



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 meeting on Monday, December 11, 2023, at 9:35 a.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D.

Board members present:

D'Arlyn Bauer, PHD, RN, President
Maureen Wanner, Cosmetologist, Vice President
Teresa Felch, Cosmetologist, Secretary/Treasurer
Emily Wilcox, Cosmetologist
Miranda Stanley, RN, MSN, FNP

Also present:

Josh Amundson, Legal Council
Austin Lafferty, Legal Council
Holly Blomquist, Executive Director

Agenda

1. Approval of October & November Meeting Minutes

Maureen made a motion to approve the meeting minutes for October. Teresa seconded that motion. Meeting votes: Yes (5), No (0). Motion carried.

Emily made a motion to approve the regular scheduled meeting for November. Teresa seconded that motion. Meeting votes: Yes (5), no (0). Motion carried.
Maureen made a motion to approve the special meeting held in November. Miranda seconded that motion. Meeting votes: Yes (5), No (0). Motion carried.

2. Approval of Licenses 11/1/23-11/30/23

Maureen made a motion to approve the licenses for 11/1/23-11/30/23. Emily seconded that motion. Meeting votes: Yes (5), No (0). Motion carried.

3. Review of Timesheets- November 2023

Maureen made a motion to approve the timesheets for November 2023. Teresa seconded that motion. Meeting votes: Yes (5), No (0). Motion carried.

4. November 2023 Financial Statements

Emily made a motion to approve the financial statements for November 2023. Miranda seconded that motion. Meeting votes: Yes (5), No (0). Motion carried.

5. Open Forum 9:48 am-10:12 am

6. Pink Polish Nails & Spa DA on inspection

Maureen Made a motion of a fine of \$250.00, 6 month probation and a sanitation class. Teresa Seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y) Teresa (y), D'Arlyn (y). Motion carried.

7. Nail Dynasty DA on inspection

Teresa made a motion of a fine of \$250.00, 6 month probation and a sanitation class. Maureen seconded that motion. All voting: Emily(y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

8. Amanda Tomkins DA on inspection

D'Arlyn made a motion to fine individual license of \$250.00, 6 month probation, and renewal of 2023 and 2024 license. Maureen seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

9. Shirley Nordstrom complaint

Teresa made a motion to dismiss complaint. Emily seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

10. Shauna VandeHoven/Skintastic Laser complaint

Maureen made a motion to forward the complaint to the medical board. Emily seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

11. Caylee Krein complaint-unlicensed

Maureen made a motion to forward the complaint to Burleigh County States Attorney office. Emily seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

12. Leah Matias complaint-unlicensed

Teresa made a motion to forward the complaint to Morton County state's attorney office. Emily seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

13. Charmaine Delzer-potential manicure student-felony convictions

Maureen made a motion of conditional approval, completion of school, passing all exams, and no other convictions. Emily seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

14. Jarica Salter-license application with conviction

Maureen made a motion to approve license application. Teresa seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

15. Angelina Aguirre-license application with conviction

Teresa made a motion to approve the license application. Maureen seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

16. Honey Sebeh-master application with conviction

Maureen made a motion to approve master application. Teresa seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

17. Letter & Questionnaire from Labor Commissioner-Nathan Svihovec

Discussion;

#18 reference 43-11-31

#45 reference 43-11-27 sub 3 and 32-05-01-03 sub 4

#51 pro, strategic planning, con, applicants coming from umbrellaed licensure, Compact licensure,

#52 and internal budget and administrative costs

#53 proactively working on changes and having good communication with licensees, timeliness of licensure in our state with exception of wait time from other states.

Holly will complete and a special meeting will be held for approval.

18. Restructure of Inspector position and territories

Job description

“opening”

Add Manicurist and Esthetician back in for qualifications

Strike through salary and benefits

Visit cosmetology establishments and schools

Strike through second line

Move and reorder lines of duties

Salon and school owners

Accurately document time cards, expense reports and mileage

Minimum requirements:

Highly organized and able

Does not speak for the board

Strike through improve your position

Add training sessions with salons

Holly bring updates and changes to job description and bring to meeting for

approval.

Discussion of considerations.

Maureen made a motion to have one full time inspector and one $\frac{3}{4}$ time inspector with 2 PRN. Emily seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

Maureen made a motion to utilize state fleet vehicles for the full and $\frac{3}{4}$ time. PRN fleet vehicle is directed by the board. Teresa seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

Teresa Made a motion to add Teams voice available to the full and $\frac{3}{4}$ time inspector. Emily seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

D'Arlyn made a motion that current inspector positions remain in effect until new positions are filled. Teresa seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

19. New Business

Transfer students.

D'Arlyn made a motion that student transfers within multiple schools/sites and one accrediting body could transfer to other school. Maureen seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

Maureen made a motion to have Holly pursuit 2 examiners for the upcoming year and forward. D'Arlyn seconded that motion. All voting: Emily (y), Miranda (y), Maureen (y), Teresa (y), D'Arlyn (y). Motion carried.

20. Unfinished Business

Maureen made a motion to adjournment. Teresa seconded that motion. Meeting votes: Yes (5), No (0). Motion carried. Meeting adjournment at 1:20 pm

The next regular meeting is scheduled for January 22, 2024, at 9:30 am.