

**ND Board of Massage Therapy
December 16, 2022
Meeting Minutes
NDBMT Office, 2900 E. Broadway Ave., Bismarck, ND**

The meeting was called to order by President, Heidi Strain, at 9:30 AM. The Board met by remote means.

Present

President – Heidi Strain; Robert Benson; Carrie Anderson; Shelle Hagen.
Others: Nikki Owings, Board Office; Annique Lockard, Legal Counsel.

Absent

Brynn Burbach

Minutes

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

Treasurer's Report and Reimbursements

Report tabled to next meeting due to technology issues.

Total reimbursements presented = \$230.00.

It was **moved and seconded** to pay the reimbursements as presented.
(Strain/Hagen/carried) [Roll call: Anderson (y); Benson (y); Hagen (y); Strain
(y)] [Burbach absent]

Complaints

#2022-02-Bai – Tabled to next meeting for Burbach's report on inspection.

Fargo School of Massage Therapy - It was **moved and seconded** to have legal counsel send a letter of dismissal to Ms. Leigh of the Fargo School of Massage, and have the office send a follow-up e-mail to Ms. Murray. (Anderson/Strain/carried)
[Roll call: Anderson (y); Benson (y); Hagen (y); Strain (y)] [Burbach absent]

#2022-04-Thorson - It was **moved and seconded** to dismiss the complaint.
(Strain/Anderson/carried) [Roll call: Anderson (y); Benson (y); Hagen (y); Strain
(y)] [Burbach absent]

Proposed Legislation- Review of Draft Testimony

Anderson will continue working on draft testimony.

Administrative Rules Committee Update

Review of Rules – Benson presented draft changes.

Scoring of Jurisprudence Exam – The Board will discuss further at the January meeting.

Continuing Education – The Board will discuss further at the January meeting.

Criminal History Record Information

Update to CHRI Manual - It was **moved and seconded** to accept the update to the manual. (Strain/Benson/carried) [Roll call: Anderson (y); Benson (y); Hagen (y); Strain (y)] [Burbach absent]

Shredder for CHRI Material - It was **moved and seconded** to authorize Strain to purchase a shredder for up to \$200.00. (Anderson/Hagen/carried) [Roll call: Anderson (y); Benson (y); Hagen (y); Strain (y)] [Burbach absent]

Appointment of NAC - It was **moved and seconded** to appoint Hagen as NAC and begin process of transitioning her into the position. (Strain/Benson/carried) [Roll call: Anderson (y); Benson (y); Hagen (y); Strain (y)] [Burbach absent]

Inspections

The Board will work to complete the 2022 inspections by the end of the year.

Regional Massage Schools on Website

It was **moved and seconded** Hagen will draft language to update the policy and procedure manual. (Strain/Hagen/carried) [Roll call: Anderson (y); Benson (y); Hagen (y); Strain (y)] [Burbach absent]

The Board will further discuss the list on the website at the January meeting.

Ratification of Licenses

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

- A. Alexis Peterson #22234
- B. Adam Rybakowski #22236
- C. Fuwei Zhao #22238
- D. Dana Tescher #22240
- E. Yolanda Karas #22242
- F. Alice Pederson #22244
- G. Rebekah Moore #22246..

(Hagen/Strain/carried) [Roll call: Anderson (y); Benson (y); Hagen (y); Strain (y)] [Burbach absent]

Other

Nothing to note.

Next Meeting Date

Next meeting is January 20, 2023, 9:30 AM at the NDBMT Office and virtual.

Adjournment

The meeting was adjourned at 12:01 PM.

Chair

Date

Vice Chair

Date