

**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 will be held a regular meeting on Monday, October 17, 2022, at 9:30 a.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D.

**Board Members Present:**

Rebecca Wood

Maureen Wanner - via GoTo

Eunice Smith - via GoTo

Miranda Stanley - via GoTo

Holly Blomquist

Also present: Sue Meier, Board Administrator

Annique Lockard Legal Counsel - via GoTo

**Agenda**

**1. Deborah Roope, Prov's Proposed Services Presentation.**

Deborah informed the board regarding Prov's services. Discussion only.

NIC surveys were discussed. No decision was made.

**2. Approval of Minutes:**

**September 20, 2022, Regular Meeting Minutes.**

**September 29, 2022, Special Meeting Minutes.**

Holly made a motion to approve the September meeting minutes. Maureen second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**3. Approval of Licenses: 9/13/22 – 10/10/22.**

Maureen made a motion to approve the licenses from September 13, 2022, to October 10, 2022. Eunice second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**4. September 2022 Financial Statement.**

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

**5. Lead Inspector and Inspectors Job descriptions.**

Holly brought forth changes on the job descriptions. Maureen made a motion to approve the Lead Inspector and Inspector job descriptions. Eunice second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**6. Skill Cutz Barbershop & Salon's Response to Merthom Wuo complaint.**

Maureen made a motion to grant Merthom 564 hours toward her master cosmetology license. Holly second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (n). Motion carried.

Holly made a motion to sent out a letter reminding them of the law and rules regarding cosmetology salons and employees referring to 43-11-01 sub 3 and Article 32-03. Maureen second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**7. Microchanneling: Blushed Beauty Bar's Response & Department of Health.**

Becky brings forth her concerns. Miranda also states her concerns.

Holly made a motion to send a follow up letter to Blushed reminding them of the laws and rules on invasive care. The board will continue to review the matter and follow up as necessary. Maureen second motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**8. Kaitlyn Oviatt: Conducting a Cosmetology Salon without a salon license.**

Becky received an anonymous complaint against Kaitlyn Oviatt. Holly made a motion to send a letter stating the statutes and to dismiss the complaint. Maureen second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**9. LeDaija Sowell: Conviction on Examination Application.**

LeDaija was on probation until June 2021. Is now again on probation until 2023.

Holly made a motion to send a letter stating that based on her qualifications of schooling, LeDaija can take the examination. Her license will not be granted until further review by the board. The Board is requesting more information regarding other convictions that were noticed on your record. Maureen second the motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**10. Brittany Brettin: Reciprocity Application for Hairstylist/Cosmetology.**

Maureen made a motion to send a letter requesting Brittany to provide 500 hours of schooling. Based on information provided, the board is not able to grant a license at this time. Miranda second the motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**11. Taylor Sherman: Credit School Hours from 2017. Rule 32-04-01-07 (3).**

Taylor is requesting to utilize the school hours she obtained for her to take the exams. Some hours were obtained starting in 2014.

Maureen made a motion to send a letter to Taylor explaining that the board is not able to waive the requirements of 32-04-01-07 sub 3, explaining what the laws and rules are and the requirements to take the exam and Taylor can follow up. Holly second the motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**12. Jill Krahn, Salon Professional Academy: Request to discuss the Curriculum and Practical Testing Sites.**

Jill Krahn spoke on several topics, including how the new laws and requirements effect the schools with the Board of Education and NACAS, testing sites, and longer school days.

**The student signature on the curriculum cards at 1500 hours.**

Becky made a motion that the board still require that the schools submit information for every student at 1500 hours with the leeway stated in a previous meeting. Becky continued to motion to remove the signature requirement until the student choosing to complete the program. Maureen second the motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**The word "complete" on the curriculum card change to "reached."**

Maureen made a motion to change the 'hours of complete(d)' to 'hours of complete(d) per North Dakota minimum requirement' in all the areas that say 'complete(d)'. Maureen amends the motion to say 'complete(d) per North Dakota law'. Maureen retracted the motion.

Becky made a motion to change 'total hours completed' to 'total hours reached per North Dakota law', also, under 'affidavit of school', change it to say, 'as reached the minimum required hours' and then we are going to remove 'of completion' from both hours and dates under affidavit of school, so it will read 'hours' and 'date'. Maureen second the motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**Multiple testing sites.**

Maureen states that NIC does not allow the practical exams to be done in the schools. She states that there would be a cost for conference room rent, travel expense for examiners and proctor, and students from different schools are in exams on the same dates. Discussion only.

**Longer school days.**

Becky states that there are single moms who may prefer longer days and fewer days so they could also work. She states that the law is a maximum eight-hour day now, but it can be discussed for a legislative change. Discussion only.

**13. Nail Designs, Fargo: Unlicensed Individual Complaint.**

Maureen made a motion to have Annique send a settlement agreement for \$500 fine and one-year probation for an unlicensed worker. Miranda second the motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried. Maureen made a motion to send a letter from Annique to the licensee and to have Sue send a letter to the complainant. Holly second the motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**14. Heaven Nails Spa: Unlicensed Individual Complaint.**

Holly made a motion to have Sue send a letter to the complainant explaining that we did not discover unlicensed workers and according to Board's protocol, there will be a reinspection. Maureen second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**15. Community Free Haircuts.**

43-11-11, 32-03-01-14. 43-11-01 sub 3.

Becky made a motion to have Sue send a letter to Mount Zion referencing our laws and rule regarding community haircuts. Miranda second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**16. 5 Degrees North Inspection.**

The salon passed the January 28, 2022, inspection. The inspector was questioning why there should be another inspection. Due to the board protocol on a complaint an inspection should be done. Maureen made a motion to have 5 Degrees North Salon inspected. Holly second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**17. Continued Education Course Approval Guidelines and Application.**

Becky made a motion to table discussion on continuing education upon some further research by Holly. Maureen second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**18. L'ANZA Healing Hair Color and Care: Approval for CE Hours.**

**Holly made a motion to approve 10 hours of continuing education from L'ANZA for The Hair Academy**

Holly made a motion to approve L'ANZA classes for continuing education. Maureen second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**19. Josef's Request for Approval for Continuing Education Hours.**

Holly made a motion to request more information from the educators, a class agenda, and educator's biographies. Miranda second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**20. Approval on all Educational Courses offered by Milady.**

Holly approved all online educational courses offered by Milady and All Star. Eunice second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**21. Report on NIC Convention by Holly Blomquist.**

Holly brought forth information gathered at the NIC conference. Discussion only. Maureen made a motion to have Holly reach out to Atarashii or Jessee Skittrall to schedule a time for them to speak to the board sometime in the next 6 months and to see if there is a cost for them to do so. Becky second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**22. NIC Automated Examiner Training.**

Holly made a motion to approve Maureen to get more information from Tami on the training. Eunice second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**23. Executive Director Meeting on December 9, 2022, in Scottsdale, AZ.**

PBA hosting an educational meeting.

Maureen made a motion to send two board members to attend virtually, Becky and Holly, if their time allows. Holly second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**24. 2023 Practical Examination Schedule and Board Meetings.**

Holly made a motion to approve schedules with changes made by Sue. Eunice second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**25. Duplicate Licenses: Working in two or more salons.**

Discussion only.

**26. Review Profit & Loss Statements.**

Discussion only.

**27. Hiring for the Office Staff:**

Maureen made a motion to hire Holly as the Executive Director. Eunice second that motion.

Maureen made a motion to recuse Holly from discussion and voting. Eunice second that motion. All voting: Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

All voting to hire Holly as the Executive Director: Maureen (y), Eunice (y), Miranda (n), and Becky (n). Motion failed.

Discussion on the hiring process continued for the position and the salary package. Becky made the motion to table the discussion until the next meeting so board members can do independent research. Miranda second the motion. All voting: Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

**28. Shannay Dvorak's resignation as Inspector in the Dickinson area.**

Maureen made a motion to have Tenalee do initial interviews followed by a second interview with Miranda or Becky. From the second interview, they will bring forth final selection of candidates to the board. Holly second that motion. All voting: Holly (y), Maureen (y), Eunice (absent), Miranda (y), and Becky (y). Motion carried.

**29. New Business.**

- **Legislative Council: fiscal note**

Holly made a motion to approve Sue for primary recipient and Becky as secondary recipient. Maureen second the motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

- **Webcams.**

Holly brings forth information on different options for meeting webcams. Maureen made a motion to purchase the j5create 360 Degree All Around Meeting Webcam. Holly second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

- **Annique provided updates:**

- **Peggy Dillenburg.** Board sent a notice, but it was returned.
- **Jessica Schaff.** Our attorney is waiting for confirmation.
- **Vanessa Alfaro.** Did not receive settlement agreement. Holly motioned last month to send a settlement agreement for a conditional license upon passing the examination for the term of her probation. Holly amended her motion to send a new settlement agreement to grant Vanessa a license upon passing the examinations and have her license immediately be placed on probation for her term of the probation in her case based on 43-11-31 sub-2. Maureen second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried.

- **Legislation draft.** Maureen will collect notes from board members and send to Annique.

**30. Old Business.**

Holly has ebook from Pivot Point. They will give us access to the book. Discussion only.

**31. Adjournment**

Holly made a motion to adjourn the meeting. Maureen second that motion. All voting: Holly (y), Maureen (y), Eunice (y), Miranda (y), and Becky (y). Motion carried. Meeting adjourned at 5:00 pm.

The next regular meeting is scheduled for November 14, 2022, at 9:30 am.

Minutes submitted by Maureen Wanner.