

**ND Board of Massage Therapy
May 17, 2024
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; Carrie Anderson; Brynn Burbach; Chrystal McNary.

Others: Nikki Owings, Board Office; Steve Hanson, Legal Counsel.

{McNary absent}

Minutes

It was **moved and seconded** to accept the minutes from April 18, 2024.

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

Treasurer's Report and Reimbursements

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

Signers on Accounts/Certificate of Deposit

Anderson signed the signature cards and the process is moving forward for setting up the CD account.

Management Services Contract

It was **moved and seconded** to take no action to change the current contract for July 1, 2024 to June 30, 2025. (Hagen/Anderson/carried) [Roll call: Anderson (y); Burbach (y); Benson (y); Hagen (y)] [McNary absent]

Ximin Hou Initial License Application Irregularities

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

{McNary present}

Application for Initial License for Sheldon Zaste

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

Apprenticeship One Massage Advanced Training

It was **moved and seconded** to authorize legal counsel to send a letter to Grigsby seeking clarification. (Hagen/Burbach/unanimous) [Roll call: Anderson (y); Burbach (y); Benson (y); McNary (y); Hagen (y)]

Complaint #2024-01

Benson recused from discussion as licensee was a student of his.

It was **moved and seconded** to have the President pursue an investigation into the complaint and report to the Board. (Hagen/McNary/unanimous) [Roll call: Anderson (y); Burbach (y); Benson (y); McNary (y); Hagen (y)]

Implementation of New Administrative Rules

The Board will work on clarifying classroom and practical instruction requirements. Possibly amend administrative rules to meet the effective date of January 1, 2025.

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

It was **moved and seconded** to amend the exam as discussed. (Hagen/Benson/unanimous) [Roll call: Anderson (y); Burbach (y); Benson (y); McNary (y); Hagen (y)]

Update Policies and Procedures Manual

The Board will keep this as a rolling agenda item.

It was **moved and seconded** the Board members will look for immediate changes to be discussed at the June meeting. (Hagen/Benson/unanimous) [Roll call: Anderson (y); Burbach (y); Benson (y); McNary (y); Hagen (y)]

Inspections

Nothing to note.

Ratification of Licenses

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

Danaca Roberts #24128
Sharla Lopez #24130
Maria Crispina Kapp #24132
Valerie Bailey #24134
Brittany Lindeman #24136
Caroline Balster #24138
Breanna Asfeld #24140

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

Other

Concern brought to Board – The Board will encourage the individual to complete and sign the official complaint form.

Stephanie Archambault – Hagen is seeking information from her regarding irregularities with her application for initial licensure.

Next Meeting Date

Next meeting will be June 21, 2024, 9:30 AM by virtual means.

It was **moved and seconded** to move the July meeting to July 26, 2024.
(Anderson/Hagen/unanimous) [Roll call: Anderson (y); Burbach (y); Benson (y); McNary (y); Hagen (y)]

Adjournment

The meeting was adjourned at 11:32 AM.

Chair

Date

Vice Chair

Date