

**BOARD MEMBERS:**

Kathleen Pilgreen  
 April Whiting  
 Diane Huleva  
 Michael Smith  
 Robin Graber  
 Joanne Leming  
 Sgt. Andrew McDermott



Nevada State Board  
 of Massage Therapists  
 1755 E. Plumb Lane Suite 252  
 Reno, NV 89502  
 Reno - Phone (775) 687-9955  
 Las Vegas – Phone (702) 486-2212  
 Fax (775) 786-4264

**Email:** [nvmassagebd@state.nv.us](mailto:nvmassagebd@state.nv.us)  
**Website:** <http://massagetherapy.nv.gov>

**MINUTES**

The Nevada State Board of Massage Therapists (NSBMT) is scheduled to hold its regularly scheduled meeting;

**DATE:** **August 28, 2015**  
**TIME:** **9:00 a.m. – 4:30 p.m.**

**LOCATION:**

**Las Vegas Location**  
 Grant Sawyer State Office Building  
 Attorney General's Office  
 555 E Washington Ave Suite 4500  
 Las Vegas, NV

**VIDEO CONFERENCE LOCATIONS:**

**Carson City Location**  
 Attorney General's Office  
 100 N. Carson St. Mock Court Room  
 Carson City, NV

The mission of the Nevada State Board of Massage Therapists is to, through licensing and regulating the practice of massage, protect the public health, safety and welfare by ensuring that only qualified competent Massage Therapy Practitioners are licensed in the State of Nevada. It is our goal to balance the needs of the public with those of Licensed Massage Therapists, through development, implementation, enforcement, and continued improvement in the areas of therapist education, public safety, boundaries and ethics, in compliance with the highest standards set forth within the Massage Therapy Profession.

**Note: Public Comment Will Be Taken at the Beginning and the End of the Meeting.**

9:00 a.m.

### 1. Public Comment

Lee Buchholtz, Licensee – I would like to continue my comments from the June 26, 2015 Board Meeting. I've recruited expert volunteers for 31.5 hours of Ashiatsu training evaluations and paid for Ashiatsu treatment from two Therapists, each with 12 years of Ashiatsu experience. I sent the Executive Director of the Board a letter with copies of the evaluations and requested a special circumstance review for credit for my training program which my employer made mandatory. I claimed 14 hours for home study and 25 hours for onsite, which were denied by Lisa Cooper on the basis that continuing education hours cannot be claimed for work performed on clients. These were not clients; they were expert volunteers. Previously, I sent documentation for a 14-21 hour wellness program conducted by local medical experts, which included Anatomy, Physiology, Kinesiology, and Biomechanics. All these areas were part of my training for Massage Therapist licensure. Lisa Cooper stated that a very small portion of this wellness program was directly related to Massage Therapy, and therefore only 3 hours of continuing education would be credited for the program. The regulations state that the Board will consider the written request of any Massage Therapist for consideration of continuing education that is not specifically related to Massage Therapy. I request 11 hours for my training program and ask that the Board review my wellness program to determine if credit hours can be approved.

### 2. Roll Call of Board Members

Board Members Present: Kathleen Pilgreen, Michael Smith, April Whiting, Robin Graber, Diane Huleva, Sgt. Carmen Donegan and Sgt. Andy McDermott

Staff Present: Lisa Cooper-Executive Director, Michelle Villanueva-Executive Assistant, Bonnie Howard-Field Inspector II, Christy Brunner-Field Inspector II and Louis Ling- Board Counsel

### 3. Formal Hearing (For Possible Action)

- a. Na Niu – not present

Lisa Cooper, Executive Director – We submitted an Agreement at the last Board Meeting and it was not approved. We are submitting a new Agreement for a 60 day suspension and administrative fines of \$750.00. Once the suspension is completed, the probation lifts from the licensee.

**Motion:** Robin Graber made a motion to approve the Agreement

**Second:** Diane Huleva

**Motion Carries Unanimously**

### 4. Citation Review (For Possible Action)

- a. Xiao Hong Wang – present

Louis Ling, Board Counsel swears in Bonnie Howard, Field Inspector II.

Louis Ling, Board Counsel - Bonnie, on May 6, 2015 did you conduct an inspection at Thousand Feet Foot Spa on Spring Mountain Road in Las Vegas?

Bonnie Howard, Field Inspector II – Yes.

Louis Ling, Board Counsel – Can you describe for the Board what you saw that warranted the Citation?

Bonnie Howard, Field Inspector II - Field Inspector Chris Mishler and I walked in and introduced ourselves. A lady in a black dress approached us and we explained that we were there to make sure they were in compliance with NRS 640C.910. We walked to the back room where there was a man who appeared to be naked with a white towel on his midsection and oil on his chest. Chris asked if he was receiving a massage and the man said he was receiving a massage on his neck, shoulders, back and feet and he identified Ms. Wang as the person providing the massage.

Louis Ling, Board Counsel – Is Ms. Wang a Licensed Massage Therapist?

Bonnie Howard, Field Inspector II – No, she is a Reflexologist.

Louis Ling, Board Counsel – Did you issue a Citation, and to whom?

Bonnie Howard, Field Inspector II – Yes, I issued a Citation to Ms. Wang for violation of NRS 640C.910.

Xiao Hong Wang – Did you see me giving a massage?

Bonnie Howard, Field Inspector II – I saw you come out of the room, pulling your dress down. The client had oil on his chest. The client confirmed that you were performing a full body massage.

Louis Ling, Board Counsel swears in Xiao Hong Wang.

Xiao Hong Wang – The man asked for a massage, but I told him that I only do Reflexology, not body massage.

April Whiting, Vice Chairperson - Why was the client undressed if he was only receiving a Reflexology treatment?

Xiao Hong Wang - He had pants on. He had asked for a full body massage but I told him that I don't do massage; I do reflexology.

**Motion:** April Whiting made a motion to sustain the Citation

**Second:** Michael Smith

**Motion Carries Unanimously**

## 5. Probation Termination (For Possible Action)

a. Melissa Munoz –present

Lisa Cooper, Executive Director – Ms. Munoz came before the Board on March 21, 2014, and was granted a Probationary License for one year. She has met all the conditions requested by the Board and is requesting termination of the probation. It is my recommendation that the probation is terminated, unless Sgt. Carmen Donegan has any further criminal matters we are unaware of.

Sgt. Carmen Donegan, Board Member – No, I have nothing.

**Motion:** Diane Huleva made a motion to approve the termination of probation

**Second:** April Whiting

**Motion Carries Unanimously**

**6. Review/Discussion/Action on Investigation Results based on information from resources such as NCBTMB, other regulatory agencies and our own Investigations of schools or providers in question, the Board determines not to accept applications or continuing education from people who have attended or taken continuing education classes from these schools. For the foreseeable future applications or continuing education hours from these schools will be reviewed by this Board for determination on a case by case basis (For Possible Action)**

- a. Advance Beauty College – School Code Revoked from 4/22/2015

**Motion:** Michael Smith made a motion to add Advance Beauty College to our list of schools we do not accept.

**Second:** Robin Graber

**Motion Carries Unanimously**

**7. Application Review (For Possible Action)**

- a. Licenses Approved and Authorized by the Chairperson

**Motion:** April Whiting made a motion to approve the licenses

**Second:** Michael Smith

**Motion Carries Unanimously**

- b. Review Application of Darcy Blaine – present

Lisa Cooper, Executive Director – Ms. Blaine’s application is before you today due to education that was obtained in California. Ms. Blaine attended National Holistic Institute and is requesting to be granted a license under NRS 640C.420. We have seen this school before and we have granted applications. This school has been

accredited since 1987 and is still in business. It does have a school code with the NCBTMB.

**Motion:** Diane Huleva made a motion to approve

**Second:** Michael Smith

**Motion Carries Unanimously**

- c. Review Application of Tyson Bierwolf – present

Lisa Cooper, Executive Director – Mr. Bierwolf’s application is before you today due to education that was obtained in California. Mr. Bierwolf attended National Holistic Institute and is requesting to be granted a license under NRS 640C.420. This is the school that we just approved.

**Motion:** Diane Huleva made a motion to approve

**Second:** Michael Smith

**Motion Carries Unanimously**

- d. Review Application of Brenda Burger – present

Lisa Cooper, Executive Director – Ms. Burger’s application is before you today due to education that was obtained in California. Ms. Burger attended Somatic Institute School of Massage and is requesting to be granted a license under NRS 640C.420. We have seen this school before and have approved applications. We did deny one application from this school but that was because the Applicant did not complete the program. This school is not nationally accredited. The school is still in business and we do not have any issues with this school. They do have an identified school code with the NCBTMB.

**Motion:** Michael Smith made a motion to approve

**Second:** April Whiting

**Motion Carries Unanimously**

- e. Review Application of Karen Garrett – present

Lisa Cooper, Executive Director – Ms. Garrett’s application is before you today due to education that was obtained in California. Ms. Garrett attended Mueller College and is applying as a transfer application. We have seen this school before and we have issued licenses. This school has been in business since 2009.

Sgt. Carmen Donegan, Board Member – I have some information. There are four outstanding traffic warrants and she does not have a current Nevada driver’s license. There is also some criminal history.

Lisa Cooper, Executive Director – She does have criminal history that I was able to administratively approve. There was a DUI in 2011 and one in 2012. I was not aware of the outstanding traffic issues.

Sgt. Carmen Donegan, Board Member – They are from June 16, 2015.

**Motion:** Michael Smith made a motion to approve the license pending documentation that she has satisfied the warrants. If she does not, the application will be scheduled for the next available Board Meeting.

**Second:** April Whiting

**Motion Carries Unanimously**

- f. Review Application of Jian Hua Li – present, Jennifer Su, Translator - present

Lisa Cooper, Executive Director – Ms. Li's application is before you today due to education that was obtained in California. Ms. Li attended Alhambra University and is applying as a transfer application. We have seen this school before and we have issued licenses. We have five applications on file from this school and one that has been approved. The school is not on our list of schools we do not accept and the school is nationally accredited. It does have an identifying school code from the NCBTMB.

Diane Huleva, Secretary/Treasurer - You attended school in 2010 but didn't graduate until 2015. Is that correct?

Jian Hua Li via Jennifer Su – She finished her 650 hours and then in 2015 she went back and did another 100 hours. At the time it was required so that she could take the National Certification Exam.

Lisa Cooper, Executive Director – She did the 650 hours and got licensed in Florida. In 2012 she took the MBLEx and got licensed in California and then she went back for the 100 hours to take the NESL.

**Motion:** April Whiting made a motion to approve the license

**Second:** Michael Smith

**Motion Carries Unanimously**

- g. Review Application of Lanet Parker – present

Lisa Cooper, Executive Director – Ms. Parker is before you today due to education that was obtained in California. Ms. Parker attended National Holistic Institute. We have seen this school before and in fact, we have seen this school two other times today.

Sgt. Carmen Donegan, Board Member – I show that she had a charge for practicing massage without a license in 2005 and it was denied.

**Motion:** Diane Huleva made a motion to approve

**Second:** Robin Graber

### **Motion Carries Unanimously**

- h. Review Application of Suzette Sutton – present

Lisa Cooper, Executive Director – Ms. Sutton is before you today due to education that was obtained in California. Ms. Sutton attended Career Network Institute and has requested a license under NRS 640C.420. We have seen this school before and have issued one license. It is nationally accredited and it does have a current identifying number from the NCBTMB.

**Motion:** Diane Huleva made a motion to approve the license

**Second:** Michael Smith

### **Motion Carries Unanimously**

- i. Review Application of Inese Zalkalne – present

Lisa Cooper, Executive Director – Ms. Zalkalne's application is before you today due to education that was obtained in California. Ms. Zalkalne attended Meridian Institute of Massage, where she received 480 hours in Physical Therapy and 350 hours in Massage Therapy. Ms. Zalkalne is requesting to be granted a license under NRS 640C.420.

Diane Huleva, Board Member – You took the massage course in 2003. How long have you actively been practicing massage?

Inese Zalkalne, Applicant – Since that time.

Diane Huleva, Board Member – The PT course you took 2008-2009, was that at the college or online?

Inese Zalkalne, Applicant – All of the classes were on-site.

**Motion:** Michael Smith made a motion to approve

**Second:** Robin Graber

### **Motion Carries Unanimously**

- j. Review Application of Janet Bonner – present

Lisa Cooper, Executive Director – Ms. Bonner is before you today due to criminal history that could not be administratively approved. Ms. Bonner did not disclose the criminal history on her application. She is requesting to be granted a license under NRS 640C.400.

Sgt. Carmen Donegan, Board Member – Can you tell me what happened in August of 2012 when you were arrested?

Janet Bonner, Applicant – I was with my ex-boyfriend and it was a case of wrong place, wrong time. He got out of the car we were in and got into a car that ended up being a bait car. I had no idea he was going to do that. They told me I could fight it or I could take the Conspiracy charge.

Sgt. Carmen Donegan, Board Member - The vehicle you were riding in was also stolen and had a punched ignition.

Janet Bonner, Applicant – I didn't know. We were just out for a drive.

Sgt. Carmen Donegan, Board Member – Were you intoxicated at the time?

Janet Bonner, Applicant – A little bit.

Kathleen Pilgreen, Board Chairperson – I see that you disclosed the Conspiracy charge, but that's not all of your criminal history.

Janet Bonner, Applicant – In 2006, I turned myself in for cashing checks. My mother is my witness.

Lisa Cooper, Executive Director - That is contrary to the police report. It says that you and your mother were both cashing checks. I am concerned that she has not been completely forthcoming today.

**Motion:** Diane Huleva made a motion to table the application pending information from the Applicant's Probation Officer showing that the probation is complete and all fees have been paid.

**Second:** April Whiting

### **Motion Carries Unanimously**

#### k. Review Application of Celso Favela – present

Lisa Cooper, Executive Director – Mr. Favela's application is before you today due to criminal history that could not be administratively approved. Mr. Favela's application was tabled from the previous Board Meeting and the Board requested that Mr. Favela appear before the Board to have the application reviewed. Mr. Favela did not disclose the criminal history on his application. He is requesting to be granted a license under NRS 640C.400.

Sgt. Carmen Donegan, Board Member - I am wondering why you haven't taken care of your three outstanding warrants.

Celso Favela, Applicant – I broke up with my girlfriend and left the tickets in her car.

Sgt. Carmen Donegan, Board Member – Your total outstanding bail at this time is \$1,709.00. You are going to want to go take care of this immediately.



Diane Huleva, Secretary/Treasurer – Are you currently on probation?

Celso Favela, Applicant – Yes.

**Motion:** April Whiting made a motion to deny the license under NRS 640C.700 (1) and (3)

**Second:** Michael Smith

**Motion Carries Unanimously**

I. Review Application of Danielle Flahive – present

Lisa Cooper, Executive Director – Ms. Flahive’s application is before you today due to criminal history that could not be approved administratively. Ms. Flahive did not disclose the criminal history and refused to provide the requested information regarding her criminal history. She is requesting to be granted a license under NRS 640C.400.

Danielle Flahive, Applicant - You are saying that I refused to provide information regarding my criminal history?

Lisa Cooper, Executive Director – Yes. You stated that you contacted the court and no information could be obtained. We called the same number you gave us and they provided the information to us.

Danielle Flahive, Applicant – I was at my sister’s house and decided to leave and ran a red light and was pulled over and arrested. It’s a small town and they all knew me and they called my parents who came and picked me up. I was put on probation and my license was suspended for a little bit of time. I didn’t put it on my application because I was told that the incident was too old and that I didn’t have to. That was a mistake.

**Motion:** Michael Smith made a motion to approve the license

**Second:** April Whiting

**Motion Carries Unanimously**

m. Review Application of Sean Fox – present

Lisa Cooper, Executive Director – Mr. Fox’s application is before you today due to criminal history that could not be approved administratively. Mr. Fox is requesting to be granted a license under NRS 640C.400.

Sean Fox, Applicant – I was under the impression that the crimes they were looking for were sexual offenses and I was under the impression that my record had been sealed. I take full responsibility for what happened and I have changed my life drastically.

Sgt. Carmen Donegan, Board Member – My concern is the last arrest I see here is from July 29, 2015.

Sean Fox, Applicant – Yes. I was driving on the freeway and I cut over to try to exit and it was an undercover Cop behind me. They arrested me because I told them about the medications I am taking for seizures and anxiety. I showed up to my first court date and they said the District Attorney is not ready yet. Besides that, I haven't had any issues since 2009. There was one thing on my record that I didn't know what it was.

Sgt. Carmen Donegan, Board Member – I am seeing a history of drug use since 2005.

Sean Fox, Applicant – It's not a history of drug use as much as it is a medication issue. When I got the DUI I had to go to my doctor and get a note saying that I could drive on the medication. I have spent 90 days in rehab and I have completely turned my life around.

Diane Huleva, Secretary/Treasurer - What year did you go to drug rehab?

Sean Fox, Applicant – 2006 maybe.

Diane Huleva, Secretary/Treasurer – In one of the reports, you got pulled over in 2005 and you admitted to one of the Officers that you had just completed drug addiction counseling two weeks earlier. The concern is that you completed the drug rehab and after that you have multiple charges which indicate that you have not turned your life around.

Sean Fox, Applicant – For the drug arrest, I was not there to pick up drugs for myself. I was giving a friend a ride and he was making a deal. I was not using at that time and I haven't been using. I got straight A's in school.

Michael Smith, Board Member – Are you in regular contact with your doctor?

Sean Fox, Applicant – Yes, I see him every month.

Michael Smith, Board Member – Does your doctor make changes to your medication?

Sean Fox, Applicant – Right now my doctor is not making any changes.

Michael Smith, Board Member – Do you drink alcohol?

Sean Fox, Applicant – I don't drink at all. I haven't drank since I was in high school.

Kathleen Pilgreen, Board Chairperson – Then why do you attend AA?

Sean Fox, Applicant – I go to AA meetings because I don't like NA meetings. The AA meetings are much more positive and uplifting.

**Motion:** Diane Huleva made a motion to table the application until we receive documentation from the Applicant's doctor about his medications, documentation from his AA sponsor about his AA attendance, a psychological evaluation and the outcome of his most recent arrest.

**Second:** April Whiting

**Motion Carries Unanimously**

- n. Review Application of Lisa Lemos – present

Lisa Cooper, Executive Director – Ms. Lemos is before you today due to criminal history that could not be approved administratively. Ms. Lemos did disclose the criminal history on her application. She is requesting to be granted a license under NRS 640C.400.

**Motion:** Michael Smith made a motion to approve the license

**Second:** Diane Huleva

**Motion Carries Unanimously**

- o. Review Application of Savannah Rose Lee – present, Ryan McElhinney, Attorney – present

Lisa Cooper, Executive Director – Ms. Lee's application is before you today due to criminal history that could not be approved administratively. Ms. Lee did not disclose all the criminal history that came back on the background check. She did provide the additional information when we requested it. She had an outstanding fine for the DUI so it could not be approved administratively. I have spoken with her attorney and the fine has now been paid.

**Motion:** Michael Smith made a motion to approve the license once the office receives proof that the fine is paid.

**Second:** Diane Huleva

Ryan McElhinney, Attorney – The fine has been paid and we faxed the proof of the zero balance to the Board office yesterday.

Christy Brunner, Field Inspector II – We received the fax.

**Motion Carries Unanimously**

- p. Review Application of Yi Huang Long – not present

Lisa Cooper, Executive Director – Mr. Long's attorney has asked that we table this application until the December meeting.

**Motion:** Michael Smith made a motion to table the application to the December Board Meeting.

**Second:** April Whiting

**Motion Carries Unanimously**

- q. Review Application of Korinna Ramirez – present

Lisa Cooper, Executive Director – Ms. Ramirez is before you today due to criminal history that could not be approved administratively. Ms. Ramirez did not disclose all the criminal history on her application. Ms. Ramirez is requesting to be granted a license under NRS 640C.400.

Michael Smith, Board Member – Why didn't you disclose the criminal history on your application?

Korinna Ramirez, Applicant – I thought it was just a fine so I didn't have to.

**Motion:** April Whiting made a motion to approve the license

**Second:** Michael Smith

**Motion Carries Unanimously**

- r. Review Application of Elizabeth Spangler – present

Lisa Cooper, Executive Director – Ms. Spangler is before you today due to criminal history that could not be approved administratively. Ms. Spangler did not disclose all the criminal history that came back on her background check. Ms. Spangler is requesting to be granted a license under NRS 640C.400.

Elizabeth Spangler, Applicant – The charge out of Texas is on Deferred Adjudication and in three months it will be dismissed. If it had happened here, I would not have been arrested because I am a medical marijuana patient.

**Motion:** Michael Smith made a motion to approve the license

**Second:** April Whiting

**Motion Carries Unanimously**

**8. Financial Report Discuss/Review/Approve Budget and Budget Items (For Possible Action)**

- a. 2015 Year-To-Date Budget – Approve to send to Audit

**Motion:** Diane Huleva made a motion to approve

**Second:** Michael Smith

**Motion Carries Unanimously**

- b. 2016 Year-To-Date Budget

**Motion:** Diane Huleva made a motion to approve

**Second:** Robin Graber

**Motion Carries Unanimously**

## 9. Discuss/Amend/Approve Board Meeting Minutes (For Possible Action)

a. June 26, 2015

**Motion:** Michael Smith made a motion to approve

**Second:** April Whiting

**Motion Carries Unanimously**

## 10. Board Discussion Directors Report - Review/Approve/Deny (For Possible Action)

a. Policy and Procedure

Louis Ling, Board Counsel – We have made the changes that the Board suggested. We have changed 4.2 to address complaints against or about a Board Member and created a process for that. It will be handled by the Executive Director. If one of you receives a complaint about a fellow Board Member, you are to refer it to the Executive Director and you are not to discuss it amongst yourselves. Due to the fact that a complaint could be about a wide range of topics, we made the policy flexible so that it will cover pretty much any situation.

Michael Smith, Board Member – Can we make it so that the numbers match up on the policies?

Louis Ling, Board Counsel – Yes, we can certainly do that.

Sgt. Carmen Donegan, Board Member – In section 4.2, I don't like how it all falls on Lisa and I think there should be another party involved when there is a complaint.

Kathleen Pilgreen, Board Chairperson – We could add that the Executive Director will review the complaint with the Board Legal Counsel and a member of the Executive Committee.

**Motion:** Michael Smith made a motion to approve all of the policies (i-vi) with the edits

**Second:** April Whiting

**Motion Carries Unanimously**

- i. Executive Committee
- ii. Executive Director
- iii. Executive Director and the Executive Committee
- iv. Complaints Regarding the Executive Director

- v. Board Communications
- vi. Board Finances

b. Proposed Regulations

Lisa Cooper, Executive Director – The next step is that we will be setting up the Workshops for public comment.

- i. Requirement for Massage Establishments
- ii. Massage Therapist in Charge
- iii. Restoration of Expired License
- iv. Transfer of Core Credits From a Massage Therapy Program
- v. Recognized Programs of Massage Therapy
- vi. Requirements of a Program of Massage Therapy
- vii. Establishment Restroom Requirements
- viii. Unethical or Unprofessional conduct

c. Executive Director Communication to Executive Committee

Michael Smith, Board Member – Could we get a summary since so much of the information is redacted?

Lisa Cooper, Executive Director – The problem is that many of the items are personnel issues.

Louis Ling, Board Counsel – You would just have to provide the information in a summary form and not use any names.

No motion made.

d. Usage of Counsel Outside of Attorney General's Office

Lisa Cooper, Executive Director - Colleen Platt, who was formerly with the Attorney General's office, has opened her own law firm and has reached out to see if we would be interested in using her services. Her rates are good and will save us some money. We will be sending any future cases to Colleen.

No motion made.

e. Send Reno Field Inspector II to C.L.E.A.R Specialized Training – Sacramento October 19-21, 2015

**Motion:** Michael Smith made a motion to approve

**Second:** April Whiting

**Motion Carries Unanimously**

**11. Board Discussion – Inspection Department Review/Approve/Deny (For Possible Action)**

a. Inspection Numbers

Lisa Cooper, Executive Director – The inspection numbers look really good. We are very happy about the number of inspections we are completing.

No motion made.

**12. Election of Officers (For Possible Action)**

- a. Chairperson
- b. Vice Chairperson
- c. Secretary/Treasurer

Lisa Cooper, Executive Director – I just wanted to have it noted that at the last Board Meeting after we had adjourned, Tree Allemang, Board Member resigned her Board position. She was going to email her resignation to the Governor’s office but they haven’t received it yet.

**Motion:** Robin Graber made a motion to table 12a, b and c

**Second:** April Whiting

**Motion Carries Unanimously**

**13. Public Comment**

None

**14. Future Agenda Items**

- a. Senator Spearman Project: Volunteer Massage for VA Administration
- b. Continue working on new database Administration, Inspection & Board Meeting
- c. Purchase/Rental of Vehicles for Inspection Department
- d. Training of Board Members for Inspection Department
- e. Job Descriptions
- f. SOP Manual
- g. 360 Reviews
  - i. H&H Strategic Partners, LLC
  - ii. Quantum Workplace
- h. Sanitation Regulations
- i. Current Fu Zu Ba Curriculum
- j. Invitations to each school to attend Board Meetings
- k. Check the language on continuing education forms

**15. Adjournment No Later than 4:30 PM (For Possible Action)**

**Motion:** Michael Smith made a motion to adjourn

**Second:** April Whiting

## Motion Carries Unanimously

### Note:

1. Items may be taken out of order
2. Items may be combined for consideration by the Public Body
3. Items may be pulled or removed from the Agenda at any time.
4. The Board may convene in closed session to consider the character, alleged misconduct, professional competence or physical or mental health of a person. (NRS 241.030)

**Public Comment Agenda Item:** There is a time designated at the beginning of the meeting and the end of the meeting for Public Comment. Members of the general public may bring matters not appearing on this Agenda to the attention of the Board or make comment on specific Agenda Items. The Board may discuss the matters not on the Agenda, but may not act on the matters at this meeting. If the Board desires, the matters may be placed on a future Agenda for action. In consideration of others who may also wish to provide Public Comment, please avoid repetition and limit your comments to no more than three (3) minutes.

Prior to the commencement and conclusion of a contested case or a quasi judicial proceeding that may affect the due process rights of an individual the Board may refuse to consider Public Comment.

**Accommodations:** Nevada State Board of Massage Therapists will make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. Should special arrangements for the meeting be necessary, please notify the Nevada State Board of Massage Therapists in writing as soon as possible at:

NSBMT

Attn: Lisa Cooper  
1755 E. Plumb Lane Suite 252  
Reno, NV 89502

Or by phone

(775) 687-9955

### The Agenda was posted at the following places:

Grant Sawyer Building, 555 E. Washington Avenue, Las Vegas, NV  
Office of the Attorney General, 100 N. Carson Street, Carson City, NV  
Office of the Attorney General, 5420 Kietzke Lane Ste 202, Reno, NV  
Nevada State Board of Massage Therapists Website  
Nevada State Board of Massage Therapists, 1755 E. Plumb Lane Suite 252, Reno, NV 89502  
Nevada Public Notice Website – [www.notice.nv.gov](http://www.notice.nv.gov)