of attendance, and the requirements to classify that class as a CE class.
- **New Instructors receiving licenses close to the end of the year.**
 Discussion was had on whether instructors receiving their license close to the end of the year must complete the 8-hours of continuing education requirement. Carl stated the rules that guide us the answer. Discussion only.
- **Jessica Schaff. Continuing with summary judgement.**
 Becky made a motion to have Carl let Jessica know that the board will reconsider options for licensure in one year when parole is done. Maureen second that motion. All voting: Maureen (y), Holly (y), Eunice (y), and Becky (y). Motion carried.
- **Email from Tenalee regarding Maureen.**
 Discussion only.
- **Sue's retirement.**
 Sue gives notice that she will be retiring spring of 2023. The exact dated has not been clarified.
- **Facebook posting**
 Holly suggested keeping that updated better. Meeting notices, agendas, and when office is closed can be posted on Facebook.
 Maureen made motion to add Holly on Facebook as an administrator so she can post meeting notices, agendas, when office is closed and other items that the board approves to have posted. Eunice second that motion. All voting: Maureen (y), Holly (y), Eunice (y), and Becky (y). Motion carried.
- **Collecting licensees' emails.**
 Discussion only.

19. Old Business.

- **Educational video.**
 Maureen brings up a suggestion from a vendor on making a video for each rule or section instead of 1 full video.

20. Adjournment

Eunice made a motion to adjourn the meeting. Maureen second that motion. All voting: Maureen (y), Holly (y), Eunice (y), and Becky (y). Motion carried. Meeting adjourned at 3:34 pm.

The next regular meeting is scheduled for September 19, 2022, at 9:30 am.

Meeting minutes submitted by Maureen Wanner.