

**ND Board of Massage Therapy
June 15, 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, and Gail Hovden.

Others: Nikki Owings, Board Office; Sandra DePountis, Legal Counsel; Carrie.

Minutes

It was **moved and seconded** to approve the minutes for May 18, 2018.

(Forde/Staska/unanimous) [Roll call: Fox (y), Strain (y), Forde (y), Hovden (y), Staska (y)]

Treasurer's Report

Money Market Account:

Opening balance = \$80,163.37

Deposits = \$20.29

Closing balance = \$80,183.66

Checking Account:

Opening balance = \$66,476.59

Deposits = \$216.05

Withdrawals = \$6,131.85

Closing balance = \$60,560.79

Total outstanding May expenses = \$161.96

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

Ethics/Practice Issues

Jeremy Baker #2018-03 – It was **moved and seconded** to table to July meeting. (Strain/Forde/ unanimous) [Roll call: Fox (y), Strain (y), Forde (y), Hovden (y), Staska (y)]

Staska will contact complainant to gather more information. Strain will bring his background check report to the July meeting. Board is waiting to receive Baker's response and the charging documents from Montana.

Jessica Lynn Irelan - It was **moved and seconded** to table to July meeting. (Fox/Strain/ unanimous) [Roll call: Fox (y), Strain (y), Forde (y), Hovden (y), Staska (y)]

Website Enhancements

Continuing education approval - It was **moved and seconded** to approve the request forms and proceed with the online approval request project. (Fox/Strain/unanimous) [Roll call: Fox (y), Strain (y), Forde (y), Hovden (y), Staska (y)]

Inspections

It was **moved and seconded** to approve the Inspection Report Form as presented by Hovden. (Staska/Fox/unanimous) [Roll call: Fox (y), Strain (y), Forde (y), Hovden (y), Staska (y)]

Board will review Hovden’s proposed policy/procedure at July meeting.

Office Report

Licensure Data – Currently there are 718 LMTs; four new licenses were issued in the past month and one license was renewed.

License Renewal Online Application – The Board will require all licensees to record their continuing education hours on the renewal application. Those selected for the random audit will be required to upload their completion certificates.

Hands-on Continuing Education – Topics such as ethics and business do not qualify as hands-on hours. A course may be considered hands-on even if there is some book work as part of the training.

Next Meeting - July 20, 2018 9:30 AM NDBMT Office, Bismarck, ND

Other

Board Appointments – Fox’s term ends June 30, 2018. She understands she will serve until replaced. Forde’s term ends June 30, 2018 as well; she has requested to be reappointed.

Adjournment

The meeting was adjourned at 10:33 AM.

Chair

Date

Vice Chair

Date