



North Dakota

STATE BOARD OF COSMETOLOGY

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The North Dakota State Board of Cosmetology held a special meeting on Friday, May 24, 2024, at 1:00 p.m. at the board office, 4719 Shelburne St., Suite 1, Bismarck, N.D., also via zoom.

Agenda

D'Arlyn Called the meeting to order at 1:02 pm and opened with the following statement:

I want to welcome everyone and thank you for joining us today. As members of the North Dakota Board of Cosmetology, we are deeply committed to ensuring safety, sanitation and well-being of the general public, which is our charge from the state. Our work goes beyond enforcing rules. It is about safeguarding the health and the lives of the people we serve in North Dakota. First and foremost, it is important to us that everyone involved receives fair and due process. Our decisions will be based on the facts available to us and we depend on the honest and accurate documentation that is provided to the board. One key responsibility is overseeing the cosmetology schools. We take great care of approving the curricula these schools offer, ensuring they meet high standards, and provide students with central knowledge and skills. While we respect each school's anatomy in delivering the programs that are approved, it is the school's responsibility to ensure that students are adequately educated and complete the required hours of training. Once students have completed their training it becomes the board's responsibility to examine them to ensure they meet the minimum competency for the licenses they are seeking. Our mission is to make sure all licensed professionals are well trained and adhering, once they are licensed, to strict standards as set forth by the board, therefore creating safe environments for practitioners and clients. Today as we discuss our plans and actions, let's remember the importance boards work and the positive impact it has on the state. Our hearts and effort are focused on the students. Their education and future are our top priority. We are committed to working with the Hair Society Institute of Cosmetology to address these issues and to ensure the students receive the quality education they deserve.

1. Hair Society Institute of Cosmetology Complaints

- The North Dakota Board of Cosmetology has received information that HSI was operating with students present after they notified the Board that they voluntarily closed until further notice due to not employing the required number of instructors. Instructors: Currently 1 full-time, 1 part-time instructor is available only on Monday and Friday weekly
- The curriculum cards are not being kept current. The board is concerned about how HSI track hours and recorded. These are important documents that are proof of the hours completed for students take the states exams. The curriculum cards are to be updated and reported to the board monthly. The inspector will have the right to ask for update documents on students' hours of completion.
- Complaints from students regarding product delusion, sanitation and expired kits which can be looked at in an inspection, professionalism from instructors, behaviors of the owner, hostile school environment.
- The complaints are noted and are taking seriously, and the elements that are out of the board's jurisdiction will need to be filed in a civil suit.

Emily wants it noted that the board has spent a considerable amount of time on all the various unprofessional conduct complaints made by the students and formal staff and the seriousness of the complaints is noted by the board. The board regrets that they cannot address portions of the complaints since they are out of the board's jurisdiction and need to go through civil proceedings. The areas that can be addressed will be acted upon with a settlement agreement and reinspections.

- Student contract and handbooks. They should be submitted to the board office.

Emily made a motion to give HSI a one year probation and the conditions of the probation are that the board grant HSI temporary hour of operation of Monday and Friday 9:00 am – 4:30 pm until forty-five days after the settlement agreement is executed, no new classes until HSI is fully staffed according to 43-11-16, HSI will amended contracts with current students to reflect the hours of operation and new completion date, signed by HSI and student and submitted to the board office seven days of the execution of the settlement agreement, students will be given the option to discontinue with a prorated refund based on uncompleted hours, no contract overage fees as a result of the limited hours, the website, social media and all marketing reflect the changes, HSI will submit to the board current copy of the school handbook, \$1000 fine to paid within forty-five days of the signed settlement agreement, being inspected at least four times during probationary period in which the inspector can request copies of the student curriculum cards, keep the board informed of the accreditation process with the goal of achieving accreditation by end of probation period. HSI will submit an update report to the board by the 3rd of July. 34-04-01 11, 32-04-01 18.

Maureen seconded the motion. All voting: Emily (y), Maureen (y), D'Arlyn (y). Motion carried.

2. Alexandra Gallegos curriculum card

- a. Leticia explains the delay in getting the hours to the board office. The hours she needs and hours she receives were discussed. Leticia explained the discrepancy in the hours and submitted the current hours. Alexandra stated that she studied every moment she could. Emily is asking for more information on her hours.

Maureen made a motion to table the discussion on Alexandra's curriculum card until the next special meeting. Emily seconded the motion. All voting: Emily (y), Maureen (y), D'Arlyn (y). Motion carried.

D'Arlyn made a motion to adjourn the meeting. Emily seconded that motion. Motion carried. Meeting adjourned at 4:04 pm.

The next regular meeting is scheduled for June 17, 2024, 2024, at 9:30 am.

Minutes submitted by Maureen Wanner