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The North Dakota State Board of Cosmetology will be holding a regular meeting on Wednesday, May 12, 2025, at 9:30 a.m. at the board office located at 4719 Shelburne St. Ste 1, Bismarck ND and via zoom

**Agenda**

D’Arlyn called the meeting to order at 9:32 am.

1. **Approval of April Meeting Minutes**

Maureen made a motion to approve the April 21, 2025, meeting minutes. Cindy seconded that motion. Motion carries.

Emily made a motion to approve all 5 special rules committee meeting minutes. D’Arlyn seconded that motion. Motion carries.

1. **Approval of April 4/1/25-4/30/25 Licenses**

Cindy made a motion to approve all licenses. Emily seconded that motion. Motion carries.

1. **Approval of April 2025 Financial Statements**

Maureen made a motion to approve the April 2025 financial statement. Cindy seconded that motion. Motion carries.

1. **Open Forum 9:45 am- 10:00 am**

D’Arlyn opened the floor for comments at 9:48 am.

D’Arlyn closed the open forum at 10:06 am.

1. **Cassie Svedberg- Master License Application**

Cassie is wondering if her student instructor hours towards her Master Cosmetology license.

Maureen made a motion to approve Cassie’s hour towards her master cosmetology license. Cindy seconded that motion. All voting: Emily (y), Cindy (y), Maureen (y), D’Arlyn (y). Motion carries.

1. **Ginny Nguyen/Tammy Bork-Master License**

Ginny applied for an independent license. She holds a Master Manicure license and a Cosmetology license.

Maureen made a motion to approve Ginny to work under Tammy to gain her hours needed for her master cosmetology license. Emily seconded that motion. All voting: Emily (y), Cindy (y), Maureen (y), D’Arlyn (y). Motion carries.

1. **Chela Boyd- Esthetics License**

Chela is transferring from Virgina. In Virginia once she received an instructor license, her individual license expires, and her instructor license allows her to practice esthetics.

Maureen made a motion to approve her application for a master esthetics license. D’Arlyn seconded that motion. All voting: Emily (a), Cindy (y), Maureen (y), D’Arlyn (y). Motion carries.

1. **Nguyet Thi Nguyen Reciprocity Application**

This seems to be a fraudulent application. The Board received a letter of certification from California in the mail, the certification was not formatted correctly. CA only emails certifications and Holly verified with CA that they did not send this certification letter.

D’Arlyn made a motion to permanently deny their application due to fraudulent documentation. Cindy seconded that motion. All voting: Emily (a), Cindy (y), Maureen (y), D’Arlyn (y). Motion carries.

1. **My Salon Suite-Fargo-complaint**

They were advertising for daily rental without proper license. Once My Salon Suite was contacted by the Board, they immediately removed the advertising.

Maureen made a motion to dismiss the complaint due to her rectifying the situation. D’Arlyn seconded that motion. All voting: Emily (a), Cindy (y), Maureen (y), D’Arlyn (y). Motion carries.

1. **Davi Nails- Grand Forks- complaint**

The complaint was about unlicensed workers.

D’Arlyn made a motion to dismiss the complaint due to lack of evidence to support the complaint. Cindy seconded that motion. All voting: Emily (a), Cindy (y), Maureen (y), D’Arlyn (y). Motion carries.

1. **Bloom Beauty Bar Complaint**

Complaint regarding disinfection. A Tik-Tok video emerged with services. The technician was not wearing gloves for facial waxing.

Maureen made a place Bloom Beauty Bar on a 3 months' probation and a reinspection due to 32-02-01-11 sub 3a. Cindy seconded that motion. All voting: Emily (a), Cindy (y), Maureen (y), D’Arlyn (y). Motion carries.

1. **London Nails Complaint**

The complaint was about unlicensed workers. An inspection was done. Unlicensed workers were found along with rugs in the workplace.

Maureen made a motion to fine London Nails $1000 to be paid 60-days of execution of settlement agreement, 1 year probation, and 4-reinspections for violation of 43-11-13, 32-01-03-01. Cindy seconded that motion. All voting: Emily (a), Cindy (y), Maureen (y), D’Arlyn (y). Motion carries.

1. **Hair Society Institute of Cosmetology-complaint**

A student complained due to bullying, undue suspension, was told she would be given make-up hours if she went to instructor's salon to paint and unpack boxes.

Maureen made a motion to extend HSI probation to June 16, 2026, with 4-inspections which includes the inspections of the policy handbook and student contracts, school owners and instructors to have continuing education on Results-Oriented Classroom Management, Dynamic Team Building, Mastering the Art of Dealing with Difficult People and Situations, and Students, Salon & Business through Milady or similar through Pivot Point approved by the Board. They must also create an external advisory committee of at least 2 salon owners not connected to the school, and an internal student advisor, who is not an owner, but could be an instructor or faculty. Advisory committee meeting minutes need to be submitted to the Board. Emily seconded that motion. All voting: Emily (y), Cindy (y), Maureen (y), D’Arlyn (y). Motion carries.

1. **ManCave for Men- DA inspection**

Sewer backed up.

D’Arlyn made a motion to dismiss the inspection disciplinary action recommendation. Maureen seconded that motion. All voting: Emily (y), Cindy (y), Maureen (y), D’Arlyn (y). Motion carries.

1. **NIC Conference Oct 17-20- Glendale, AZ**

Maureen made a motion to approve registration and travel for all board members and inspectors along with the ED, Holly and Liesel, to attend the 2025 NIC conference in AZ. Cindy seconded that motion. All voting: Emily (y), Cindy (y), Maureen (y), D’Arlyn (y). Motion carries.

1. **Licensing Software bids**

InLumon and glSolutions provided bids to the board. The Board is in favor of glSolutions because they have direct experience working with other cosmetology boards.

Mauree made a motion to direct Holly to get a formal bid and contract from glSolutions for licensing software. D’Arlyn seconded that motion. All voting: Emily (y), Cindy (y), Maureen (y), D’Arlyn (y). Motion carries.

1. **State Job Grade Classifications**

Maureen made a motion to use the ND state Job classifications, titles, and pay grades as a reference for job descriptions and salaries. Cindy seconded that motion. All voting: Emily (y), Cindy (y), Maureen (y), D’Arlyn (y). Motion carries.

Lisel is currently making $22/hour. Holly stated job duties are consistent with the pay grade of 105 in which the base wage starts at $24.74/hour.

Maureen made a motion to make Liesel’s position a pay grade of 105 and her wage to be increased to $25/hour with continued benefits. D’Arlyn seconded that motion. All voting: Emily (y), Cindy (y), Maureen (y), D’Arlyn (y). Motion carries.

Maureen made a motion that the wage increases made today will go into effect July 1, 2025. D’Arlyn seconded that motion. Motion carries.

The 2 inspectors are currently making $22.12/hour. Holly stated job duties are consistent with the pay grade of 106 in which the base wage starts at $29.54/hour.

Maureen made a motion to make the inspector position a pay grade of 106 and the wage to be $30/hour with continued benefits. Cindy seconded that motion. All voting: Emily (y), Cindy (y), Maureen (y), D’Arlyn (y). Motion carries.

Holly is currently making $30/hour. Her job duties are consistent with the pay grade of 108 in which the base wage starts at $42.46/hour.

D’Arlyn made a motion that Holly’ position is a pay grade of 108 and the salary should be increased to $45/hour with continued benefits. Maureen seconded that motion. All voting: Emily (y), Cindy (y), Maureen (y), D’Arlyn (y). Motion carries.

1. **Legislative update**
   1. **HB 1126 PASSED!!, signed and filed**
   2. **SB 2395 All boards- passed – universal licensing**
   3. **SB 2308 All boards- passed -**

Discussion only

1. **New Business**
   1. **New Board Member Positions**
      1. Holly will post the positions and how to apply for those positions
   2. **Summer hours**
      1. Holly reminds us that the office will close at noon on Fridays Memorial Day to Labor Day
2. **Unfinished Business**
   1. **FYI-Pending Settlement Agreements:**
      1. **Amber @ Jazzy Stylz org. sent 2/15/24**
      2. **K and K nails**
         1. Discussion only
   2. **Rules Committee Update Starting @ 1:30 pm**

Discussion only

1. **Adjournment**

Maureen made a motion to adjourn the meeting. Cindy seconded that motion. Motion carries. Meeting adjourned at 4:33 pm.

The next regular meeting is rescheduled for June 9, 2025, at 9:30 am.