

**ND Board of Massage Therapy
November 19, 2021
Meeting Minutes
NDBMT Office, 2900 E. Broadway Ave., Ste. 2, Bismarck, ND**

The meeting was called to order by President, Heidi Strain, at 9:31 AM. The Board met by remote means due to the COVID-19 pandemic.

Present

President – Heidi Strain; Carrie Anderson; Jennifer Staska; Rebecca Forde.
Others: Nikki Owings, Board Office; Annique Lockard, Legal Counsel; Bill Kalanek, APT, Inc.

Absent

Vacant consumer position.

Minutes

It was **moved and seconded** to accept the minutes from October 15, 2021 and October 29, 2021. (Staska/Anderson/carried) [Roll call: Anderson (y); Staska (y); Forde (y); Strain (y)]

Management Services Contract

Bill Kalanek, President of APT, Inc. explained the procurement process for the management services contract. APT, Inc.'s contract with the State Procurement Office will expire December 31, 2021 and thus the Board's participating agreement with APT, Inc. will expire. There is an extension to June 30, 2022 to allow for the Board to work on either renewing the agreement with APT, Inc. or to look at another vendor. The Board will work with the State Procurement Office to complete a new participation agreement by the end of June 2022.

Treasurer's Report and Reimbursements

Money Market Account:

Opening balance = \$110,750.83

Interest deposit = \$10.62

Closing balance = \$110,761.45

Checking Account:

Opening balance = \$83,364.27

Expenses = \$7,559.25

Credit = \$1,016.19

Closing balance = \$76,821.21

Total October reimbursements = \$701.80

It was **moved and seconded** to approve the treasurer's report, pay the October 2021 reimbursements. (Forde/Strain/carried) [Roll call: Anderson (y); Staska (y); Forde (y); Strain (y)]

State P-Card

It was **moved and seconded** to have the Treasurer be the card administrator.
(Anderson/Staska/carried) [Roll call: Anderson (y); Staska (y); Forde (y); Strain (y)]

Inspections

The Board will continue working on inspections from 2019, before the pandemic.

Review of Statute/Administrative Rules

It was **moved and seconded** to table to next meeting.

2019-2021 Biennial Report

The report is complete and was submitted to the State Library, Secretary of State, and Governor as required by law.

Application for Licensure by Reciprocity for Xie Xiuying Update

Legal counsel is still waiting to see if she can be located and if she'll sign the order.

Application for Initial Licensure for Dingjuan Tong Update

Staska is waiting to hear back from FSMTB.

Complaints

#2021-01-Caso-Update – Settlement agreement in process of being signed by Chair. Board will accept the ethics hour he submitted on November 15, 2021 to satisfy the conditions set forth in the settlement agreement.

#2021-02-Benson- Board will seek his response to the complaint addendum by December 3, 2021 and consider at December meeting.

#2021-03-Benson- Board will seek his response to the complaint by December 3, 2021 and consider at the December meeting.

FSMTB

No discussion.

FARB Conference

It was **moved and seconded** to accept the Attorney General's return of the \$500.00 check and have the Board Office submit a new check for \$375.00 to the Attorney General for Lockard's attendance at the conference.
(Anderson/Staska/carried) [Roll call: Anderson (y); Staska (y); Forde (y); Strain (y)]

{Forde absent}

Ratification of Licenses

It was **moved and seconded** to ratify the following license:

- A. Ian Boyd #21167
- B. Leslie Nuckles #21169
- C. Zachary Mravec #21171
- D. Heather Thuesen #21173.

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

Other

No discussion.

Next Meeting Date

December 17, 2021 9:30 AM Virtual.

Adjournment

The meeting was adjourned at 10:01 AM.

Chair

Date

Vice Chair

Date