

North Dakota STATE BOARD OF COSMETOLOGY

MISSION STATEMENT

It is the duty of the board to safeguard public health, safety, and welfare by regulating the practice of cosmetology. Through licensing, education, and enforcement of professional standards, the Board ensures that all licensees, establishments and schools adhere to safe, sanitary, and ethical practices. The Board's mission is to protect consumers, promote industry excellence, and uphold the integrity of cosmetology services across North Dakota.

AGENDA

Location:

**North Dakota State Board of Cosmetology
4719 Shelburne St. Bismarck ND | Suite 1
November 17, 2025 @ 9:30 AM**

Virtual Access

Zoom link:

<https://zoom.us/j/94280926724?pwd=lvGDbJVHeWW02lx6gDISzyc0aWrEtG.1>

Board Members

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| D'Arlyn Bauer Postsecondary Educator <i>President</i> | Emily Wilcox Cosmetologist <i>Vice President</i> | Maureen Wanner Cosmetologist <i>Secretary/ Treasurer</i> | Jill Andres Cosmetologist | Vacant <i>Licensed Healthcare Provider</i> |
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North Dakota STATE BOARD OF COSMETOLOGY

AGENDA:

The North Dakota State Board of Cosmetology held a regular meeting on November 17, 2025, at 9:30 a.m. at the board office located at 4719 Shelburne St. Ste 1, Bismarck ND and via zoom.

Present:

D'Arlyn Bauer, Board President
Maureen Wanner, Board Secretary/Treasurer
Jill Andres, Board Member

Also Present:

Holly Blomquist, Executive Director
Teresa Felch, Inspector
Angie Schafer, Inspector
William Woodworth, Attorney

D'Arlyn called the meeting to order at 9:34 am.

D'Arlyn introduced the new Board attorney, William Woodworth.

I. **Call to Order**

1. Roll call

II. **Board Reports & Approvals**

1. October 2025, meeting minutes

Jill made a motion to approve the minutes as corrected. D'Arlyn seconded that motion. Motion carried.

2. September 15, 2025, Minutes

D'Arlyn made a motion to approve the minutes. Emily seconded that motion. Motion carried.

3. October 31, 2025, minutes

D'Arlyn made a motion with corrections. Jill seconded that motion. Motion carried.

4. October 2025 financials

Emily made a motion to approve the financial statement. Maureen seconded that motion. Motion carried.

5. October 2025 licenses

D'Arlyn made a motion to approve the licenses. Emily seconded that motion. Motion carried.

III. **Administrative Business**

1. Announcements

Jill made a motion to approve the three Microsoft Office/Email licenses upgrade to add desktop apps on Holly, Lisel & Maureen's computers. Emily seconded that motion. All voting: Emily (y), Jill (y), Maureen (y), D'Arlyn (y). Motion carried.

2. Updated forms

Maureen made a motion to approve the forms as with changes. D'Arlyn seconded that motion.

All voting: Emily (y), Jill (y), Maureen (y), D'Arlyn (y). Motion carried.

3. Social Media posts

Discussion only

4. Letters/emails to the Board

- i. Vicki Bailie

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Discussion only

ii. Tessa Schulz- Quality Health ND

Discussion only

iii. Nichole Herman

Maureen made a motion to direct Holly to respond to Nichole. Jill seconded that motion. All voting: Emily (y), Jill (y), Maureen (y), D'Arlyn (y). Motion carried.

5. Next meeting- December 8, 2025

IV. Public Comment

Those wishing to address the Board during a public meeting do not need to request permission in advance, as the Board allows for public comment, subject to reasonable time, place, and manner of restrictions. Individuals may address the Board on any issue(s) within its jurisdiction, members of the Board are not allowed to discuss or take legal action on matters raised during public comment; however, the Board may ask staff to review the matter or may ask that the matter be placed on a future agenda.

The forum opened at 10:23.

Jessica Neilson asks to speak during the board review of her license on the agenda.

Sandy from TSPA Fargo. Multi-purpose study room in the school, does that room need to be monitored by a licensed staff person?

Miranda N, suggests to the board work on making into law require the facilities update such as carpet, ventilation, ... She feels it is the board's obligation to have establishments update.

The forum closed at 10:43.

V. Licensing

1. Kelly Rasmussen-application review

Kelly has applied for licensure, self reported prior conviction.

Maureen made a motion to grant a conditional license until December 31, 2028. Jill seconded that motion. All voting: Emily (y), Jill (y), Maureen (y), D'Arlyn (y). Motion carried.

2. Yasmin Sanura- application review

Yasmin has applied for licensure.

Holly will ask for more information from Yasmin to prove all conditions have been met.

3. Laura McFarland- renewal application review

Maureen made a motion to approve Laura's renewal application. Jill seconded that motion. All voting: Emily (y), Jill (y), Maureen (y), D'Arlyn (y). Motion carried.

4. Jessica Neilson- training hours from AK

Jessica is applying for licensure. She completed schooling in 2015. In Alaska, the license is for Hairstyling only.

D'Arlyn made a motion to approve her application to take her practical exam and upon passing be granted her license. Maureen seconded that motion. All voting: Emily (y), Jill (y), Maureen (y), D'Arlyn (y). Motion carried.

5. Alexis Branson- review conditional license

Alexis' charges have been resolved. She will be on probation until October 20, 2027, if completed successfully.

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D'Arlyn made a motion to extend Alexis' conditional license until December 31, 2027. Jill seconded that motion. All voting: Emily (y), Jill (y), Maureen (y), D'Arlyn (y). Motion carried.

6. Main Charactor Beauty Academy (formerly HSI)-record keeping; student records, contract
The student records are not being given to the board office for months after student's complete classes. They are to be sent within 5 days.

Updated student contracts are not being given to the board office for months after they are being updated. They are to be sent within 10 days.

The school may not have enough instructors for the school to be open.

They have violated the settlement agreement.

Maureen made a motion, due to violation of the settlement agreement, to fine Main Charactor Beauty Academy \$1250 for not having student records to the board office within 5 days and \$1250 fine for not having updated student contracts to the board office within 10 days paid within 45 days of date of the order. Emily seconded that motion. All voting: Emily (y), Jill (y), Maureen (y), D'Arlyn (y). Motion carried.

7. Thuy Thu Ha Pham- Reciprocity

Thuy is applying for reciprocity.

D'Arlyn made a motion to approve Thuy application by examination after completing an additional 170 hours in manicuring or by reciprocity by providing proof of employment by providing a tax return from 2023. Maureen seconded that motion. All voting: Emily (y), Jill (y), Maureen (y), D'Arlyn (y). Motion carried.

VI. Complaint Review

1. Nail Boss

Unlicensed workers. Inspectors were sent in to verify each license. They matched the employees.

D'Arlyn made a motion to dismiss this complaint due to lack of evidence. Emily seconded that motion. All voting: Emily (y), Jill (y), Maureen (y), D'Arlyn (y). Motion carried.

2. Posh Nail & Spa

MMA product being used during the services. Inspectors were sent in and found no evidence within the salon.

Emily made a motion to dismiss the complaint due to lack of evidence. Jill seconded that motion. All voting: Emily (y), Jill (y), Maureen (y), D'Arlyn (y). Motion carried.

3. The Salon Professional Academy

A phone call complaint came in from a parent; students left alone without instructors, students teaching students.

D'Arlyn made a motion to fine The Salon Academy \$500 for violation of no instructors according to 32-04-01-21, \$500 for violation for unlicensed worker according to 43-11-13, claiming that an employee is a licensed instructor, \$500 for lack of proper record keeping according to 43-11-16 sub-1e, 32-04-01-06 sub-2 payable within 45 days of execution of the settlement agreement, 1 year probation, and 4 re-inspections. Maureen seconded that motion. All voting: Emily (y), Jill (y), Maureen (y), D'Arlyn (y). Motion carried.

VII. Inspection Disciplinary Action Recommendation None at this time.

VIII. New Business

1. Legislative testimony for December 3, 2025

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Maureen made a motion to approve the testimony that will be delivered by Holly to the legislative committee. Emily seconded that motion. All voting: Emily (y), Jill (y), Maureen (y), D'Arlyn (y). Motion carried.

2. Prov

- i. CIB update
- ii. Self-Registration update

D'Arlyn made a motion to approve these updates. Emily seconded that motion. All voting: Emily (y), Jill (y), Maureen (y), D'Arlyn (y). Motion carried.

- iii. Advanced Esthetics exam update

Discussion only

3. Strategic plan

D'Arlyn covered the details of the strategic plan, including what we have accomplished and what still needs to be addressed. Discussion only.

4. Prov. Cheating. 2 ND candidates' exams ended due to suspicion of cheating

D'Arlyn made a motion to direct Holly to gain more information and hold those applications until the next scheduled board meeting if they should apply for licensure. Jill seconded that motion. All voting: Emily (y), Jill (y), Maureen (y), D'Arlyn (y). Motion carried.

IX. Unfinished Business

1. Pending Settlement Agreements:

- i. Kayde Schafer. 2 copies of the settlement agreement have been sent.

D'Arlyn made a motion to amend Kayde's purposed offer of the settlement agreement to double the fines to \$1000; all remaining conditions remain the same, and all revocation procedures will begin if the settlement agreement is not signed within 14 days. Maureen seconded that motion. All voting: Emily (y), Jill (y), Maureen (y), D'Arlyn (y). Motion carried.

- ii. Pampered Texture. 2 copies of the settlement agreement have been sent.

Maureen made a motion to send in an inspector to investigate if she is still working, to collect updated mailing and contact information, and forward the board's finding to William and found to still be working, send to proper authorities. Emily seconded that motion. All voting: Emily (y), Jill (y), Maureen (y), D'Arlyn (y). Motion carried.

- iii. Cost Cutters. Have not signed a settlement agreement, closed said location.

Maureen made a motion to amend Cost Cutte's purposed offer of the settlement agreement to have them pay the fines of \$500 and suspend all other terms. D'Arlyn seconded that motion. All voting: Emily (y), Jill (y), Maureen (y), D'Arlyn (y). Motion carried.

X. Adjournment

D'Arlyn made a motion to adjourn the meeting. Emily seconded that motion. Motion carried. Meeting adjourned at 2:09 pm.