

**ND Board of Massage Therapy  
April 20, 2018  
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, Gail Hovden.  
Others: Nikki Owings, Board Office; Sandra DePountis, Legal Counsel; Pat Berg.

***Minutes***

It was **moved and seconded** to approve the minutes for March 16, 2018.  
(Fox/Forde/unanimous) [Roll call: Forde (y), Staska (y), Strain (y), Hovden (y),  
Fox (y)]

***Treasurer's Report and Reimbursements***

Checking balance: \$65,806.32  
Savings balance: \$80,144.93  
Deposits: \$6,950.00  
Withdrawals: \$5,722.67  
Balance to date: \$67,033.65  
Board member reimbursements: \$402.44

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

***Financial Audit***

Haga Kommer performed the 2016 and 2017 financial audit. It was **moved and seconded** to accept the audit. (Forde/Staska/unanimous) [Roll call: Forde (y), Staska (y), Strain (y), Hovden (y), Fox (y)]

***Ethics/Practice Issues***

**Katrina Engelhardt** – There was no update from BCI. Legal counsel will update the Board as information becomes available.

**Scott Snyder** – It was moved and seconded the Board will not take disciplinary action at this time but if further information comes to light, the Board will revisit this issue; the Board will advise him to improve his communication with clients. (Forde/Strain/unanimous) [Roll call: Forde (y), Staska (y), Strain (y), Hovden (y), Fox (y)]

***Application for Licensure***

**Corey Hendricks** – The Board entered into executive session at 10:15 AM as per N.D.C.C. 12-60 to consider criminal history record check. Present at the session were Fox, Forde, Strain, Staska, Hovden, and DePountis, Legal Counsel. The executive session adjourned at 10:38 AM.

It was **moved and seconded** to allow Mr. Hendricks to proceed with the licensure process and to instruct him to contact the Board if he has further arrests or charges. (Forde/Staska/unanimous) [Roll call: Forde (y), Staska (y), Strain (y), Hovden (y), Fox (y)]

***Inspector Applications***

One application was received from Lisa Risovi.

Board members may do inspections at the daily per diem rate or \$16.60/hour.

Hovden will be the coordinator of inspections. She will contact Risovi to see if she is still interested in being an inspector. Hovden will conduct a training for the inspectors in the near future. Hovden will also work on creating a manual for the inspectors and photo identification cards for the inspectors.

The Board office will order duplicate Establishment Report forms for the inspectors to use during inspections.

***Statute Changes***

**Continuing education requirements (43-25-09)** – The Board will not make any changes.

**43-25-05.1** – Board will amend to allow authorization to adopt a code of ethics.

**43-25-18 (1b)** – Board will change language to “actively licensed”.

**Medical marijuana** – Board approved language presented by legal counsel to add a new section to the law.

***Policy and Procedure Manual Updates***

**Continuing Education Guidelines** – The manual and web site will be updated to reflect the random audit rather than licensees submitting all their CE certificates with the license renewal application.

**Continuing Education Audit Process** – Owings will draft policy and procedure based on the Texas Massage Therapy Board’s process for the Board to review at the May meeting.

**Record of guests at meetings** – It was **moved and seconded** to accept the language presented by legal counsel. (Hovden/Fox/unanimous) [Roll call: Forde (y), Staska (y), Strain (y), Hovden (y), Fox (y)]

**FSMTB Code of Ethics** – This is a code of ethics for board members. The Board will take no action on this at this time.

***BCI Background Check Training Report***

Strain and legal counsel reported on the training. It was moved and seconded Strain will be the Noncriminal Agency Coordinator (NAC) and she will receive the background check reports for review and will notify the Board office of the names and whether or not they are ready for licensure. (Fox/Staska/unanimous) [Roll call: Forde (y), Staska (y), Strain (y), Hovden (y), Fox (y)]

***Letter to Massage Schools***

The Board will send a letter to the schools in hopes of opening the lines of communication with the Board and the schools.

***Continuing Education***

The Board office will get an estimate from Albertson Consulting for either fillable forms for CE approval requests or an online approval request process.

Forde reported to the Board that Access Consciousness BARS method would not be acceptable for continuing education; NCTMB no longer approves it either.

***Office Report***

**Licensure Data** – Currently there are 705 licensees. There have been 5 newly issued licenses since the March meeting and 5 late renewed licenses.

**License Cards** – The Board office will check with Albertson Consulting about having the license cards available for licensees to print their own.

**Budget** – The Board office will present a proposed 2018-2019 budget at the July meeting.

**Open local bank account** – It was **moved and seconded** the Board will close its checking and savings accounts with Alerus and open new accounts at BNC Bank in Bismarck with Bill Kalanek, Nikki Owings, the Chair, and the Treasurer as signers effective July 1, 2018. (Fox/Staska/unanimous) [Roll call: Forde (y), Staska (y), Strain (y), Hovden (y), Fox (y)]

***Next Meeting*** – May 18, 2018      9:30 AM      Conference Call

***Other Business***

**Board positions** – Fox's consumer position will be open July 1, 2018. Forde's position will be open July 1, 2018; Forde will reapply for her position.

**Conference call phone number** – The Board will post the conference call phone number on future agendas.

***Adjournment***

The meeting was adjourned at 4:01 PM.

---

Chair

---

Date

---

Vice Chair

---

Date