

**ND Board of Massage Therapy
November 20, 2020
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. The Board met by remote means due to the COVID-19 pandemic.

Present

Chair – Heidi Strain; Carrie Anderson; Rebecca Forde.
Others: Nikki Owings, Board Office.

Absent

Jennifer Staska; vacant consumer position.

Minutes

It was **moved and seconded** to accept the minutes from October 23, 2020.
(Forde/Strain/carried) [Roll call: Anderson (y); Forde (y); Strain (y)] [Staska absent]

Treasurer's Report and Reimbursements

Account balances not given as Staska was absent.

Money Market Account:

Opening balance = unknown
Interest deposit = unknown
Closing balance = unknown

Checking Account:

Opening balance = unknown
Expenses = unknown
Credit = unknown
Closing balance = unknown

Total October reimbursements = \$355.00

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

License for Jian Min Jennings

It was **moved and seconded** to the Board will have a sheriff serve the proposed settlement agreement to Jennings to ensure she receives it.
(Strain/Anderson/carried) [Roll call: Anderson (y); Forde (y); Strain (y)] [Staska absent]

E-mail Correspondence from Chad Tuttle

The Board will consider a formal complaint if he submits one using the Board’s complaint form.

Continuing Education/License Renewal

Update License Renewal web page – The Board office will update this page when the renewal notices are sent out around December 1st.

COVID-19 Hardships – The Board office will send an e-newsletter to the odd-numbered licensees reminding them of the CE requirements in relation to COVID-19 and ask that they legibly complete the LMT CE Inquiry form if they plan to submit an approval request.

Notice on Guidelines for CE page – The Special Notice on this page will be added to the License Renewal Login page.

Post-tests for CE courses – The Board will not require CE providers to administer a post-test.

Ratification of Licenses

It was **moved and seconded** to ratify the approval of the licenses listed below:

-Janessa Pagel #20156

(Forde/Strain/carried) [Roll call: Anderson (y); Forde(y); Strain (y)] [Staska absent]

Next Meeting Date

December 18, 2020 at 9:30 AM CST; via Go To Meeting virtual format.

Adjournment

The meeting was adjourned at 9:53 AM.

Chair

Date

Vice Chair

Date