

**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 monthly meeting on Monday, March 21, 2022, at 9:30AM at the board office and via GoTo Meeting

**Board Members Present:**

Tenalee Tangen

Becky Wood

Eunice Smith

Miranda Stanley

Maureen Wanner

Also present: Sue Meier, Board Administrator

Carl Karpinski, Legal Counsel

**Agenda**

**1. Approval of Minutes.**

**January 24, 2022 Regular Board Meeting with Corrections**

**February 14, 2022 Regular Board Meeting**

**February 18, 2022 Rule Committee Meeting**

**March 11, 2022 Rule Committee Meeting**

Eunice made a motion to approve the minutes. Miranda second the motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**2. Approval of Licenses.**

Becky made motion to approve licenses for February 9, 2022 to March 14, 2022. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**3. February 2022 Financial Statement.**

Tenalee makes it aware that the statement shows a negative and she also brings it to our attention that there are not a lot of renewals currently coming in. She stated that the board will have to "cut the fat" somehow. Maureen mentions that the board is not in need of the attorney as much this year and is in hope that the cost of the attorney is reduced. Maureen made a motion to approve the February 2022 Financial Statement. Miranda second that motion All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**4. Kelly Morrow: Conviction on Reciprocity Application.**

Kelly was charged with DUI May 15, 2018, paid fines, and completed evaluation. She also did outpatient and aftercare treatment. Maureen made a motion to approve her application for reciprocity. Miranda seconds that motion. Becky has a question on the motion. Maureen amends to approve her licensure if she passes all exams. Miranda second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**5. Aria Pavola: Conviction on Practical Examination Application for esthetics.**

Aria was convicted of a DUI in 2018, a misdemeanor. Probation ended 2020. She was convicted of third-degree DUI in February 2020. She has completed all her requirements. Becky questions Aria's schooling hours to assure they are complete and up to date. Miranda made a motion to approve the

license upon passing all exams. Becky second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**6. Drew Walters: Conviction on Practical Examination Application. Explanation to follow.**

Drew was convicted of a DUI. She completed all requirements.

Miranda made a motion to approve Drew Walter's license upon passing all exams.

Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**7. The Hair Academy: Approval of class for continued education hours for Instructors (6 hours).**

The Hair Academy is asking for Brant Crosby's class to be approved for continuing education hours for their instructors. The board is seeking an agenda of the class hours and confirmation from Brant Crosby's company approval to teach the class. Maureen made a motion to table this until the next meeting waiting on an agenda and confirmation from Lanza that Brant Crosby was approved to be here to teach. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**8. Jacqueline Madsen: Follow up information from last meeting on how she is operating.**

Jacqueline is working at Tranquility Spa and Massage as a massage therapist and as an aesthetician. She is working under Callie Ethier who is a Master Esthetician to do esthetic services. Becky makes it known that the master esthetician needs to be always on location where Jacqueline is working esthetic services. Becky brings forth several concerns with this situation. Discussion only.

**9. Jessica Schaff: Administrative Complaint Filed.**

Carl gave an update on Jessica Schaff's complaint case. Update and discussion only.

**10. Administrative Rules: Update provided by Carl Karpinski.**

Carl gave update on the rules. All rule changes have been accepted except 32-02-01-13 which will be reworded. Tenalee will testify on this in June. Update and discussion only.

**11. Amending the language of NDCA 32-02-01-13.**

Tenalee and Carl gave update. Update and discussion only.

**12. Preparing a statement to the Bismarck Tribune.**

Tenalee explains a reporter has asked for a statement from her regarding 32-02-01-13. The reporter did email several questions. Maureen made a motion that we do not reply to the request for an interview and the board will not comment. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**13. N.D.C.C. 43-11-28 (2) Board sponsors educational programs. Discussion by Tenalee Tangen.**

"The board shall sponsor an educational program for licenseholders to carry out the purposes of protecting the public health and safety and maintaining capable and skilled cosmetologists, estheticians, manicurists, and instructors. The board shall use such portion of the renewal fees as the board may determine for the purpose of providing the educational program."

The board is considering ways to educate the licensees. Maureen mentions that the video on our website is education. Miranda and Becky suggest other options for education. Maureen made a motion to form a committee with all board members included. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**14. Board Initiated Complaints: Information provided by Carl Karpinski.**

Carl explains how a board member can bring forth a complaint. Discussion only.

**15. Inspector's training in May.**

Tenalee will find a date that will work best to have the training. Maureen made a motion to have Tenalee reach out to the inspectors for a date for the training and the agenda for the training. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**16. Cleaning and Disinfecting Posters.**

Maureen made a motion to have Tenalee work on the language for the disinfection poster and the inspection reports. Miranda second the motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**17. Legislation: Discussion by Maureen Wanner.**

Maureen presented Brian Newman's thoughts on things we should consider preparing for legislation. Brian is the American Association of Cosmetology School's State Relations Advisor. Discussion only.

**18. Quickbooks software with payroll yearly subscription: Direct Deposit.**

Renewing our subscription and adding direct deposit.

Becky made a motion that we purchase software from Amazon and will notify Frontier of the decision. Maureen second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**19. Sue Meier's vacation days approval.**

Sue will share her days off on the website. She will also email the board members and inspectors. Sue will look into a shared calendar. Discussion only.

**20. Fargo Inspector Position Update.**

Tenalee did first round of interviews. From those candidates she picks three candidates for the next round of interviews. Becky and Tenalee did the interviews and brought forth two candidates. Becky went over the pros and cons on each candidate.

Maureen made a motion that we hire Susan Cody to be the new inspector in the Fargo area. Miranda second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

**21. New Business.**

- **Ashley Dutke: Felonies from 2010 and 2013.** Ashley wants to attend cosmetology school. She had a felony over seven years ago and a misdemeanor in the last two years. The board looks at each case on a case-by-case basis. Maureen made a motion to have a letter sent to the school explaining our laws regarding applicants with felonies. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

- **Process for informal/anonymous complaints with sanitation concerns.**

Miranda made motion to remove the notary requirement from the complaint. Becky second the motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

Discussion on Formal Complaint Policy:

- The official form filled out
- An email sent to the office
- When a form is filled out or email is sent, the office can send out an inspector to do an inspection. After the inspection, the office will send out a request for a response from the salon that the

compliant was made against. After the response is collected and the inspection form is returned to the office, the office will bring the matter to the board for review.

Policy for Informal/Anonymous Complaint: When a form is not filled out, the office will bring each complaint to the board for review.

Miranda made a motion to table the conversation on complaints and policy. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

- **The Salon Professional Academy: New Owners.** The Salon Professional Academy is asking for acknowledgements of the ownership change for their accrediting agency. Maureen made a motion to send out a letter to The Salon Professional Academy stating that we acknowledge the ownership changes in their school ownership. Sue clarifies that there was no change in ownership. Jill and Jodi are still the only 2 owners on our records. Maureen amends the motion to let The Salon Professional Academy know that no approval or notification was required. Tenalee asks for clarification on whether they need this from the board for their accrediting agency. Becky states her concern that we would acknowledge a change that is not a change in our records. Maureen amends the motion to state that we send a letter stating that we acknowledge the change of ownership. Eunice second that motion. All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.
- **Sheila Carlson: Grand Forks Salon Inspector's Concerns.** Happy Roots, Grand Forks, salon license expire December 31, 2020, as she did not renew in 2021. The Grand Forks Inspector has concerns on why Happy Roots Salon had to reapply for new license. Sue's interpretation of NDCC 43-11-29 is for reinstating an individual's license by paying the fee and passing the law & rules test. She didn't realize that this pertains to salon licenses. Discussion only.

## **22. Old Business.**

No old business.

## **23. Adjournment.**

Maureen made a motion to adjourn the meeting at 2:40 pm. Eunice second that motion.

All voting: Becky (y), Maureen (y), Miranda (y), Eunice (y), and Tenalee (y). Motion carried.

The next regular meeting is scheduled for April 11, 2022, at 9:30 am.

Minutes submitted by Maureen Wanner