

**ND Board of Massage Therapy
April 18, 2024
Meeting Minutes
Sakakawea Rm., State Capitol, Bismarck, ND**

The meeting was called to order by President, Shelle Hagen, at 9:30 AM. The Board met by remote means and in person in the Sakakawea Rm., State Capitol, Bismarck, ND.

Present

President – Shelle Hagen; Robert Benson; Carrie Anderson; Chrystal McNary.
Others: Nikki Owings, Board Office; Matt Menge, Legal Counsel; Jessica Ireland; Angela Poole.

Absent

Brynn Burbach.

{McNary absent}

Minutes

It was **moved and seconded** to accept the minutes from March 15, 2024.
(Benson/Anderson/carried) [Roll call: Anderson (y); Benson (y); Hagen (y)]
[McNary and Burbach absent]

Treasurer's Report and Reimbursements

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

Signer on Accounts/Open Certificate of Deposit

After the meeting adjourns, Anderson will complete the signer information form required by the bank to begin the process of adding her as a signer on the accounts. The certificate of deposit the Board wishes to open can then be completed.

FARB Membership Registration

The Board office will complete the registration for the Board.

FSMTB 2024-2025 Membership Renewal

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

{McNary present}

Ximin Hou Letter of Response

It was **moved and seconded** to authorize either Owings or Legal Counsel to send a letter to Hou requesting further information regarding her application.

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

Implementation of New Administrative Rules

It was **moved and seconded** to add to the May agenda review of the Board's forms and website to make sure they are congruent with the new rules.

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

The Board discussed the new rule regarding the Board's authority to request a mental health evaluation of any applicant or licensee. The Board's legal counsel gave a good explanation as to why the language should be kept as is so the Board has discretion when requesting an evaluation. More restrictive language in the rules may hamper the Board's work in certain circumstances and prevent it from seeking valuable information.

The Board will discuss at the May meeting how many hours of instruction are needed before a student may practice on the public.

The Board will discuss at the May meeting a potential legislative change regarding mentorships after graduation.

Update Policies and Procedures Manual

It was **moved and seconded** to table discussion to the May meeting.

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

Inspections

The inspection form needs to be updated. Once that is completed, the Board Office will send out area-specific lists to each member.

North Dakota Massage Championship

Discussion was held. No action was taken.

Apprenticeship One Massage Advanced Training

Tabled to May meeting for legal counsel's input.

The Salon Professional Academy Curriculum Submission

The Board notes the curriculum was received and is on file.

Letter of Concern from A. Rockey

The Board will request she complete the Board's complaint form and seek her own private legal counsel if she has any questions regarding the law.

CE Requirement Correspondence from B. Gillespie

It was **moved and seconded** she must complete the required 24 hours of continuing education before her license can be renewed; authorize Board office to send a letter or response to Gillespie. (Hagen/McNary/carried) [Roll call: Anderson (y); Benson (y); McNary (y); Hagen (y)] [Burbach absent]

FSMTB Discussion

Nothing new to note.

Ratification of Licenses

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

- Jacob Shimmin #24122
- Jordyn Cave #24124
- Sherie O’Neal #24126

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

Other

Requirement of Signed Diploma for Licensure – Benson questioned if this requirement for the initial and reciprocity licensure is necessary as an official transcript and school affidavit form are also required. Legal counsel recommended leaving the language that is currently in law and administrative rules unchanged. The Board will consider an application in which the copy of the diploma cannot be submitted.

Next Meeting Date

Next meeting will be May 17, 2024, 9:30 AM by virtual means.

Adjournment

The meeting was adjourned at 12:08 PM.

Chair

Date

Vice Chair

Date