



# 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 holding a regular meeting on Monday, May 15, 2023, at 9:30 a.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D.

## **Agenda**

1. Approval of April Regular & Special Meeting Minutes
2. Approval of Licenses 4/1/23-4/30/23
3. Review of Timesheets- April 2023
4. April 2023 Financial Statements
5. April Inspector Meeting Recap
6. Hannah Hendricks- Disciplinary Action on Inspection
7. Hair by Crystal Nicole- Disciplinary Action on Inspection
8. Nail Studio- Disciplinary Action on Inspection
9. S&P Nail- Complaint Follow Up Inspection
10. Nail Glamor-Complaint-Unlicensed Workers
11. Candace Smith/EnVogue- Expired License
12. Tracy Pecka-Expired Licenses
13. Ashley Keplin-Expired Licenses
14. HSI Complaints
15. Jodi Hammeren/Bombshell Salon Complaint Against Charon Beechie
16. Katie Blackaby Makeup-follow up
17. Bruk Salon Complaint
18. Robin Anderson-Transfer Hours - Aveda Institute
19. Giang Vu Vo -- Reciprocity Application
20. Skylar Tran—Reciprocity Application
21. Nhu Thi To Tran – Reciprocity Application
22. Amanda Maxwell – Reciprocity Application
23. 2023-2024 Budget Draft
24. HR Policy Manual Draft
25. Electronic Inspection Reports Update
26. Inspector Annual Training Agenda
27. Licensing Software RFP
28. Photo On Licenses
29. New Business
30. Old Business

The next regular meeting is scheduled for June 12, 2023, at 9:30 am.



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The North Dakota State Board of Cosmetology hold a regular meeting on Monday, May 15, 2023, at 9:30 a.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D.

## **Board Members Present:**

Rebecca Wood, Cosmetologist, President  
Maureen Wanner, Cosmetologist, Secretary/Treasurer  
Miranda Stanely, RN, MSN, FNP  
Teresa Felch, Cosmetologist  
D'Arlyn Bauer, PHD, RN

## **Also present:**

Holly Blomquist, Executive Director  
Josh Amundson, Legal Counsel

## **Agenda**

### **1. Approval of April Regular & Special Meeting Minutes**

Maureen made a motion to approve the meeting minutes. D'Arlyn seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

### **2. Approval of Licenses 4/1/23-4/30/23**

D'Arlyn made a motion to approve licenses for April 1-30, 2023. Teresa seconded the motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

### **3. Review of Timesheets- April 2023**

D'Arlyn made a motion to approve the timesheets. Teresa seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

### **4. April 2023 Financial Statements**

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

### **5. April Inspector Meeting Recap**

Holly gave an update on the April 24<sup>th</sup> meeting with the inspectors.

### **6. Hannah Hendricks- Disciplinary Action on Inspection**

Maureen made a motion to amend the agenda, move items 6 and 7 to later in the agenda. D'Arlyn seconded the motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

February 1, 2023, inspection resulted in a pass. It was a new salon.

April 27, 2023, inspection disciplinary action.

July 11, 2022, inspection resulted in a reinspection.

August 30, 2022, inspection resulted in a pass.

October 10, 2022, inspection resulted in

D'Arlyn made a motion to have Crystal Nicole and Hannah Hendricks on a 6-month probation, a class done within 30-days, \$500 fine. Teresa seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

D'Arlyn made a motion to amend the motion to have the class for Crysal Nicole and Hannah Hendricks within 45 days. Teresa seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

#### **7. Hair by Crystal Nicole- Disciplinary Action on Inspection**

February 1, 2021 was a pass inspection.

April 27, 2023, resulted in a disciplinary action.

See above for motions.

#### **8. Nail Studio- Disciplinary Action on Inspection**

March 3, 2023, inspection resulted in disciplinary action and reinspection.

May 5, 2023, inspection resulted in disciplinary action.

Teresa made a motion to set up a class within 30 days, with Heather or Tenalee, a six-month probation, \$500 fine, and to have Josh send a letter to the fire department. Teresa amended the motion to include the salon shut down for the day of class, all employees required to attend the class. Maureen seconded the motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

#### **9. S&P Nail- Complaint Follow Up Inspection**

D'Arlyn made a motion to amend the agenda, moving item 9 later in the agenda. Teresa seconded the motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

The inspector did a reinspection and found it was cleaned and they passed the inspection.

D'Arlyn made a motion to have Josh send a letter to the appreciative parties saying that the compilation was dismissed. Teresa seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

#### **10. Nail Glamor-Complaint-Unlicensed Workers**

There was a settlement agreement sent. There was another complaint before we received the agreement.

D'Arlyn made a motion to extend their probation to a full year, and a \$1500 fine.

Maureen seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

#### **11. Candace Smith/EnVogue- Expired License**

Both salon and personal licensed expired in 2021. Her station is still set up at the salon.

D'Arlyn made a motion to have josh send a letter to the salon owner asking for a response. Teresa seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

#### **12. Tracy Pecka-Expired Licenses**

Tracy has renewed her license. Discussion only.

### **13. Ashley Keplin-Expired Licenses**

Personal license has been renewed. Salon license has been expired since 2022. Maureen made a motion to put her on a 6-month probation with a \$500 fine. Miranda seconds that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

### **14. HSI Complaints**

Multiple calls and emails stating that there are not enough instructors. The inspector went in to do an inspection. The owner was off on vacation and left student instructors to teach. And they have students instructing students. The ratio of instructors to students is not held to the standard of our law. 43-11-16 Student to teacher ratio. D'Arlyn made a motion to table this item until we receive a response from HSI. Teresa seconded the motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

### **15. Jodi Hammeren/Bombshell Salon Complaint Against Charon Beechie**

D'Arlyn made a motion to table until we can get a response. Teresa seconded the motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

D'Arlyn made a motion to have Josh send a letter to appropriate parties with the appropriate response. Teresa seconded the motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

### **16. Katie Blackaby Makeup-follow up**

Maureen made a motion to send an inspector in and to have Holly send a letter to the Style Lounge. Teresa seconds that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

### **17. Bruk Salon Complaint**

Teresa made a motion to have an inspector in to do an inspection. Maureen seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

### **18. Robin Anderson-Transfer Hours - Aveda Institute. 32-04-01-07**

Teresa made a motion to approve reciprocity upon application. D'Arlyn seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

### **19. Giang Vu Vo -- Reciprocity Application**

D'Arlyn made a motion to approve reciprocity application. Maureen seconded the motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

### **20. Skylar Tran—Reciprocity Application**

D'Arlyn made a motion to approve reciprocity application. Teresa seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

### **21. Nhu Thi To Tran – Reciprocity Application. 43-11-25.b.2**

D'Arlyn made a motion to approve reciprocity application. Teresa seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

### **22. Amanda Maxwell – Reciprocity Application**

D'Arlyn made a motion to approve reciprocity application. Teresa seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

### **23.2023-2024 Budget Draft**

Several line items were taken off. Discussion only

### **24.HR Policy Manual Draft**

Discussion only.

### **25.Electronic Inspection Reports Update**

Holly gave the board an update on electronic inspection reports. D'Arlyn made a motion to move forward the Safety Culture Program. Maureen seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

D'Arlyn made a motion to get the basic iPad, apple care and cases. Teresa seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

### **26.Inspector Annual Training Agenda**

Discussion only.

### **27.Licensing Software RFP**

D'Arlyn made a motion to approve the RFP Software. Teresa seconded the motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (n).

### **28.Photo On Licenses**

Discussion only

### **29.New Business**

- **Changes on the website.** Maureen made a motion to approve changes on the website. Teresa seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).
- **Art of Touch. Mandy is unlicensed at Lindsey Spoonland's salon.** D'Arlyn made a motion to approve a settlement agreement of 6-months' probation with Josh include the statue, Lindsey needs to go through the inspection report with Sheila. Maureen seconded the motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).
- **Reciprocity.** Holly will send a letter for more information.  
43-11-25.1.b.2
- **Tables, iPads, laptops, and other computer supplies will be disposed of.**
- **Blood exposure handouts. Josh will update the board at the next meeting.**
- **Giving out licensee's information. Licensee's names are open records. Other information is not.**
- **Educator for SkillCutz. CE.** Discussion only.
- **Arizona student. Looking forward to taking state board exams.** Discussion only
- **NIC membership fee increase.** Information only.
- **Florida students take practical exams.** Discussion only.
- **Rebecca states she will not seek a position on the board when her time is done.**
- **Using the same blade after dermaplaning is not allowed and how to dispose of the blades.** Discussion only

### **30. Old Business.**

- **Fleet vehicles.** Teresa made a motion to table this item until next meeting.

Maureen seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), and Rebecca (y).

- **Inspectors want the agenda emailed to them before the meeting.**

**31. Adjournment.**

Teresa made a motion to adjourn the meeting. D'Arlyn seconded that motion. All voting: D'Arlyn (y), Teresa (y), Maureen (y), Miranda (y), Rebecca (y). Meeting adjourned at 1:49 pm.

The next regular meeting is scheduled for June 12, 2023, at 9:30 am.