

**ND Board of Massage Therapy  
November 30, 2023  
Meeting Minutes  
NDBMT Office, 2900 E Broadway Ave., Ste. 2, Bismarck, ND**

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

***Present***

President – Shelle Hagen; Robert Benson; Brynn Burbach; Carrie Anderson; Chrystal McNary.

Others: Nikki Owings, Board Office; Josh Amundson, Legal Counsel.

***Minutes***

It was **moved and seconded** to accept the minutes from October 27, 2023 and November 7, 2023. (Benson/Anderson/unanimous) [Roll call: Anderson (y); Burbach (y); Benson (y); McNary (y); Hagen (y)]

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

Treasurer's report was not available for the meeting.

It was **moved and seconded** to pay the October expenses for Benson and Hagen and past months' expenses for Burbach. (Anderson/McNary/unanimous) [Roll call: Anderson (y); Burbach (y); Benson (y); McNary (y); Hagen (y)]

***Audit of Financial Statements***

The Board directed Owings to seek estimates for audits for 2018 to present from Eide Bailly and the State Auditor's office. Legal Counsel will check to see if there is a deadline for submission of audits to the State Auditor.

***Proposed Administrative Rules***

Anderson will reach out to AMTA to get more details about their concerns with the proposed changes. The Board will then discuss at the December meeting.

***Disciplinary Action Update for C. Ornelas***

A deadline of December 6<sup>th</sup> has been given to Ornelas to respond to the settlement agreement.

***Regional Massage Schools List on Web Site***

It was **moved and seconded** to amend the Regional Massage Schools web page to State Massage Schools and then list all six schools and their location. (Hagen/McNary/unanimous) [Roll call: Anderson (y); Burbach (y); Benson (y); McNary (y); Hagen (y)]

***Clarifying Question on License Application***

It was **moved and seconded** to update the license application to ask, “Have you ever been arrested, charged, convicted, pardoned, deferred, or expunged for a misdemeanor or felony?”. (Hagen/Benson/unanimous) [Roll call: Anderson (y); Burbach (y); Benson (y); McNary (y); Hagen (y)]

***Inspections***

Board members continue to work on completing 2023 inspections.

***Review of Application for Initial License for Jenna Henry***

It was **moved and seconded** to grant licensure. (Hagen/Anderson/unanimous) [Roll call: Anderson (y); Burbach (y); Benson (y); McNary (y); Hagen (y)]

***Ratification of Licenses***

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

- Stella Shumaker #23201
- Juliet Hagen #23203
- Xiaoli Cai #23205
- Kathleen O’Neill #23207

(Hagen Benson/unanimous) [Roll call: Anderson (y); Burbach (y); Benson (y); McNary (y); Hagen (y)]

***FSMTB Discussion***

Anderson updated the Board on the latest issue of concern regarding school hour requirements and eligibility for financial aid.

***Other***

**Continuing Education Approval Request for Recovery Laser Removal –**

The Board determined this topic is not directly related to massage therapy and therefore will not qualify.

**Treasurer Position** – McNary will step down as Treasurer due to time constraints. It was **moved and seconded** to elect Anderson as Treasurer.

(Hagen/Benson/unanimous) [Roll call: Anderson (y); Burbach (y); Benson (y); McNary (y); Hagen (y)]

**Legal Counsel** – Amundson will be leaving his position with the Attorney General’s office in mid-January.

***2024 Meeting Dates***

- |                                  |                                  |
|----------------------------------|----------------------------------|
| January 19, 2024 – State Capitol | July 19, 2024 – State Capitol    |
| February 16, 2024 – Virtual      | August 16, 2024 – Virtual        |
| March 15, 2024 – Virtual         | September 20, 2024 – Virtual     |
| April 19, 2024 – State Capitol   | October 18, 2024 – State Capitol |
| May 17, 2024 – Virtual           | November 15, 2024 – Virtual      |
| June 21, 2024 – Virtual          | December 20, 2024 – Virtual      |

All meetings will begin at 9:30 AM.

***Adjournment***

The meeting was adjourned at 10:43 AM.

---

Chair

---

Date

---

Vice Chair

---

Date