

**ND Board of Massage Therapy
July 20, 2018
Meeting Minutes
NDBMT Office, 2900 E. Broadway Ave., Ste. 2, Bismarck, ND**

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

Present

Chair –Rebecca Forde, Heidi Strain, Jennifer Staska, Gail Hovden.
Others: Nikki Owings, Board Office; Sandra DePountis, Legal Counsel; Pamela Blazek, ND AMTA; Carla Anderson, LMT.

Absent

Lynnette Fox

Minutes

It was **moved and seconded** to approve the minutes for June 15, 2018.
(Forde/Hovden/carried) [Roll call: Forde (y), Staska (y), Strain (y), Hovden (y)]
[Fox absent]

Treasurer's Report and Reimbursements

Checking balance: \$63,524.52
Savings balance: \$80,203.43
Deposits: \$435.45
Withdrawals: \$9,325.65
Balance to date: \$54,634.32
Board member reimbursements: \$402.44

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

2018-2019 Proposed Budget

It was **moved and seconded** to table approval of the proposed budget to August meeting so Board can determine what the Wufoo expense was for \$29.95 and what items are in the Miscellaneous line item. (Forde/Staska/carried) [Roll call: Forde (y), Staska (y), Strain (y), Hovden (y)] [Fox absent]

Ethics/Practice Issues

Jeremy "James" Baker – It was **moved and seconded** the Board will move forward with disciplinary action and offer a settlement agreement of revocation, served by the sheriff. (Forde/Staska/carried) [Roll call: Forde (y), Staska (y), Strain (y), Hovden (y)] [Fox absent]

Jessica Irelan - It was **moved and seconded** the Board will not take disciplinary action at this time; it will keep this information in Irelan's file and keep up to date with her status during her probation period. (Forde/Strain/carried) [Roll call:

Forde (y), Staska (y), Strain (y), Hovden (y)] [Fox absent]

Heather Swanson - It was **moved and seconded** the Board will not take disciplinary action at this time; it will send a copy of the anonymous complaint with a letter to Swanson letting her know the Board will keep this on file and may inspect her establishment in the near future. (Forde/Strain/carried) [Roll call: Forde (y), Staska (y), Strain (y), Hovden (y)] [Fox absent]

Xin Zhang - The Board went into executive session at 10:32 AM until 10:44 AM with Forde, Staska, Strain, Hovden, and legal counsel present.

It was **moved and seconded** the Board grants licensure to Zhang. (Forde/Staska/carried) [Roll call: Forde (y), Staska (y), Strain (y), Hovden (y)] [Fox absent]

Procedure for Receiving Information on Charges/Convictions not Related to Massage Practice

Legal counsel will draft proposed policy and procedure regarding the handling of anonymous complaints received by the Board office and how Strain is to handle criminal history background check reports which have charges/convictions on them. The Board will consider this draft at the August meeting.

Review and Training for Processing Criminal History Record Information (CHRI)

Strain presented the draft policy. Strain will register as the NAC (Non Criminal Agency Coordinator). All Board members and legal counsel will follow this policy and will complete regular trainings are required by the government.

It was **moved and seconded** the Board will accept the policy and add it to the end of the NDBMT Policy and Procedure Manual. (Forde/Staska/carried) [Roll call: Forde (y), Staska (y), Strain (y), Hovden (y)] [Fox absent]

Inspections Policy and Procedure

Board will add all applications for inspectors are designated as finalists for position and subject to open records law.

Board will add 10% of active licensees will be selected randomly annually to be audited.

It was **moved and seconded** the Board will accept the protocol for inspection applications as amended. (Hovden/Forde/carried) [Roll call: Forde (y), Staska (y), Strain (y), Hovden (y)] [Fox absent]

FSMTB Massage Therapy Licensing Database

It was **moved and seconded** to table until the October meeting. (Forde/Staska/carried) [Roll call: Forde (y), Staska (y), Strain (y), Hovden (y)] [Fox absent]

FSMTB 2018 Annual Meeting

Strain will attend as the delegate and Staska will attend as a NDBMT member.

It was **moved and seconded** the Board will approve the FSMTB meetings for continuing education for Board members who attend. (Forde/Hovden/carried) [Roll call: Forde (y), Staska (y), Strain (y), Hovden (y)] [Fox absent]

Office Report

Licensure Data – Currently there are 729 licensees. There have been 6 newly issued licenses since the June meeting.

Small License Cards – The Board was made aware that a former Board member's signature is still on the cards. The cards are still considered valid and will be updated with two current members' signatures. A statement will be added to the web site letting licensees know their current cards are valid.

Web Site Menu Bar – Staska and the Board office will put a statement on the web site instructing people how to access items in the drop-down menus from the main menu bar.

Workforce Safety & Insurance Payroll Report – The Board office will contact WSI to let them know the Board no longer has a payroll and update any account information as needed.

Election of Officers

It was **moved and seconded** the Board will elect Strain as President. (Forde/Staska/carried) [Roll call: Forde (y), Staska (y), Strain (y), Hovden (y)] [Fox absent]

It was **moved and seconded** the Board will elect Hovden as Vice President. (Staska/Forde/carried) [Roll call: Forde (y), Staska (y), Strain (y), Hovden (y)] [Fox absent]

It was **moved and seconded** the Board will re-elect Staska as Treasurer. (Forde/Hovden/carried) [Roll call: Forde (y), Staska (y), Strain (y), Hovden (y)] [Fox absent]

Next Meeting – August 17, 2018 9:30 AM Conference Call

Other Business

Board positions – Fox's consumer position is open. Forde's LMT position is open as well.

October Meeting Date – It was **moved and seconded** the Board will move its regularly scheduled October meeting to October 26, 2018. (Forde/Staska/carried) [Roll call: Forde (y), Staska (y), Strain (y), Hovden (y)] [Fox absent]

Adjournment

The meeting was adjourned at 12:35 PM.

Chair

Date

Vice Chair

Date