

# 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.

# MINUTES

## Location:

**North Dakota State Board of Cosmetology  
4719 Shelburne St. Bismarck ND | Suite 1  
December 8, 2025 @ 9:30 AM**

## Virtual Access

Zoom link:

## Board Members

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

## **AGENDA:**

D'Arlyn called the meeting to order at 9:38 am.

### **I. Call to Order**

1. Roll call

Board members:

Jill, Maureen, D'Arlyn

Emily will join soon

Also:

Holly, William, Teresa, Angie, Lisel

### **II. Board Reports & Approvals**

1. October and November 2025 meeting minutes

i. October 9 & 31, 2025

Jill made a motion to approve the October 9, 2025, meeting minutes. D'Arlyn seconded that motion. Motion carries.

Jill made a motion to approve October 31, 2025, meeting minutes. D'Arlyn seconded that motion. Motion carries.

ii. November 17, 2025

Maureen made motion to approve November 17, 2025, meeting minutes. Jill seconded that motion. Motion carries.

2. November 2025 financials

Maureen made a motion to approve the November 2025 financial report. D'Arlyn seconded that motion. Motion carries.

3. November 2025 licenses

Maureen made a motion to approve the licenses for November 2025. D'Arlyn seconded that motion. Motion carries.

### **III. Administrative Business**

1. Announcements

Rules passed by the legislative rule committee.

Holiday hours.

D'Arlyn made a motion to close the office on December 26, 2025, and January 2, 2026.

Jill seconded that motion. Voting: Jill (y), Maureen (y), D'Arlyn (y). Motion carries.

2. Updated forms

The forms are in the state process.

D'Arlyn made a motion to approve the amendments to the establishment and

independent forms. Jill seconded that motion. Voting: Jill (y), Maureen (y), D'Arlyn (y). Motion carries.

3. Training (law & rule changes)

i. Video creator

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D'Arlyn made a motion to approve a line item in our budget up to \$1000 for video generation tools. Jill seconded that motion. Voting: Jill (y), Maureen (y), D'Arlyn (y). Motion carries.

ii. Staff & Board

Staff training.

Maureen made a motion to approve travel time and an overnight stay for training for Angie. D'Arlyn seconded that motion. Voting: Jill (y), Maureen (y), D'Arlyn (y). Motion carries.

4. Grandfather Clause for AE-

i. Forms

ii. Approval procedures

Holly was given directions to proceed with creating a form and a guidance piece.

5. Holiday party for the board staff and board members.

6. Written exam cheating incident.

2 candidates were caught cheating. They are not part of an ND school. The board gave guidance to Holly as to how to handle the situation if the candidate applies for licensure and pursue investigating Beyond Nails in their involvement in the cheating on November 4, 2025.

7. Letters to the Board

i. Jill Krahn email

In response to the last meeting and settlement agreement, Jill addressed her educators.

8. Strategic plan

Under year 3, added review century code and rules

Under year 2 review compact licensure

Emily made a motion to approve the strategic plan. Jill seconded that motion. Voting: Jill (y), Emily (y), D'Arlyn (y), Maureen (absent). Motion carries.

9. Next meeting- January 20, 2026

#### IV. Public Comment

Individuals wishing to address the Board at a public meeting do not need prior permission. Public comment is allowed, subject to reasonable time, place, and manner restrictions, and may cover any issue within the Board's jurisdiction. Board members cannot discuss or take action on items raised during public comment, but they may direct staff to review the matter or place it on a future agenda.

11:05am start close 11:25am

Jill asked where on the website there is continuing ed form.

Salon Professional Academy asked about their studyhall room. Holly responded, 32-04-01,21.

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Recess until 12:00pm

## **V. Licenses**

1. Haley Suedel- license application

2014 had several charges against her. She will be on probation until 2034.

Jill made a motion to approve a conditional license until December 31, 2030. Maureen seconded that motion. Voting: Jill (y), Maureen (y), D'Arlyn (y). Motion carries.

2. Emily Gjerswald- license application

D'Arlyn made a motion to approve Emily's license application. Jill seconded that. Voting: Jill (y), Maureen (y), D'Arlyn (y). Motion carries.

3. Yasmin Samura- reciprocity

Jill made a motion to approve Yasmin's license application. D'Arlyn seconded that motion. Voting: Jill (y), Maureen (y), D'Arlyn (y). Motion carries.

4. Emily Schroeder- transfer

Military spouse moving into ND, to Minot. Discussion only.

5. Main Charator Beauty Academy

The board received communication from the school requesting guidance. The concern is the lack of instructors on sight. The school voluntarily closed temporarily to rearrange classrooms and class schedules. The Board commented on the continued issues with record keeping and reporting. There was no formal complaint or failed inspection findings at this time. This was discussion only.

## **VI. Complaint Review**

No formal complaints at this time.

## **VII. Inspection Disciplinary Action Recommendation**

1. Vo Enterprises

Vo Enterprise was inspected in 2024 with several failed items. Inspected in 2025 with the same failed items.

D'Arlyn made a motion to have William send a letter of warning to Vo Enterprises and thank her for making the corrections. Jill seconded that motion. Voting: Jill (y), Maureen (y), D'Arlyn (y). Motion carries.

2. Urban Edge

Jill made a motion to fine Urban Edge \$150 payable within 45-days of execution of settlement agreement, 1 reinspection, 6 months' probation due to 32-02-01-09 sub 1, 32-02-01-04, 43-11-14, 32-03-01-04. Maureen seconded that motion. Voting: Jill (y), Maureen (y), D'Arlyn (y). Motion carries.

D'Arlyn made a motion to recess the meeting until December 9, 2025, 8:30 pm. Maureen seconded that motion. Motion carries.

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Meeting resumed at 10:33 am Tuesday, December 9, 2025.

Board members present: D'Arlyn, Maureen, Emily, Jill.

Also present: Holly, William, Teresa, Angie.

Maureen made a motion to go into an executive session. Jill seconded that motion.

Motion carries.

Maureen rescinds the motion.

D'Arlyn made a motion to hold discussions of the ND State Law Exam in executive session which shall be limited to members of the North Dakota Board of Cosmetology, the Board's Executive Director, selected Board's inspectors, and the Board's legal counsel. Maureen seconded that motion. Voting: Emily (y), Jill (y), Maureen (y), D'Arlyn (y). Motion carries.

The Executive session convenes at 10:40 a.m.

## **VIII. Executive Session**

1. ND State Law Exam—This item may be discussed in an executive session. The legal authority for closing this portion of the meeting is North Dakota Century Code sections 44-04-19.2 and 44-04-18.8. The topic or purpose of this executive session is
2. To review or amend the Board's ND State Law examination questions for use in the future.

Maureen made a motion to come out of the executive session. Jill seconded that motion. Voting: Emily (y), Jill (y), Maureen (y), D'Arlyn (y). Motion carries.

The executive session ended at 1:51 p.m.

Regular meeting reconvened at 1:58 p.m.

D'Arlyn made a motion to except the exam as edited and to allow Holly to make any formatting edits or changes. Jill seconded that motion. Voting: Emily (absent), Jill (y), Maureen (y), D'Arlyn (y). Motion carries.

Maureen made a motion to offer 1 exam instead of the 4 previous exams. Jill seconded that motion. Voting: Emily (absent), Jill (y), Maureen (y), D'Arlyn (y). Motion carries.

## **IX. New Business**

Non at this time.

## **X. Unfinished Business**

1. Cody Werbelow.

D'Arlyn made a motion to table this until the next meeting. Jill seconded that motion.

Voting: Jill (y), Maureen (y), D'Arlyn (y). Motion carries.

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2. Pending Settlement Agreements:

- i. Kayde Schafer- no response

D'Arlyn made a motion to have William send a letter to Kayde. Jill seconded that motion.

Voting: Jill (y), Maureen (y), D'Arlyn (y). Motion carries.

- ii. Pampered Texture-no response

Discussion only

- iii. Cost Cutters

Still in the process.

- iv. Paige Dykstra-fine not paid

D'Arlyn made a motion to have William send a letter to remind her of the fine and to have her call the office to set up a payment plan. Jill seconded that motion. Voting:

Jill (y), Maureen (y), D'Arlyn (y). Motion carries.

- v. Tyla Aberle- fine not paid

D'Arlyn made a motion to have William send a letter to remind her of the fine and to have her call the office to set up a payment plan. Jill seconded that motion. Voting:

Jill (y), Maureen (y), D'Arlyn (y). Motion carries.

XI. **Adjournment**

Maureen made a motion to adjourn the meeting. D'Arlyn seconded that motion. Motion carries. The meeting adjourned at 2:20pm.