

Louisiana Board of Massage Therapy
Meeting Minutes

November 8, 2013

I. Call to order

Mary Donker Syvertsen called to order the regular meeting of the LBMT at 10:00 AM on November 8, 2013 in Baton Rouge, LA.

II. Roll call

The following persons were present:

Dr. Tim Hobbs

Francis Johnson

Mary Donker Syversten

Faith Miller

Colleen Curran

Sallye Raymond

Shari Harter

III. Approval of minutes from last meeting

Sallye Raymond motioned to approve the minutes from the last meeting.

Dr. Tim Hobbs 2nd the motion

The minutes were approved as written.

Shari Harter and Francis Johnson abstained

IV. Oath of Office

Performed by Mary Donker Syvertsen

Shari Harter – New Member

Dr. Tim Hobbs - Reappointed

Sallye Raymond - Reappointed

V. Dr. Tim Hobbs motioned to modify agenda

Sallye Raymond 2nd the motion

Faith Miller motioned to modify the agenda to move the audit report to the last item on the agenda

Dr. Tim Hobbs 2nd the motion

All approved

VI. Financial Report by Tim Butler

A. Fiscal Year 2013

1. \$412,000 cash \$12,000 current liabilities
2. \$400,000 in working capital compared to \$320,000 in 2012
3. Revenue: \$467,000
4. Net income of \$72,000

VII. Faith Miller motioned to amend the agenda back to original order

Dr. Tim Hobbs 2nd the motion

All approved

VIII. 2013 Audit Report by Stephen Yost

Assets Stmt.	of Revenues	Expenses	Net Profit
\$412,000	\$465,000	\$377,000	\$81,000

IX. Faith Miller motioned to do “Agreed Upon” procedure as opposed to “Annual Audit”

Dr. Tim Hobbs 2nd the motion

All Approved

X. Budget Suggestions

A. Increase funds for investigations

B. Conferences

Keep within the scope of regulatory board.

XI. Executive Director Report by Rhonda McManus

A. Website Update – Providers / Programs

B. 14 complaints and all were addressed

C. Mailed out letters in reference to some of the law changes. Letters are posted on the website under LA Law Tab.

D. New renewal season is Jan. 1- Mar. 31

XII. Old Business

A. Federation of State Massage Therapy Boards Annual Meeting

1. Support Member Boards

2. Non- profit organization

3. Grown from 7 to 41 Member Boards

4. Revenue comes from membership fees

a. enhance services and programs

1). MBLEX

2). Development and maintenance of a National License Data Base

3). A model practice

4). Licensure renewal program

3). Annual meeting and educational conference

5. Delegate from each member board is allowed to attend meeting

a. Federation fees pay for delegate to attend

B. Continuing Education

1. Appeal process for denied CE programs

2. *NO VOTE in last meeting*

3. Faith Miller motioned to accept the appeal process in the last meeting

Sallye Raymond 2nd the motion

1 abstained. Everyone else approved

C. Human Trafficking by Jessica Thornhill

1. Francis Johnson motioned to accept the Law Enforcement letter presented by the committee

Faith Miller 2nd the motion

Dr. Tim Hobbs abstained. Everyone else approved.

2. Faith Miller motioned to authorize office staff to give letter to law enforcement when requested.

Colleen Curran 2nd the motion All approved

D. Faith Miller motioned to amend agenda to switch item 3 and 4 under new business and move board meeting dates to now (old business).

Sallye Raymond 2nd the motion All approved

E. Board meeting dates for 2014

Feb. 14, 2014

May 16, 2014

Aug. 15, 2014

Nov. 14, 2014

Sallye Raymond motioned to accept board meeting dates for 2014

Colleen Curran 2nd the motion All approved

F. Interim board positions

1. Mary Donker Syvertsen appointed Sallye Raymond for interim CIO position

Sallye Raymond accepted

G. Sallye Raymond motioned to move item #5 (legal) in new business up now

Dr. Tim Hobbs 2nd the motion All approved

H. Revised Statue 44.4 Public Records exception presented by Jessica Thornhill

1. Faith Miller motioned to extend 5 year rule for record keeping to complaints and investigations.

Sallye Raymond 2nd the motion All approved

I. Interpretation of Ch.11 SS1101

1. Faith Miller motioned that our law considers a provisionally licensed school to be approved by the state Louisiana as required for an applicant.

Dr. Tim Hobbs 2nd the motion All approved

J. Faith Miller motioned to accept Fuzuba Spa School of Massage and Reflexology applicants.

Francis Johnson 2nd the motion

1 abstained

K. Falsifying Applications – Jessica Thornhill

1. Colleen Curran motioned to continue procedure the staff has started regarding conflict between background check and application regarding application (*letter sent to applicant asking for explanation that is presented at next board meeting to determine whether or the applicant should be approved or denied*)

Faith Miller 2nd the motion

Dr. Tim Hobbs and Sallye Raymond opposed 4- Approved

L. Board members travel/reimbursement suggestions for the next budget meeting – LA State Travel Guidelines

M. Faith Miller motioned to amend the agenda by moving signatures under Individuals to Present

1. Colleen 2nd the motion All approved

N. Signatures - *allegedly forged signatures on notarized applications for licensure*

Faith Miller motioned to turn information over to Board of Regents.

Sallye Raymond 2nd the motion All approved

O. Faith Miller motioned to take a 15 minute break @ 12:00

Sallye Raymond 2nd the motion. All approved.

P. Mary Donker Syvertsen called the meeting to order @ 12:15 PM

Q. Inspections

1. Dr. Tim Hobbs motioned to accept the Fines and Penalty schedule as presented.

Sallye Raymond 2nd the motion. All approved

2. Procedure of Policy for when fine or penalize board approval

Faith Miller motioned to accept the policy presented for fines and penalties.

Sallye Raymond 2nd the motion All approved

XIII. NEW BUSINESS

A. Disciplinary Matters

1. Disciplinary action information request

Faith Miller motioned that judiciary disciplinary actions brought before the board be made public knowledge on board website

Sallye Raymond 2nd the motion. Motion withdrawn.

B. Communication and Contacting local authorities – Injunction

1. Faith Miller motioned to ask to bring topic to human trafficking committee and continue with specific communication with local authorities.

Mary Donker Syvertsen left meeting @ 12:49 PM – Vice Chair, Dr. Tim Hobbs chaired the meeting at this point forward.

Sallye Raymond 2nd the motion. All approved.

C. Applications from other countries

1. Faith Miller motioned that out of country applicants bear the burden of providing educational and background credentials to the administrative staff to be brought before the board for approval.

Colleen Curran 2nd the motion. All approved.

D. Reciprocity

Sallye Raymond motioned that a license must be valid, current, unexpired the day the application is received in the office for purposes of reciprocity.

Colleen Curran 2nd the motion. All approved.

E. Individuals

1. Stephen Tatum

Sallye Raymond motioned to accept transcript as written.

Faith Miller 2nd the motion. All approved.

2. Sallye Raymond motioned to approve Stephen Tatum for licensure in Louisiana.

Colleen Curran 2nd the motion All approved.

3. Dallas Tijernia

Sallye Raymond motioned to accept Dallas Tijernia transcript under reciprocity.

Colleen Curran 2nd the motion All approved.

Sallye Raymond motioned to approve Dallas Tijuernia for licensure in Louisiana. Faith Miller 2nd the motion. All approved.

4. Sallye Raymond motioned to amend the agenda to include Derrick Bass.

5. Faith Miller motioned to go into Executive session @ 1:45 PM.

Colleen Curran 2nd the motion. All approved.

6. Faith Miller motioned to come out of executive session.

Colleen Curran 2nd the motion All approved

7. Faith Miller motioned to approve Derrick Bass for licensure.

Sallye Raymond 2nd the motion.

4 approved 1 opposed

8. Sallye Raymond motioned to adjourn meeting at 2:05 PM.

Faith Miller 2nd the motion. All approved.

Minutes submitted by: Francis Johnson