

**ND Board of Massage Therapy  
January 19, 2018  
Meeting Minutes  
NDBMT Office, 2900 E. Broadway Ave., Ste. 2, Bismarck, ND**

The meeting was called to order by Vice Chair, Rebecca Forde, at 9:30 AM.

***Present***

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

***Absent***

Vacant LMT position.

***[Fox absent]***

***Minutes***

It was **moved and seconded** to approve the minutes for December 14, 2017.  
(Forde/Staska/carried) [Roll call: Forde (y), Staska (y), Strain (y)] [Fox absent]

***Treasurer's Report***

Checking balance: \$13,747.13  
Savings balance: \$80,096.53  
Deposits: \$31,177.70  
Expenses: \$160.07  
Withdrawals: \$6,336.16  
Balance to date: \$38,588.67

It was **moved and seconded** to approve the treasurer's report.  
(Forde/Strain/carried) [Roll call: Forde (y), Staska (y), Strain (y)] [Fox absent]

***Reimbursements and Outstanding Invoices***

\$160.07 in outstanding checks to board members.

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

***Budget***

The Board does not have a formal budget and will continue as is.

***Administrative Rules Amendments***

**Consideration of comments regarding current amendments** – The only comment received was from Vonette Richter of Legislative Council requesting the Board add "Therapy" to the Board's title in 49-01-01-01.

It was **moved and seconded** to approve the administrative rules with the change to

49-01-01-01 and proceed with the promulgation process. (Forde/Staska/carried)  
[Roll call: Forde (y), Staska (y), Strain (y)] [Fox absent]

**Unlicensed practice (49-01-02-03 and 49-01-02-04 (3e))** – The Board will consider this at a future meeting.

**Alcohol addressed in 49-01-02-04 (3c) and 49-03-01-01 (6)** – The Board will consider this at a future meeting.

### *Statute Changes*

**Board member terms (43-25-05-(1d))** – The Board will draft wording to a member can serve two consecutive full terms.

**Biennial report (43-25-05.1)** – The Board will keep as is.

**Continuing education requirements (43-25-09 (2))** – The Board will change wording to “actively licensed” instead of “actively practiced”.

**Continuing education expiration (43-25-09 (2))** – The Board will consider this at a future meeting.

**Good moral character (43-25-07)** – Forde will research language to clean up the “good moral character and temperate habits” language.

**43-25-07** – Legal counsel will draft clearer language regarding the deadline for application completion.

**43-25-07 (2)** – Legal counsel will draft clearer language to make sure the penalty fee is specific in law.

**43-25-09 (4)** – Legal counsel will work on amendments; change to “applicant has six months to complete the application for licensure”.

### *Inspection Policy*

The Board approved the draft policy and Establishment Report form. The form will be e-mailed to all licensees and posted on the web site.

A notice will be posted on the web site regarding the hiring of inspectors. The Board will review any letters of interest at its April meeting.

### *Office Report*

**License Cards** – The Board office will look into a redesign of the small license cards and get a cost estimate to the Board.

**Licensure Data** – Currently there are 718 LMTs; 34 odd-numbered licenses expired.

***Continuing Education Requirements for Long-time Licensees***

The Board will propose a statute change to 43-25-09-(2). It will change active licenses of 15 to 24 years to 12 hours and active licenses of 25 years or more to 6 hours. Half of required hours must be classroom/hands-on. Also, 12 of the 24 hours required for active licenses of 1 to 14 years must be classroom/hands-on.

***{Break for lunch 11:30 AM to 1:00 PM}***

***[Fox present]***

***Other Business***

**Corey Hendricks** – Board will consider his application once the criminal history background check report is received.

**Gabrielle Marcheterre** – Staska will contact the Massachusetts Board for information on her course work.

**Xin Zhang** – The Board office will e-mail her to see if she is still interested in pursuing a license; if so, a jurisprudence exam and the background check information will be sent to her. The Board office will check with FSMTB regarding her school and whether or not it is accredited.

**PayPal Administrators** – It was **moved and seconded** to authorize William Kalanek and Nikki Owings of APT, Inc. as administrators on behalf of the NDBMT for the PayPal accounts effective immediately. (Forde/Fox/carried)  
[Roll call: Fox (y), Forde (y), Staska (y), Strain (y)]

***Continuing Education Audit Policy and Procedure***

The Board will audit 10 percent after each renewal period ends. This will begin with the 2019 renewal. A statement will be added to the web site and on-line renewal that the licensee is subject to a random audit.

Forde will draft policy and procedure for the February meeting.

***Board Appointment***

Fox received word from the Governor's Office an appointment has been made.

The Board will post a notice regarding the upcoming open position for a consumer member on the web site.

***Next Meeting*** - February 23, 2018                      9:30 AM                      Conference call

***Adjournment***

The meeting was adjourned at 3:08 PM.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Date