

**ND Board of Massage Therapy  
April 22, 2022  
Meeting Minutes  
Sakakawea Rm. State Capitol, Bismarck, ND**

The meeting was called to order by President, Heidi Strain, at 10:00 AM. The Board met in person and by remote means.

***Present***

President – Heidi Strain; Carrie Anderson; Brynn Burbach; Jennifer Staska.  
Others: Nikki Owings, Board Office; Annique Lockard, Legal Counsel; Sunni Benson.

***Absent***

Rebecca Forde.

***Minutes***

It was **moved and seconded** to accept the minutes from March 18, 2022.  
(Staska/Anderson/carried) [Roll call: Anderson (y); Staska (y); Burbach (y); Strain (y)] [Forde absent]

***Treasurer's Report and Reimbursements***

**Money Market Account:**

Opening balance = \$110,797.57  
Interest deposit = \$8.50  
Closing balance = \$110,806.07

**Checking Account:**

Opening balance = \$123,841.60  
Expenses = \$4,599.42  
Credit = \$0.00  
Closing balance = \$119,242.18

Total February and March 2022 reimbursements = \$155.00.

It was **moved and seconded** to approve the treasurer's report, pay the February and March 2022 reimbursements. (Strain/Anderson/carried) [Roll call: Anderson (y); Staska (y); Burbach (y); Strain (y)] [Forde absent]

***Update on Complaints***

**#2021-02-Benson** - It was **moved and seconded** to proceed by default.  
(Strain/Anderson/carried) [Roll call: Anderson (y); Staska (y); Burbach (y); Strain (y)] [Forde absent]

**#2021-03-Benson** - It was **moved and seconded** to proceed by default.  
(Strain/Anderson/carried) [Roll call: Anderson (y); Staska (y); Burbach (y); Strain (y)] [Forde absent]

***Applications for Licensure***

**Xingzhi Yu (Reciprocity from CT/TX; application received 9/24/2021)** - It was **moved and seconded** each Board member will review one of the applications and complete a new transcript review; Anderson will review Yu; Strain will review Tong; Burbach will review Li. (Strain/Anderson/carried) [Roll call: Anderson (y); Staska (y); Burbach (y); Strain (y)] [Forde absent]

**Dingjuan Tong (Initial; application received 3/29/2021)** - It was **moved and seconded** each Board member will review one of the applications and complete a new transcript review; Anderson will review Yu; Strain will review Tong; Burbach will review Li. (Strain/Anderson/carried) [Roll call: Anderson (y); Staska (y); Burbach (y); Strain (y)] [Forde absent]

**Xiuzhi Li (Reciprocity from TX; application received 2/26/2021)** - It was **moved and seconded** each Board member will review one of the applications and complete a new transcript review; Anderson will review Yu; Strain will review Tong; Burbach will review Li. (Strain/Anderson/carried) [Roll call: Anderson (y); Staska (y); Burbach (y); Strain (y)] [Forde absent]

***Executive Session to Consider CHRI per NDCC 44-04-19.2(1) and confidentiality of CHRI per NDCC 12-60-24(1)(c)***

**Case #1-2022** – Issue was resolved; session on needed.

***Inspections***

It was **moved and seconded** legal counsel will research process for hiring inspectors and draft an inspector agreement for possible use if inspectors are hired. (Strain/Anderson/carried) [Roll call: Anderson (y); Staska (y); Burbach (y); Strain (y)] [Forde absent]

Anderson will ask Forde to complete the remaining 10 inspections from 2019.

***Wood Therapy***

The Board has no authority to define the practice of wood therapy and no authority over the un-licensed practice of massage therapy. If the Board receives a signed, formal complaint, it will act on it according to its legal authority.

***Letter from the City of Fargo***

It was **moved and seconded** to authorize legal counsel to respond by informing the inquirer the Board only has jurisdiction of massage therapists, not establishments, and reference applicable laws and rules. (Strain/Anderson/carried) [Roll call: Anderson (y); Staska (y); Burbach (y); Strain (y)] [Forde absent]

***Policy and Procedure for Legal Counsel to Handle CHRI***

Issue was resolved; no discussion was needed.

***Continuing Education Inquiry from Rachelle Sian***

It was **moved and seconded** to deny the request. (Anderson/Burbach/carried)  
[Roll call: Anderson (y); Staska (y); Burbach (y); Strain (y)] [Forde absent]

***Review of Statute/Administrative Rules***

Legal counsel will complete a first draft of proposed legislation to be considered at the next meeting.

***{Staska absent}***

***Ratification of Licenses***

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

- A. Jordan Brown #22124
- B. Kenneth Ulrich #22126
- C. Min Wang #22128
- D. Avery Trittin #22130.

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

***Other***

**Treasurer** – The Board will keep Staska as Treasurer until next meeting.

**Transcript Reviewer** - It was **moved and seconded** to authorize Anderson to review all out-of-state transcripts until the next meeting. (Strain/Burbach/carried)  
[Roll call: Anderson (y); Burbach (y); Strain (y)] [Forde and Staska absent]

***Next Meeting Date***

May 20, 2022            9:30 AM            Virtual.

***Adjournment***

The meeting was adjourned at 12:08 PM.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Date