

**ND Board of Massage Therapy
September 21, 2018
Meeting Minutes
NDBMT Office, 2900 E. Broadway Ave., Ste. 2, Bismarck, ND**

The meeting was called to order by Chair, Heidi Strain, at 9:30 AM.

Present

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

Absent

Vacant consumer position.

{Forde absent}

Minutes

It was **moved and seconded** to approve the minutes for August 17, 2018.
(Hovden/Staska/carried) [Roll call: Hovden (y), Staska (y), Strain (y)] [Forde
absent; vacant position]

Treasurer's Report

Money Market Account:
Opening balance = \$80,223.87
Deposits = \$20.44
Closing balance = \$80,244.31

Checking Account:
Opening balance = \$48,195.41
Deposits = \$0
Withdrawals = \$2,193.87
Closing balance = \$46,001.54

Total outstanding August expenses = \$809.42

It was **moved and seconded** to approve the treasurer's report and pay the August reimbursements for members. (Hovden/Strain/carried) [Roll call: Hovden (y), Staska (y), Strain (y)] [Forde absent; vacant position]

APT, Inc. Contract

No action taken as the contract runs concurrent with the OMB contract.

{Forde present}

New Bank Account

It was **moved and seconded** to authorize the Board office, Bill Kalanek, to transfer a majority of the funds from the Alerus accounts to the new accounts at BNC Bank. (Forde/Hovden/carried) [Roll call: Forde (y), Hovden (y), Staska (y), Strain (y)] [vacant position]

Ethics/Practice Issues

Jeremy Baker #2018-03 – It was **moved and seconded** to approve the amended settlement agreement. (Forde/Staska/carried) [Roll call: Forde (y), Hovden (y), Staska (y), Strain (y)] [vacant position]

Updates to Policy & Procedure Manual

Legal counsel will make the following changes and present a draft for review at the October meeting:

- pg. 12 – remove “of alleged unsanitary conditions”;
- change the Protocol for Inspector Applications so the IC does the initial review of applicants and then brings the applications to the full Board for approval within 30 days of receiving an application.
- language will be added to address inspections of therapists doing outcalls.

Administration of Wraps and Scrubs

Legal counsel will draft a response to an e-mail inquiry about massage therapists administering wraps and scrubs. The Board cannot offer legal advice and can only refer the inquirer to private legal counsel or the Board of Cosmetology.

Next Meeting

October 26, 2018 9:30 AM NDBMT Office, Bismarck, ND

Other

Application for Licensure for Shouxia Wang – Staska will visit with Wendy McGinley, former NDBMT member, to see if she is familiar with a situation such as this. Staska will also contact the school to try obtaining an official transcript, and may contact FSMTB as well for information.

Adjournment

The meeting was adjourned at 10:26 AM.

Chair

Date

Vice Chair

Date