

**ND Board of Massage Therapy
November 21, 2025
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; Russel Kuzel; Chad Alfson.

Others: Nikki Owings, Board Office; William Woodworth, Legal Counsel.

Absent

Chrystal McNary; vacant LMT position.

Minutes

It was **moved and seconded** to accept the minutes from October 31, 2025. (Kuzel/Alfson/carried) [Roll call: Kuzel (y); Alfson (y); Hagen (y)] [McNary absent]

Treasurer's Report and Reimbursements

It was **moved and seconded** to approve the October 2025 treasurer's report. (Hagen/Alfson/carried) [Roll call: Kuzel (y); Alfson (y); Hagen (y)] [McNary absent]

It was **moved and seconded** to approve the October 2025 reimbursements for Kuzel and the amended October 2025 reimbursements for Hagen and Alfson reflecting the correct quarterly meeting reimbursement of \$100.00. (Hagen/Kuzel/carried) [Roll call: Kuzel (y); Alfson (y); Hagen (y)] [McNary absent]

Management Services Contract

Kuzel continues to work on the upcoming March 2026 expiration of the contract.

Complaints

#2025-01 and #2025-02 A. Trout - It was **moved and seconded** to initiate the formal complaint process under NDCC ch. 28-32. (Kuzel/Hagen/carried) [Roll call: Kuzel (y); Alfson (y); Hagen (y)] [McNary absent]

Hagen will seek further information from complainant in #2025-02.

#2025-03 G. Fitterer – It was **moved and seconded** to authorize legal counsel to offer a settlement agreement of six months probation and 60 days to complete a course in ethics/sexual boundaries. (Hagen/Alfson/carried) [Roll call: Kuzel (y); Alfson (y); Hagen (y)] [McNary absent]

Complaint Process Information Review

It was **moved and seconded** to add legal counsel's recommended language to the web site and the letter of receipt which is sent to all complainants and licensees. (Hagen/Kuzel/carried) [Roll call: Kuzel (y); Alfson (y); Hagen (y)] [McNary absent]

Inspections

No new business was discussed regarding inspections.

Interstate Compact Discussion

Hagen continues to work with Patty from FSMTB to set up a presentation.

License Certificates

Owings is working with the Board's IT contractor to obtain an estimate for a new license certificate design.

Appointment of Education Reviewer

It was **moved and seconded** to appoint Alfson as the Education Reviewer. (Hagen/Kuzel/carried) [Roll call: Kuzel (y); Alfson (y); Hagen (y)] [McNary absent]

Ratification of Licenses

Meijuan Liu-Matthews #25187
Chenxia Liu #25189
Kayla Kraft #25191
Shuling Zhang #25193
Brooke Mogen #25195
Taylor Schmeichel #25197
Aleksia Anderson #25199
Christine Hernandez #25201
Sufen Song #25203
Elizabeth Brooks #25205
Toni Owens #25207
David Brooks #25209
Luke Torgerson #25211

It was **moved and seconded** to ratify the licenses. (Hagen/Kuzel/carried) [Roll call: Kuzel (y); Alfson (y); Hagen (y)] [McNary absent]

Other

Nothing noted.

Next Meeting Date

Meeting date changed to **December 23, 2025, 9:30 AM, virtual.**

Adjournment

The meeting was adjourned at 11:08 AM.

Chair

Date

Vice Chair

Date