

The North Dakota State Board of Cosmetology will be holding a regular meeting on Monday, February 13, 2023, at 9:30 a.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D.

Board Members:

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

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

Agenda

1. Approval of January 9, 2023, minutes

Rebecca brought forth a change in item 6. To change rationale to ratio.
D'Arlyn made the motion to approve the minutes with the change. Maureen second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

2. Approval of Licenses 1/1/23-1/31/23

Teresa made a motion to approve the licenses for salons and licensees. D'Arlyn second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

3. Review of Timesheets- December 2022 & January 2023

D'Arlyn made a motion to ratify the timesheets. Teresa second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

4. January 2023 Financial Statements

Teresa made a motion to approve the financial statements. Maureen second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

5. EnVogue Salon & Spa/Candace Smith disciplinary action- licenses expired 12/31/21.

Unlicensed salon and unlicensed licensee. Sent letters to Candace and there was no response yet. She rents a space.

Maureen made a motion for Holly to send disciplinary action letters to Affinity on 1st, Patricia Hausauer and EnVogue Salon, Candace Smith. Miranda second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

6. Kayla Petteway-ES working under ME in Independent Salon. 32-03-01-07

Kayla has her master manicurist. Opened an independent salon, recently obtained her esthetics license. She is inquiring about who she can work under while gaining her master esthetics license. Maureen made a motion to have Holly send a letter quoting 32-03-01-07. Miranda second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

7. Anneka Matthews Complaint

There was a complaint against Anneka providing services in her garage. Miranda made a motion to dismiss the complaint. D'Arlyn second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

8. The Hair Academy Complaint

Complaint about the school.

Rebecca made a motion to send in an inspector to inspect the school. Maureen second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

9. Sapphire Beauty Complaint

They have a website with skincare services and prices. D'Arlyn made a motion to have Josh referred to Ward County for investigation. Teresa second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

10. Katie Blackaby Complaint

Katie was working without a license. Maureen made a motion to have Josh send out a letter to remove advertising, follow up in 2 months, and follow century code. Teresa second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

11. Elisha Gough Complaint

She is a student asking clients to help her get school hour for online schooling through Canada. D'Arlyn motion to send out a letter stating 43-11-02. Maureen second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried. Maureen motion to send a letter to include 43-11-13. Teresa second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), D'Arlyn, Maureen (y), and Rebecca (y). Motion carried.

12. Tanya (Dewalt) Buzzerd Reciprocity

She has not had a license since 1993. She has no recent work experience. The school has been closed for a while. She possibly does not qualify for reciprocity 43-11-25 or credit hour transfer. Rebecca made a motion to have Holly send a letter stating based on 43-11-25 we will not be able to grant reciprocity and based on 32-04-01-07 sub 2 and 3 we will not be able to transfer credit hours. At this time, we will not be able to grant a license. Maureen second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

13. Thu Thi Huynh Ngo Reciprocity

Florida full specialty license. 43-11-25 sub 1a.

Maureen made a motion to have Holly send out a letter stating that under the information provided, it doesn't meet the transfer for reciprocity statutes and the board will be happy to review your application again if you provide more information. Teresa second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

14. Salon D'Donna's Salon Application refund

The owner of the salon retired from business. The two independent licensees took over the space. They unnecessarily overpaid the licensing fee.

Maureen made a motion, in this situation, due to board error, to refund this overpaid licensing fee. Teresa second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

15. Patricia Deike renewal refund-paid twice

Her bank auto sent payment. She also sent payment.

Maureen made a motion, in this situation, due to board error, to refund this overpaid licensing fee. D'Arlyn second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

16. Licensing Software update

Holly gave a report on software updates. She will investigate cloud storage fees, the cost of iPads, and will present on three to four software licensing. She will investigate Verizon accounts with i-pads and team numbers. Discussion only. No motion needed.

17. HR Policy update and clarification.

Holly gave an update on HR policies. She will send out the current policy book to everyone. Milage: Clarification on milage and how it is tracked and paid. Tenalee brought forth milage issues for the inspectors. Josh will get back to us on state milage requirements. Discussion only. No motion needed.

18. Esthetician, Manicurist & Instructor exams scheduled for the year.

Holly will find out if a proctor is required for instructor exams. Holly will come up with a schedule for Esthetician, Manicurist & Instructor exams. Discussion only. No motion needed.

19. Examiner & Proctor hire recommendations

Recommendations for hire are Lisel Block, Heather Meyer, and D'Arlyn Bauer.

Maureen made a motion to recuse D'Arlyn from voting on the hiring of proctor and examiner. Rebecca second that motion. All voting: Miranda (y), Teresa (y), Maureen (y), and Rebecca (y). Motion carried.

Teresa made a motion to offer the positions to Lisel Block, Heather Meyer, and D'Arlyn Bauer as examiners and proctors. Miranda second that motion. All voting: Miranda (y), Teresa (y), Maureen (y), and Rebecca (y). Motion carried.

Maureen made a motion that once the examiners and proctors are hired, they go through the NIC training, a mock training with Tenalee or Maureen, and then Tenalee or Maureen will sit in with them as they examine their first group of candidates.

Teresa second that motion. All voting: Miranda (y), Teresa (y), Maureen (y), and Rebecca (y). Motion carried.

Maureen made a motion to not pay milage for examiners or proctors, only hour wage while they are here doing the exam. Teresa second that motion. All voting: Miranda (y), Teresa (y), Maureen (y), and Rebecca (y). Motion carried.

Discussion on how long before and after exams should examiners and proctors be here, 30 minutes before and 30 minutes after exams was discussed. Discussion only. No vote needed.

20. NIC Exam Overview video training for schools/instructors

NIC has a video for purchase and the schools can purchase that video and direct their questions to NIC. **Discussion only. No vote needed.**

21. CE Broker Implementation and Launch

Holly gave the board an update. Discussion only. No vote needed.

22. Meeting with inspectors monthly.

Maureen made a motion to have Holly meet with the inspectors once a month online. Teresa second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

23. TV/Monitor in conference room for meetings

D'Arlyn presented the need to have a monitor in the meeting space. Holly will investigate the cost of a wall monitor for the board meetings. D'Arlyn made a motion to purchase a monitor with mounting up to \$1000. Maureen second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

24. Legislative update

Josh gave updates on bills 1154, 1344, 1372- failed, 2180, 2184, 2249, 2296, 2337-failed and 1112.

25. New Business

- **Kela Stephens.** Looking to be licensed in ND. Completed school in Colorado, took law and theory exams in ND. Holly requested more information. Maureen made a motion to table this. Miranda second the motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.
- **Charge back on PayPal for salon licenses.** Several licensees were refunded for their licenses on PayPal. Maureen motioned have Holly send a letter out to the licenses that asked for refunds on PayPal, informing them that their licenses are not paid for, and give them instructions as to what to do next to pay for those licenses or further action may be taken against them. D'Arlyn second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.
- **Inspector's Training Day.** Maureen made a motion to have Tenalee find an appropriate training day for the inspectors. Rebecca second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

26. Old Business

- **European Wax Center.** Maureen made a motion to send in an inspector. Teresa second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.
- **PSI.** Holly gave an update to the board.
- **Inspector's letter.** Josh updates the board on the inspector letter to the salons. Maureen made a motion to accept the letter as updated. Teresa second that motion. All

voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried.

- **Update on Kevin Robertson:** Josh will send a letter to his home address.
- **Inspectors' area map.** Tenalee update. Tenalee and Holly are working on the map. Discussion only. No motion needed.

27. Adjournment

Maureen made a motion to adjournment. D'Arlyn second that motion. All voting: Miranda (y), Teresa (y), D'Arlyn (y), Maureen (y), and Rebecca (y). Motion carried. Meeting adjourned at 1:47pm.

The next regular meeting is scheduled for March 13, 2023, at 9:30 am.