

**ND Board of Massage Therapy
December 15, 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; Carrie Anderson; Chrystal McNary.
Others: Nikki Owings, Board Office; Josh Amundson, Legal Counsel.

Absent

Robert Benson; Brynn Burbach.

Minutes

It was **moved and seconded** to accept the minutes from November 30, 2023.
(McNary/Anderson/carried) [Roll call: Anderson (y); McNary (y); Hagen (y)]
[Benson and Burbach absent]

Treasurer's Report and Reimbursements

It was **moved and seconded** to approve the treasurer's report as presented and pay the November expenses for Hagen. (Anderson/Hagen/carried) [Roll call: Anderson (y); McNary (y); Hagen (y)] [Benson and Burbach absent]

Audit of Financial Statements

The Board considered three estimates: Eide Bailly, Brady Martz, and the State Auditor's Office.

It was **moved and seconded** to do the annual report form through the State Auditor's Office beginning with the 2018 fiscal year. (Hagen/McNary/carried) [Roll call: Anderson (y); McNary (y); Hagen (y)] [Benson and Burbach absent]

Proposed Administrative Rules

Anderson will draft a response to AMTA's comments for the full Board to review and ratify.

Disciplinary Action Update for C. Ornelas

Ornelas signed the agreement and Legal Counsel is working on finalizing the agreement and order.

Inspections

Board members continue to work on completing 2023 inspections. The 2024 list will be produced in March, after license renewals are complete.

Professional Licensure Study

It was **moved and seconded** to table so agenda item #10 could be discussed. (Hagen/Anderson/carried) [Roll call: Anderson (y); McNary (y); Hagen (y)] [Benson and Burbach absent]

It was **moved and seconded** to remove the item from the table. (Anderson/Hagen/carried) [Roll call: Anderson (y); McNary (y); Hagen (y)] [Benson and Burbach absent]

It was **moved and seconded** to approve the draft with the Board’s changes and submit to the Labor Commissioner. (McNary/Anderson/carried) [Roll call: Anderson (y); McNary (y); Hagen (y)] [Benson and Burbach absent]

2022 License Renewal Application for Angela Black

It was **moved and seconded** to approve the application pending receipt of the \$200.00 renewal fee plus \$50.00 late fee; she must then apply for the 2024-2025 license renewal and submit the required 24 CE hours by February 28, 2024 to keep her license current. (Hagen/Anderson/carried) [Roll call: Anderson (y); McNary (y); Hagen (y)] [Benson and Burbach absent]

The Board directed Owings to obtain an estimate for allowing late renewal through the online system.

Ratification of Licenses

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

- Cuixia Dong #23209
- Kenyatta McLeod #23211
- Shuangling Han #23213
- Jenna Henry #23215
- Yuval Salz #23217

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

FSMTB Discussion

Anderson will bring discussion points from the FSMTB convention to the next meeting.

Other

Nothing to note.

Next Meeting Date

January 19, 2024 9:30 AM Virtual and Sakakawea Rm., State Capitol

Adjournment

The meeting was adjourned at 10:39 AM.

Chair

Date

Vice Chair

Date