

**ND Board of Massage Therapy
November 15, 2019
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; Cathy Minard; Rebecca Forde; Carrie Anderson.

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

Minutes

It was **moved and seconded** to accept the minutes from October 18, 2019. (Staska/Forde/unanimous) [Roll call: Staska (y); Minard (y); Forde (y); Anderson (y); Strain (y)]

Treasurer's Report and Reimbursements

Money Market Account:

Opening balance = \$80,524.73

Interest deposit = \$15.44

Closing balance = \$80,540.17

Checking Account:

Opening balance = \$66,827.36

Withdrawals = \$6,883.92

Credit = \$0.00

Closing balance = \$59,943.44

Total October reimbursements = \$2,739.43

It was **moved and seconded** to approve the treasurer's report and pay the October reimbursements. (Minard/Staska/unanimous) [Roll call: Anderson (y); Staska (y); Minard (y); Forde (y); Strain (y)]

Illicit Businesses

Website Statement/Public Service Announcement - It was **moved and seconded** to approve the statement and send it via e-mail to all licensees and post it on the Board's website. (Staska/Forde/unanimous) [Roll call: Anderson (y); Staska (y); Minard (y); Forde (y); Strain (y)]

Letter to Law Enforcement - It was **moved and seconded** to approve the letter as amended and Forde will work with Board Office to determine which agencies to send the letter. (Forde/Anderson/unanimous) [Roll call: Anderson (y); Staska (y); Minard (y); Forde (y); Strain (y)]

Ratification of Licenses

It was **moved and seconded** the Board authorizes the Board Office staff to issue licenses to those applicants who clearly meet the parameters of the law, and those applications which do not clearly meet the parameters of the law will be brought to the Board for consideration. (Forde/Staska/unanimous) [Roll call: Anderson (y); Staska (y); Minard (y); Forde (y); Strain (y)]

Board Training Seminar Review

Members who attended felt it was very helpful. The Board discussed the option of using a State vehicle for inspections.

Continuing Education Requirements for License Renewal

By law, licensees cannot carry over continuing education hours from to the next 2-year period. The Board office will work with Forde to clarify language on the website and present a draft at the next meeting. The Board office will respond to the e-mail inquiry about this issue.

Licensure Renewal Process

The Board will allow paper application forms but payment must be made with a money order or cashier’s check; no personal checks will be accepted.

Verification of Education for Licensure

The Board does not need the school affidavit form for reciprocity applications. For initial licensure applications, if the school is closed, the Board will consider each application on a case-by-case basis.

Other

Linda Boyd Correspondence– Staska is working Legal Counsel on a response to her inquiry.

Licensure Presentation at Schools– Forde will contact Josef’s to see if they feel this would be beneficial to their students.

Next Meeting Date

December 20, 2019 at 9:30 AM CST; via conference call.

Adjournment

The meeting was adjourned at 10:40 AM.

Chair

Date

Vice Chair

Date