

**ND Board of Massage Therapy
December 14, 2017
Conference Call
Meeting Minutes**

The meeting was called to order by Chair, Lynnette Fox, at 8:00 AM.

Present

Chair – Lynnette Fox, Rebecca Forde, Heidi Strain, Jennifer Staska.
Others: Nikki Owings, Board Office; Sandra DePountis, Legal Counsel.

Absent

Vacant LMT position.

Minutes

It was **moved and seconded** to approve the minutes for November 17, 2017.
(Fox/Forde/carried) [Roll call: Forde (y), Staska (y), Strain (y), Fox (y)]

Treasurer's Report

Checking balance: \$4966.27
Savings balance: \$80,096.53
Deposits: \$15297.70
Expenses: \$1110.50
Withdrawals: \$10,779.34
Balance to date: \$9484.63

Some questions were raised regarding the new financial report, Board will table approval of report until questions are answered.

Reimbursements and Outstanding Invoices

\$1110.50 in outstanding checks to board members.

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

CE Audit

The Board will work on drafting policy and procedures at the January meeting.

Response Letter Regarding Unlicensed Practice

The Board will issue a standard response to complainants regarding unlicensed practice and will issue a letter to the unlicensed individual being complained about. The Board will post a complaint form to the website and request all persons wanting to file a complaint use this form; all complaints must be signed.

Practice Without a License

Traci Maddux – She is practicing on a reservation, therefore she is not subject to state law.

Office Report

Website Update- The online license application is live. The continuing education and discipline areas are being enhanced. The Board office will check with Val to make sure there is an electronic signature on the continuing education piece of the online renewal application.

Late Renewal Fee – The Board will charge a late renewal fee of \$50 to anyone seeking renewal up to one year after the expiration date of their license.

CE Approval Numbers - It was **moved and seconded** the Board will allow instructors of Board-approved courses to use the statement “NDBMT-Approved” on course materials. (Forde/Staska/carried) [Roll call: Forde (y), Staska (y), Strain (y), Fox (y)]

CE Requirements for Long-time Licensees – The Board will consider this at the January meeting.

Licensure Data – Currently there are 741 LMTs; 5 new licenses issued; 14 pending applications for licensure.

Other Business

Taura Schantz – Board determined she does not need any CE hours to renew her license by the end of this year. She will need 24 CE hours to renew her license next year.

Board Appointments – Still no response from the Governor’s office.

Body Wraps – A license is not needed to apply wraps as long as there is no manipulation of tissue done.

Thomas Hsu and Haoling Shen – Strain reviewed their files. They were licensed by reciprocity, so their coursework is okay.

Next Meeting - January 19, 2018 9:30 AM NDBMT Office

Adjournment

The meeting was adjourned at 9:25 AM.

Chair

Date

Vice Chair

Date