



State of Idaho  
Division of Occupational and Professional Licenses  
Idaho Board of Massage Therapy

**BRAD LITTLE**  
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**Minutes of 12/12/2022**

<b>Board</b>	Joanna Robertson - Chair	<b>Division</b>	Anne Lawler, Bureau Chief
<b>Members</b>	Mary Jo White, D.C.	<b>Staff:</b>	Nick Krema, Legal Counsel
<b>Present:</b>	Anna Larsen		Kent Absec, Licensing Program Manager
			John Price, Investigations Program Manager
<b>Board</b>	Melissa Goldsmith		Cesley Metcalfe, Board Support Program Manager
<b>Members</b>			Emily Rough, Board Support Specialist
<b>Absent:</b>			Christopher Gilliam, HR Specialist Sr.

The meeting was called to order at 9:32 AM by Joanna Robertson.

**Introductions:** Ms. Larsen introduced herself as a new Board member.

**Mini-training for New Board Members:** Ms. Lawler explained Robert's Rules of Order to the Board.

**Approval of Minutes**

A motion was made and seconded to approve the 09/12/2022 minutes. The motion was amended and seconded to approve the minutes as corrected. The motion carried unanimously.

**DIVISION BUSINESS**

**Board Training:** Mr. Gilliam presented a respectful workplace training.

**Financial Update:** Ms. Lawler presented the financial report which showed a balance of \$431,538.53 as of October 19, 2022.

**ZBR Preliminary Discussions:** Ms. Lawler restated the purpose and process of ZBR. Ms. Lawler went through the rules with the Board and made suggestions and comments for the Board to consider during future ZBR meetings.

**BOARD BUSINESS**

**Set 2023 Quarterly Meeting Dates:** The Board set its 2023 meetings for 9:30 AM MT on the following dates: January 27, 2023 (ZBR); February 24, 2023 (Quarterly); March 17, 2023 (ZBR); April 28, 2023 (ZBR); May 19, 2023 (Quarterly); August 18, 2023 (Quarterly); and November 17, 2023.

**2022 FSMTB Annual Meeting Update:** Ms. Lawler and Ms. Robertson gave a report on their recent attendance at the FSMTB Annual Meeting.

**Educating MAS Students:** Ms. Robertson stated that she would like to work with Division staff to educate massage therapy students by possibly presenting information to massage therapy schools explaining the Board's role.

**Licensing Report:** Mr. Absec presented a report on applications received and licenses issued and renewed by staff since the last meeting.

### **Executive Session**

A motion was made and seconded to enter executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code § 74-106(9). The purpose of the executive session was to discuss documents relating to the fitness of a licensee to retain a license or registration. The vote was: Ms. Robertson, aye; Dr. White, aye; and Ms. Larsen, aye. The motion carried unanimously.

A motion was made and seconded to exit executive session. The motion carried unanimously. No decisions were made in executive session.

### **Discipline**

A motion was made and seconded to close case number I-MAS-2023-1 with an advisory letter. The motion carried unanimously.

A motion was made and seconded to close case number I-MAS-2023-2 with no action. The motion carried unanimously.

A motion was made and seconded to authorize the prosecuting attorney to negotiate a Stipulation in case number MAS-2023-2 and to allow the Board chair to sign on behalf of the Board. The motion carried unanimously.

A motion was made and seconded to negotiate a Corrective Action Plan (CAP) for case number I-MAS-2023-7 and to authorize the Executive Officer to approve on behalf of the Board. The motion carried unanimously.

A motion was made and seconded to approve the Finding of Facts, Conclusion of Law, and Final Order for case number MAS-2023-1 and to authorize the Board chair to sign on behalf of the Board. The motion carried unanimously.

### **Adjourn**

There being no further business, the meeting was adjourned at 1:02 PM.

The next meeting is on 01/23/2023.