



## Nevada State Board of Massage Therapy

### \*\*\*NOTICE OF PUBLIC MEETING\*\*\*

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<b>LOCATIONS:</b>	<b>Nevada Legislative Building – Carson City</b> 401 South Carson Street, Suite 2134 Carson City, NV 89701
	<b>Videoconference To:</b> <b>Grant Sawyer Building – Las Vegas</b> 555 East Washington Avenue, Suite 4412 Las Vegas, NV 89101
<b>DATE:</b>	<b>June 27, 2018</b>
<b>TIME:</b>	<b>9:00 a.m. PDT</b>

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### AGENDA

**Please Note:** The Nevada State Board of Massage Therapy may: 1) take agenda items out of order; 2) combine two or more items for consideration; or 3) remove an item from the agenda or delay discussion related to an item at any time. Reasonable efforts will be made to assist and accommodate individuals with disabilities who wish to attend the meeting. Please contact Sandy Anderson at 775.687.9951 ([sjanderson@lmt.nv.gov](mailto:sjanderson@lmt.nv.gov)), in advance, so that arrangements may be made. Public comment will be taken at the beginning and the end of the meeting. 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).

1. Call to order and roll call of Board Members.
2. Public comment. (Discussion Only) Action may not be taken on any matter brought up under public comment until scheduled on an agenda for action at a later meeting.
3. Discussion regarding how to state a motion, what the motion must include and other aspects of making a motion during a meeting on an action item – training provided by Colleen Platt Esq. of Platt Law Group Reno. (For Discussion and Possible Action)

4. Formal Hearing for Jenny Hoang-Coursol – NVMT #8339 – NVMT-C-1828. (The Board may convene in closed session to consider the character, alleged misconduct, professional competence or physical or mental health of a person.) (For Possible Action)
5. Formal Hearing for Xiujuan Xie – NVMT #8873 – NVMT-C-1833. (The Board may convene in closed session to consider the character, alleged misconduct, professional competence or physical or mental health of a person.) (For Possible Action)
6. Formal Hearing for Yuling Yang – NVMT #8420 – NVMT-C-1834. (The Board may convene in closed session to consider the character, alleged misconduct, professional competence or physical or mental health of a person.) (For Possible Action)
7. Formal Hearing for Hong Guo – NVMT #343 – NVMT-C-1835. (The Board may convene in closed session to consider the character, alleged misconduct, professional competence or physical or mental health of a person.) (For Possible Action)
8. Formal Hearing for Lin Fang Zu Damon – NVMT #609 – NVMT-C-1836. (The Board may convene in closed session to consider the character, alleged misconduct, professional competence or physical or mental health of a person.) (For Possible Action)
9. Approval of applications approved and authorized by the Chairperson. (For Possible Action)
10. Discussion and possible action regarding data tracking and reporting including monthly reporting of the number of licensees in the northern and southern areas of the state. (For Discussion and Possible Action)
11. Discussion and possible action regarding moving the Southern Nevada Office location, including possible cost analysis, authorizing a maximum amount that the Executive Director may spend on rent and related costs associated with moving the office, and guidelines for lease negotiations including expectations of potential use for the next five (5) years. (For Discussion and Possible Action)
12. Discussion and possible action regarding financial reports and budgetary approvals (For Discussion and Possible Action)
  - a. Discussion and possible action regarding review of 2018 Budget vs. Actual and acceptance. (For Discussion and Possible Action)
  - b. Discussion and possible action regarding sending representatives from our Board to the FARB Regulatory Law Seminar in Portland, Oregon. (For Discussion and Possible Action)
  - c. Discussion and possible action regarding authorizing staff to research multiple data processing options and report back to the Board potential cost impacts to improve the Board's database and software systems. (For Discussion and Possible Action)

- d. Discussion and possible action regarding approval of contract with Coulson and Associates in the amount of \$6,000 to perform the Annual Audit of the Board's Financial Statements. (For Discussion and Possible Action)
  - e. Discussion and possible action regarding approval of the contract with Reno Print Store & Office Supplies in the amount of \$8,000 for printing of postcards to be sent to licensees. (For Discussion and Possible Action)
  - f. Discussion and possible action regarding sending representatives from the board to the FSMTB Annual Meeting October 4<sup>th</sup> through the 6<sup>th</sup> in Salt Lake City. (for Discussion and Possible Action)
  - g. Discussion and possible action regarding approval of travel for Maggie Adams the Southern Nevada Operations Manager to attend the CLEAR Executive Leadership Training in Philadelphia September 24<sup>th</sup> through 26<sup>th</sup>.
  - h. Discussion and possible action regarding increasing the Fiscal Year 2019 Budget by \$17,000 for new routers and completion of the computer system upgrades at both of the Board's locations. (For Discussion and Possible Action)
  - i. Discussion and possible action regarding continuation of the Board's occupancy in the Las Vegas offices on a month-to-month basis at a rate of \$1002.62. (For Discussion and Possible Action)
13. Discuss, amend and approve Board meeting minutes. (For Discussion and Possible Action)
    - a. April 16 and 17, 2018 Board Retreat
    - b. April 18, 2018 Regular Meeting
    - c. June 18, 2018 Hearing R040-18
  14. Inspection Team Report (For Discussion)
  15. Discussion and possible action regarding possible drafting of a new regulation to adopt by reference the Associated Bodywork and Massage Professionals Code of Ethics. (For Discussion and Possible Action)
  16. Discussion and possible revision to the Nevada State Board of Massage Therapy Policies and Procedures. (For Discussion and Possible Action)
  17. Discussion and possible action regarding meeting dates for calendar year 2019 including the possibility of a Board retreat in Northern Nevada. (For Discussion and Possible Action)
  18. Discussion and possible action regarding the State of Nevada Governor's Finance Office Division of Internal Audits – Audit Report #18-05 Boards and Commissions Nevada's Independent Licensing Boards dated June 14, 2018 with Steve Weinberger, Division Administrator. (For Discussion and Possible Action)
  19. Discussion and possible action regarding “lessons learned” on the Reflexology Exam failure and path forward to include the possibility of allowance for retesting at no additional charge. (For Discussion and Possible Action)

20. Discussion and possible action regarding the Executive Director’s license to practice massage. (For Discussion and Possible Action)
21. Closed Session for discussion between Board and counsel regarding potential litigation involving the Board.
22. Discussion and possible approval of waiving the Board's attorney-client privilege between the Board and Louis Ling regarding certain documents and emails concerning the development of the Board's Employee Policy and Procedure Manual. (For Discussion and Possible Action)
23. Public Comment
24. Adjournment no later than 4:30 PM (For Possible Action)

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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.

Supporting material for this meeting may be requested from Sandy Anderson at 775.687.9955 ([sjanderson@lmt.nv.gov](mailto:sjanderson@lmt.nv.gov)) and is available at the Nevada State Board of Massage Therapy, 1755 E. Plumb Lane, Suite 252, Reno, Nevada 89502.

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In accordance with NRS 241.020, this public notice and agenda was posted on or before June 22, 2018, on the Nevada State Board of Massage Therapists website, <http://massagetherapy.nv.gov>, the State of Nevada’s Public Notice Website, <https://notice.nv.gov>, and at the following locations:

Nevada State Board of Massage Therapists  
1755 E. Plumb Lane, Suite 252  
Reno, NV 89502

Grant Sawyer Building  
555 E. Washington Avenue  
Las Vegas, NV 89101

Nevada State Library  
100 South Stewart Street  
Carson City, NV 89701

Nevada Attorney General’s Office  
100 N. Carson Street  
Carson City, NV 89701

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