

**ND Board of Massage Therapy
November 17, 2017
Quarterly Meeting Minutes
NDBMT Office, 2900 E. Broadway Ave., Ste. 2, Bismarck, ND**

The meeting was called to order by Chair, Lynnette Fox, at 9:30 AM.

Present

Chair – Lynnette Fox, Rebecca Forde, Heidi Strain, Jennifer Staska.
Others: Nikki Owings, Board Office; Sandra DePountis, Legal Counsel; Lisa Kline Risovi (via phone); Pat Berg, Carla Anderson, Gail Hovden, audience.

Absent

Vacant LMT position.

Minutes

It was **moved and seconded** to approve the minutes for October 19, 2017.
(Fox/Forde/carried) [Roll call: Staska (y), Strain (y), Forde (y), Fox (y)]

Treasurer's Report

Starting balance: \$2603.16
Deposits: \$3964.40
Expenses: \$1601.29
Balance to date: \$4966.27

Reimbursements and Outstanding Invoices

\$369.98 in outstanding checks to board members:
Lynette \$166.34
Rebecca \$24.99
Heidi \$126.99
Jennifer \$51.66

It was **moved and seconded** the Board approved the treasurer's report as presented and will reimburse the members for expenses as presented.
(Fox/Staska/carried) [Roll call: Staska (y), Strain (y), Forde (y), Fox (y)]

Statute Changes

The Board will consider amendments to the following statutes for the 2019 session:

- 43-25-08 – change initial application fee to \$200.00;
- 43-25-07(2) – clean up wording regarding late fee;
- 43-25-05.1(2) – change “shall” to “may” regarding inspections;
- Legal counsel will check on wording for CE random audit;
- Consider a fee for approving providers of CE courses.

Administrative Rules Changes

49-01-02-01 Fees. – The Board added a \$50.00 late renewal fee and will remove

subsection 3.

49-01-02-03(3) – the Board will remove “if required”.

49-03-01-01 – Board will add language regarding clean linens and towels.

It was **moved and seconded** the Board approved the amendments to Article 49-01 as presented. (Fox/Staska/carried) [Roll call: Staska (y), Strain (y), Forde (y), Fox (y)]

The Board set a public hearing for proposed changes for January 3, 2018 at 3:00 PM CST at the NDBMT Office.

Unlicensed Practice Concerns

Lisa Kline Risovi shared her concerns regarding an unlicensed individual in Sherwood, ND and a business in Minot. Legal counsel has forwarded her concerns to the Bureau of Criminal Investigation.

Legal counsel will work with the Board office to draft a standard letter of response to complaints of unlicensed practice.

Inspection Policy

The Board reviewed and made amendments to the Massage Therapy Establishment Report form. This will be updated on the Board’s web site. The Board updated the policies and procedures manual regarding this topic as well.

Application for Licensure Renewal

Colette Broe - It was **moved and seconded** to approve the application. (Fox/Forde/carried) [Roll call: Staska (y), Strain (y), Forde (y), Fox (y)]

It was **moved and seconded** the Board office may approve renewal applications where one DUI conviction is noted. (Fox/Staska/carried) [Roll call: Staska (y), Strain (y), Forde (y), Fox (y)]

NPDB & MTL

It was **moved and seconded** the Board will close its account with NPDB. (Fox/Forde/carried) [Roll call: Staska (y), Strain (y), Forde (y), Fox (y)]

Owings will add to the initial and reciprocity license applications the question, “Have you ever held or currently hold a massage therapy license in another state?”.

2018 Meeting Dates

Quarterly meetings: January 19, 2018; April 20, 2018; July 20, 2018; October 19, 2018 – meetings will begin at 9:30 AM CST.

Monthly conference call meetings: February 23, 2018; March 16, 2018; May 18,

2018; June 15, 2018; August 17, 2018; September 21, 2018; November 16, 2018; December 14, 2018 – all meetings will begin at 9:30 AM CST.

Break for lunch – 12:20 PM

Reconvene – 1:30 PM

Inspection Policy Discussion continued

Owings will send an e-mail to all licensees notifying them of the updated Massage Therapy Establishment Report and where to find it on the web site.

The Board discussed hiring inspectors. The inspections would be random.

The Policies and Procedures Manual will be updated to remove the 5-year period for inspections to be completed. An updated draft will be reviewed at the January meeting.

Continuing Education

Amy Heyward - It was **moved and seconded** to deny her request for an extension of the CE deadline. (Forde/Staska/carried) [Roll call: Staska (y), Strain (y), Forde (y), Fox (y)]

Guidelines – Owings will work with Forde to re-design the continuing education section of the website to make it easier for licensees to find approved courses and guidelines.

Credit for attending Board meetings – No action will be taken.

Office Report

License Certificates- Owings will print in color for large certificates and then have Board sign them.

Total Licensed LMTs – Owings will check on this as there is an issue with unclean data in the database. Should be approximately 700 licensees.

Total New and Pending Licenses for Month – One new license was issued, 18 are pending, and 66 have renewed.

Website Progress

Owings will ask Val to remove the header picture on the home page, but keep the State Seal. Val reports the even renewals are almost ready for testing.

Other Business

Board is waiting to hear from Governor's office on a new member to fill the vacant position.

Fox reported she hopes the financial audit will be completed by the end of 2017.

Adjournment

The meeting was adjourned at 4:46 PM.

Chair

Date

Vice Chair

Date