

The North Dakota State Board of Cosmetology will be held a regular meeting on Monday, January 9, 2023, at 9:30 a.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D.

**Board Members:**

Rebecca Wood  
Maureen Wanner  
Teresa Felch  
D'Arlyn Bauer, PHD. RN  
Miranda Stanely, RN, MSN, FNP - absent

Also present: Holly Blomquist, Executive Director  
Josh Amundson, Legal Counsel

**Agenda**

**1. Introduction of New Board Members.**

Maureen made a motion to amend the agenda and move this item to later in the meeting. Teresa seconded the motion. All voting: Maureen (y), Teresa (y), and Rebecca (y). Motion carried.

After item #5 the board came back to do introductions of the new board members. Welcome Teresa Felch. She is a licensed Cosmetologist, owner of two salons, licensed instructor and lives in Bismarck, ND.

Welcome D'Arlyn Bauer. She has been a Registered Nurse for over 43 years, spent most of her life in education starting while she was a flight nurse. D'Arlyn has her doctorate in education. She started the nursing program on Standing Rock reservation taking it through accreditation. She has recently retired but is still very active.

**2. Approval of Minutes:**

**December 12, 2022 Regular Meeting Minutes.**

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

Maureen made a motion to approve the December 12 and December 29 meeting minutes. Teresa seconded the motion. All voting: Maureen (y), Teresa (y), and Rebecca (y). Motion carried.

**3. Approval of Licenses: 12/6/2022 – 12/31/2022.**

Maureen made a motion to approve the licenses from December 6-31, 2022. Teresa seconded the motion. All voting: Maureen (y), Teresa (y), and Rebecca (y). Motion carried.

**4. December 2022 Financial Statement.**

Maureen made a approve the financial statement for December 2022. Teresa seconded the motion. All voting: Maureen (y), Teresa (y), and Rebecca (y). Motion carried.

**5. Donald Oliva, CE Broker-Presentation to Board**

There was a presentation from Donald. Maureen made a motion to move forward with having CE Broker be a CE tracker for our board after having our attorney read the contract. D'Arlyn seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

**6. Norma Leticia Ortiz Kirkwood-The Hair Society Institute of Cosmetology-Complaint**

43-11-19 sub 2, 32-04-01-20 are referred to in regard to the complaint. Maureen made a motion to send in an inspector to do an inspection focused on teacher to student ratio and the class schedule and how it's communicated to the students. D'Arlyn seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

**7. Anneka Matthew-Complaint**

Maureen made a motion to have Holly send out a letter to Anneka informing her of the miscommunication and state to her the proper violation. Teresa seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

**8. Elisha Gough-online student advertising on Facebook**

Maureen made a motion to table this until the next meeting after Holly sends a letter to gather more information. Teresa seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

**9. European Wax Center—double dipping**

Maureen made a motion to table this until the next meeting after Holly sends a letter to gather more information. Teresa seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

**10. Kelly Marrow: Conviction on Renewal.**

Maureen made a motion to approve the renewal. Teresa seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

**11. Kylie Whetzel: Conviction on Renewal**

Maureen made a motion to approve the renewal. D'Arlyn seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

**12. Emily Bauer: Took wrong written examination**

Maureen made a motion, in this case, to accept the written theory examination of cosmetology in place of the manicure examination for Emily Bauer. Teresa seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

**13. Dariana Duran Reciprocity: License type**

D'Arlyn made a motion to approve reciprocity for manicure license upon completion of the ND State law exam. Maureen seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

**14. Ngoc Kim Nguyen Reciprocity: Vietnam. 43-11-25.1 sub-1**

D'Arlyn made a motion to have a letter sent to Ngoc Kim Nguyen to have them send their information sent to a credentialing agency approved by the board, at their own expense. Teresa seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

**15. PSI Contract Expires 12/31/2022: Renewal.**

Maureen made a motion to have Holly ask if we can sign an 18-month contract and if we can go ahead with that contract. D'Arlyn seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

**16. Sheila Bruner: Asking to waive late fee**

Maureen made a motion to have Holly send a letter stating that the board does not waive fees according to 43-11-28 sub-2. Teresa seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

**17. Meshia Housen: Consider official college transcript 43-11-19 sub-1b**

D'Arlyn made a motion to consider an official transcript mailed directly from the university or Clearing House to the NDSBOC then we would consider the transcript. Teresa seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

**18. Inspectors letters from Attorney General's Office**

Maureen made a motion to table this until the next meeting. D'Arlyn seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

**19. Holly Blomquist employee status: hourly or salary**

Teresa made a motion to make Holly salary, tracking her compensatory hours to be used in with in the year. No second. Motion failed.

Teresa made a motion to make Holly salary with compensatory time. Maureen seconded that motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

Maureen made a motion to make a policy that all timesheet sheets will be ratified at each meeting. D'Arlyn seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

**20. License renewal software issues**

Holly gave an update on software issues. She spoke of several licensing agencies. She will provide more information at the next meeting.

## 21. New Business

- **Complaint regarding a pedicure injury**  
Discussion only.
- **Complaint regarding esthetics business, Sapphire, Dakota Square Mall, Minot, possible unlicensed. 43-11-35**  
Teresa made a motion to have Holly send out a letter and request a response to Sapphire regarding possible being unlicensed. Maureen seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.
- **Payroll deadlines**  
Holly will send out a letter clarifying payroll deadlines.
- **Holly's chair**  
Holly purchased her chair out of personal expense, and she will take it with her when she leaves.
- **Tenalee be at the meeting and be paid.**  
Rebecca brought forth a request to have Tenalee be at the board meetings to be a liaison between the board and the inspectors.  
D'Arlyn made a motion to have Tenalee be paid to attend the next 3 meetings to help the communication between the board and the inspectors. Teresa seconded that motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.
- **Concerns regarding the hiring of the Executive Director position.**  
The meeting was opened for inspectors to voice their concerns as to how Holly was hired for the position.  
D'Arlyn made a motion to develop, over the next six months, a Human Resource policy manual for the North Dakota Board of Cosmetology. Rebecca seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.  
D'Arlyn made a motion that until the policy and procedure manual is developed, we use a set protocol for the hiring process. Rebecca seconded that motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.
- **Other concerns from the inspectors, state benefits**  
Teresa made a motion to have Holly create a Human Resource Manual within six months. D'Arlyn seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried.

## 22. Old Business

- **Examiner and Proctor**  
Holly gave an update on possible interviews. Discussion only.
- **Fillable white cards**  
Holly updates the board on the process. Discussion only.
- **Following up on the settlement agreements**  
Discussion only

## 23. Adjournment

Maureen made a motion to adjourn the meeting. D'Arlyn seconded the motion. All voting: Maureen (y), Teresa (y), D'Arlyn (y), and Rebecca (y). Motion carried. The meeting was adjourned at 1:01 p.m.

The next regular meeting is scheduled for February13, 2023 at 9:30 am.