

License #	Status	Last Name	First Name	City	State	Zip	Original Lic. Date
NVMT.10228	Active	BANNON	JAMES	LAS VEGAS	NEVADA	89101	12/05/2019
NVMT.10229	Active	TAKADA	MIYUKI	LAS VEGAS	NEVADA	89183	12/05/2019
NVMT.10230	Active	PROULX	AMANDA	LAS VEGAS	NEVADA	89143	12/09/2019
NVMT.10232	Active	BEAUDETTE	CAITLIN	CARSON CITY	NEVADA	89701	12/09/2019
NVMT.10231	Active	GROUP	FAITH	DAYTON	NEVADA	89403	12/09/2019
NVMT.10234	Active	MCBRIDE	KEELY	LAS VEGAS	NEVADA	89183	12/09/2019
NVMT.10235	Active	BRIGHT	KIMBERLY	LAS VEGAS	NEVADA	89106	12/09/2019
NVMT.10233	Active	NOLTE	NORMA	HENDERSON	NEVADA	89074	12/09/2019
NVMT.10236	Active	ANDERSON	JASON	LAS VEGAS	NEVADA	89128	12/11/2019
NVMT.10237	Active	BAMBO DONESA	DIORELLA	RENO	NEVADA	89523	12/12/2019
NVMT.10238	Active	TURNBULL	KAREN	HENDERSON	NEVADA	89052	12/12/2019
NVMT.10240	Active	GLIDEWELL	MELISSA	Sparks	NEVADA	89434	12/12/2019
NVMT.10239	Active	NGUYEN	TRONG	LAS VEGAS	NEVADA	89148	12/12/2019
NVMT.10241	Active	LIU	WEI	LAS VEGAS	NEVADA	89117	12/12/2019
NVMT.10243	Active	KELLOGG	NANCY	SPARKS	NEVADA	89434	12/16/2019
NVMT.10242	Active	BRINEZ	STEPHANY	LAS VEGAS	NEVADA	89123	12/16/2019
NVMT.10244	Active	COUSINS	TRACY	LAS VEGAS	NEVADA	89121	12/16/2019
NVMT.10245	Active	HE	JASON	LAS VEGAS	NEVADA	89147	12/19/2019
NVMT.10246	Active	NOVACK	SUSAN	RENO	NEVADA	89502	12/19/2019
NVMT.10250	Active	WILSON	CHRISTOPHER	LAS VEGAS	NEVADA	89103	12/24/2019
NVMT.10248	Active	CRAIG	JAZMINE	LAS VEGAS	NEVADA	89133	12/24/2019
NVMT.10247	Active	FELLER	KATHERINE	N LAS VEGAS	NEVADA	89084	12/24/2019
NVMT.10249	Active	LEE	SANDRA	MESQUITE	NEVADA	89024	12/24/2019
NVMT.10254	Active	RABKA	DESIRAE	N LAS VEGAS	NEVADA	89031	12/26/2019
NVMT.10251	Active	GENG	HUAIFU	LAS VEGAS	NEVADA	89139	12/26/2019
NVMT.10253	Active	AGUILAR-ESTRADA	JOSE	LAS VEGAS	NEVADA	89149	12/26/2019
NVMT.10252	Active	NI	YONGXIANG	LAS VEGAS	NEVADA	89117	12/26/2019
NVMT.10256	Active	NAMBOONRUENG	KRITSANA	LAS VEGAS	NEVADA	89110	12/31/2019
NVMT.10255	Active	LOPEZ ZANLEONI	LAZARA	LAS VEGAS	NEVADA	89123	12/31/2019
NVMT.10259	Active	ALLEN	ALEXIS	RENO	NEVADA	89512	01/14/2020
NVMT.10261	Active	RIVAS SOSA	CLAUDIA	LAS VEGAS	NEVADA	89108	01/14/2020
NVMT.10260	Active	SANTANA-LOPEZ	DUNIA	LAS VEGAS	NEVADA	89122	01/14/2020
NVMT.10258	Active	MACPHAIL	ELIZABETH	RENO	NEVADA	89503	01/14/2020
NVMT.10257	Active	COTTAM	TRAVIS	N LAS VEGAS	NEVADA	89086	01/14/2020
NVMT.10265	Active	RAEDER	DAWN	RENO	NEVADA	89512	01/15/2020
NVMT.10263	Active (On Probation)	PRIESTLY	KENDAL	LAS VEGAS	NEVADA	89128	01/15/2020
NVMT.10264	Active	DE LA CRUZ FERNANDEZ	KIRENIA	LAS VEGAS	NEVADA	89104	01/15/2020
NVMT.10262	Active	WEI	YANLING	LAS VEGAS	NEVADA	89148	01/15/2020
NVMT.10266	Active	ORTEGA-VELAZQUEZ	ADAN	LAS VEGAS	NEVADA	89121	01/28/2020
NVMT.10269	Active	NELSON	EMILY	CARSON CITY	NEVADA	89706	01/28/2020
NVMT.10268	Active	DOW	JACQUELINE	RENO	NEVADA	89503	01/28/2020
NVMT.10267	Active	POURCHOT	JAMIE	SPARKS	NEVADA	89441	01/28/2020
NVMT.10270	Active	MORGAN	ANAYAH	LAS VEGAS	NEVADA	89130	01/29/2020
NVMT.10277	Active	BASTERRECHEA	ELIZABETH	RENO	NEVADA	89509	01/29/2020

NVMT.10273	Active	LI	FUGANG	LAS VEGAS	NEVADA	89103	01/29/2020
NVMT.10275	Active	CARBAJO-JIMENEZ	JOSE	LAS VEGAS	NEVADA	89123	01/29/2020
NVMT.10278	Active	CAMARAO	MAYUMI	N LAS VEGAS	NEVADA	89081	01/29/2020
NVMT.10271	Active	STINER	RACHELL	LAS VEGAS	NEVADA	89147	01/29/2020
NVMT.10274	Active	GEAR	SYDNEY	SPARKS	NEVADA	89434	01/29/2020
NVMT.10272	Active	MILLER	XIAOFEN	FALLON	NEVADA	89406	01/29/2020
NVMT.10276	Active	CHEN	YAN	LAS VEGAS	NEVADA	89183	01/29/2020
NVMT.10282	Active	WHITE	JASMINE	PAHRUMP	NEVADA	89060	01/30/2020
NVMT.10279	Active	WENDELIN	JIFEN	LAS VEGAS	NEVADA	89146	01/30/2020
NVMT.10281	Active	GREINER	KATHRYN	PORTLAND	OREGON	97202	01/30/2020
NVMT.10280	Active	PREGLER	MARIA	ERIE	PENNSYLVANIA	16505	01/30/2020
NVRF.0102	Active	HE	GUANQIANG	LAS VEGAS	NEVADA	89138	02/05/2020
NVMT.10288	Active	RILEY	MARY	LAS VEGAS	NEVADA	89148	02/05/2020
NVMT.10286	Active	BRAND	RACHAEL	PALM SPRINGS	CALIFORNIA	92264	02/05/2020
NVMT.10284	Active	LORUP	SHAMATA	LAS VEGAS	NEVADA	89131	02/05/2020
NVRF.0103	Active	RANGER	SHEILA	OVERTON	NEVADA	89040	02/05/2020
NVMT.10283	Active	TURNER	STEPHANIE	LAS VEGAS	NEVADA	89148	02/05/2020
NVMT.10285	Active	MCNISH	TAEKO	SUN PRAIRIE	WISCONSIN	53590	02/05/2020
NVMT.10287	Active	LIN	TING	LAS VEGAS	NEVADA	89147	02/05/2020
NVRF.0104	Active	BULLOCK	WOODRA	BATTLE MOUNTAIN	NEVADA	89820	02/05/2020
NVMT.10290	Active	HARNER	ARUNSRI	LAS VEGAS	NEVADA	89147	02/10/2020
NVMT.10289	Active	KALONJI	MALIK	JOSHUA TREE	CALIFORNIA	92252	02/10/2020
NVMT.10292	Active	MORALES-CRUZ	INGRID	LAS VEGAS	NEVADA	89101	02/12/2020
NVMT.10291	Active	VAZQUEZ-PARTIDA	JULISSA	SPARKS	NEVADA	89431	02/12/2020
NVMT.10293	Active	BILLHARZ	SOPHIA	RENO	NEVADA	89503	02/12/2020
NVRF.0105	Active	HE	ZHIZHAO	LAS VEGAS	NEVADA	89103	02/12/2020
NVMT.10300	Active	WEEKS	AMY	ZEPHYR COVE	NEVADA	89448	02/13/2020
NVMT.10296	Active	PHILLIPS	BRANDY	S LAKE TAHOE	CALIFORNIA	96150	02/13/2020
NVMT.10295	Active	MCGREW	CANDACE	LAS VEGAS	NEVADA	89131	02/13/2020
NVMT.10301	Active	ISAACS	EARLA	LAS VEGAS	NEVADA	89113	02/13/2020
NVMT.10299	Active	JACOBS	EMILY	Freeport	ILLINOIS	61032	02/13/2020
NVMT.10294	Active	MCCULLOUGH	JASON	PAHRUMP	NEVADA	89048	02/13/2020
NVMT.10297	Active	HOLDER	KARYN	LAS VEGAS	NEVADA	89117	02/13/2020
NVMT.10298	Active	ARMONT	QUAYSHAWN	LAS VEGAS	NEVADA	89157	02/13/2020
NVMT.10302	Active	PAQUETTE	SALLY	LAS VEGAS	NEVADA	89108	02/13/2020
NVMT.10304	Active	ROBLERO	JOSE	LAS VEGAS	NEVADA	89110	02/20/2020
NVMT.10306	Active	CASSIDY	KRISTEN	LAS VEGAS	NEVADA	89183	02/20/2020
NVMT.10305	Active	ALONZO NUNEZ	LUCIA	LAS VEGAS	NEVADA	89139	02/20/2020
NVMT.10303	Active	RODRIGUEZ ZAYAS	YEDEY	LAS VEGAS	NEVADA	89104	02/20/2020
NVMT.10307	Active	HOVEKE	WILLIAM	LAS VEGAS	NEVADA	89121	02/24/2020
NVMT.10308	Active	FERNANDEZ-ALFONSO	ELAINE	LAS VEGAS	NEVADA	89121	02/25/2020
NVMT.10309	Active	ANDERSON	GINA	RENO	NEVADA	89511	02/25/2020
NVMT.10310	Active	CIPRIANO	MORENA	LAS VEGAS	NEVADA	89122	02/25/2020
NVMT.10311	Active	HARPER	CATHERINE	LAS VEGAS	NEVADA	89138	03/02/2020
NVMT.10313	Active	YAN	HUIJUAN	LAS VEGAS	NEVADA	89117	03/02/2020
NVMT.10312	Active	SANCHEZ	SAMANTHA	REDLANDS	CALIFORNIA	92374	03/02/2020
NVMT.10314	Active	TANG	YAN	LAS VEGAS	NEVADA	89146	03/02/2020

NVMT.10315	Active	SENIOR	CHARLEEN	OCEANSIDE	CALIFORNIA	92054	03/03/2020
NVMT.10318	Active	SANTOS	GRACE	HENDERSON	NEVADA	89011	03/03/2020
NVMT.10319	Active	JARVIS	JOSHUA	HENDERSON	NEVADA	89053	03/03/2020
NVMT.10317	Active	LONG	LATRESSA	LAS VEGAS	NEVADA	89147	03/03/2020
NVMT.10316	Active	BRAND	REBECCA	LAS VEGAS	NEVADA	89149	03/03/2020
NVMT.10321	Active	VELAZQUEZ PIRIS	KATIA	LAS VEGAS	NEVADA	89129	03/04/2020
NVMT.10320	Active	THOMPSON	KYLE	SCOTTSDALE	ARIZONA	85257	03/04/2020
NVMT.10322	Active	FLOTO	SUMMER	RENO	NEVADA	89506	03/04/2020
NVMT.10324	Active	WU	HAO	LAS VEGAS	NEVADA	89102	03/06/2020
NVMT.10323	Active	LINDSEY-CULP	KIMBERLY	HENDERSON	NEVADA	89002	03/06/2020
NVMT.10332	Active	BECERRA HERNANDEZ	AMERICA	N LAS VEGAS	NEVADA	89032	03/24/2020
NVMT.10336	Active	SHEN	AO	LAS VEGAS	NEVADA	89139	03/24/2020
NVMT.10328	Active	ZHAO	BEIBEI	LAS VEGAS	NEVADA	89118	03/24/2020
NVMT.10343	Active	CHOUMMANIVONG	CHANPHEN	LAS VEGAS	NEVADA	89110	03/24/2020
NVMT.10364	Active	LIU	DONGHAI	LAS VEGAS	NEVADA	89117	03/24/2020
NVMT.10358	Active	ZHANG	FENGLAN	LAS VEGAS	NEVADA	89103	03/24/2020
NVMT.10359	Active	DAI	HONGFEI	LAS VEGAS	NEVADA	89148	03/24/2020
NVMT.10360	Active	LIU	JIANPING	HENDERSON	NEVADA	89014	03/24/2020
NVMT.10334	Active	ZHANG	JIAXING	LAS VEGAS	NEVADA	89118	03/24/2020
NVMT.10333	Active	SAELEE	JIRUTTIKAN	LAS VEGAS	NEVADA	89129	03/24/2020
NVMT.10356	Active	KAEWVISET	KAMARAPON	LAS VEGAS	NEVADA	89103	03/24/2020
NVMT.10344	Active	HOLLAND	KAMOLWAN	LAS VEGAS	NEVADA	89147	03/24/2020
NVMT.10325	Active	WANThONG	KAMONCHAT	N LAS VEGAS	NEVADA	89031	03/24/2020
NVMT.10327	Active	FAKABON RAMSEY	KANNIKA	RENO	NEVADA	89523	03/24/2020
NVMT.10341	Active	WALLIS	KIMBERLY	LIHUE	HAWAII	96766	03/24/2020
NVMT.10357	Active	LAROCHELLE	KORAKOT	LAS VEGAS	NEVADA	89148	03/24/2020
NVMT.10351	Active	MAKAZEN	KORNKANOK	N LAS VEGAS	NEVADA	89032	03/24/2020
NVMT.10331	Active	DILLON	LACY	PORTLAND	OREGON	97321	03/24/2020
NVMT.10340	Active	MACAW	LILIANA	LAS VEGAS	NEVADA	89141	03/24/2020
NVMT.10342	Active	MCCRUM	LINDSEY	CAPE CORAL	FLORIDA	33904	03/24/2020
NVMT.10326	Active	PHAIROJ	MALEE	HENDERSON	NEVADA	89012	03/24/2020
NVMT.10337	Active	BISHOP	NANTAWAN	LAS VEGAS	NEVADA	89113	03/24/2020
NVMT.10345	Active	PUTPIPATPATORN	NASIKARN	LAS VEGAS	NEVADA	89139	03/24/2020
NVMT.10353	Active	BOSUWAN	NATEETIP	LAS VEGAS	NEVADA	89147	03/24/2020
NVMT.10361	Active	WU	NING	LAS VEGAS	NEVADA	89178	03/24/2020
NVMT.10338	Active	LOPEZ RODRIGUEZ	NUBIA	LAS VEGAS	NEVADA	89122	03/24/2020
NVMT.10350	Active	HARRIS	NUTCHAPA	LAS VEGAS	NEVADA	89103	03/24/2020
NVMT.10349	Active	PHUPHIWDUAN	PHARADEE	LAS VEGAS	NEVADA	89135	03/24/2020
NVMT.10348	Active	SONACHOT	PLERNPIS	HENDERSON	NEVADA	89074	03/24/2020
NVMT.10329	Active	THUMMASIRI	PUANGPHET	LAS VEGAS	NEVADA	89103	03/24/2020
NVMT.10355	Active	RIVAS	SANGDUAN	LAS VEGAS	NEVADA	89147	03/24/2020
NVMT.10339	Active	LACKEY	SARAH	LINCOLN	NEBRASKA	68510	03/24/2020
NVMT.10354	Active	GIDTAKUL	SAWAN	LAS VEGAS	NEVADA	89103	03/24/2020
NVMT.10346	Active	CHEN	SHUNRONG	LAS VEGAS	NEVADA	89117	03/24/2020
NVMT.10352	Active	TEERAVONGPHAIROJ	SUKANYA	LAS VEGAS	NEVADA	89102	03/24/2020
NVMT.10330	Active	CHAIKHOT	WIJITTRA	LAS VEGAS	NEVADA	89123	03/24/2020
NVMT.10363	Active	LIN	YACHING	LAS VEGAS	NEVADA	89117	03/24/2020

NVMT.10362	Active	WEI	YANYAN	LAS VEGAS	NEVADA	89117	03/24/2020
NVMT.10335	Active	HE	YUEHUI	LAS VEGAS	NEVADA	89145	03/24/2020
NVMT.10365	Active	WANG	ZHI	LAS VEGAS	NEVADA	89135	03/24/2020
NVMT.10347	Active	YANG	ZHONGWU	LAS VEGAS	NEVADA	89117	03/24/2020
NVMT.10371	Active	MARCUCCIO	AMANDA	LAS VEGAS	NEVADA	89134	04/13/2020
NVMT.10378	Active	AN	BING	LAS VEGAS	NEVADA	89118	04/13/2020
NVMT.10379	Active	MORRIS	BRIAN	Reno	NEVADA	89521	04/13/2020
NVMT.10372	Active	BROWN	BRITNIE	LAS VEGAS	NEVADA	89108	04/13/2020
NVMT.10374	Active	MARTINEZ	CASEY	LAS VEGAS	NEVADA	89108	04/13/2020
NVMT.10370	Active	SHEPARDSON	ERIN	RENO	NEVADA	89509	04/13/2020
NVMT.10373	Active	AMARO	FABIAN	N LAS VEGAS	NEVADA	89031	04/13/2020
NVMT.10367	Active	VILLA	FRANCIA	HALLANDALE	FLORIDA	33009	04/13/2020
NVMT.10366	Active	LISA	FRANK	LOS ANGELES	CALIFORNIA	90038	04/13/2020
NVMT.10369	Active	SHEN	GUOYING	LAS VEGAS	NEVADA	89147	04/13/2020
NVMT.10380	Active	ZHAO	JING	LAS VEGAS	NEVADA	89148	04/13/2020
NVMT.10377	Active	LOVE	KELLY	RENO	NEVADA	89511	04/13/2020
NVMT.10375	Active	SADLIER	KELLY	Las Vegas	NEVADA	89193	04/13/2020
NVMT.10368	Active	SULLIVAN	KRISTA	LAS VEGAS	NEVADA	89107	04/13/2020
NVMT.10376	Active	ZERTUCHE	MARGARITA	N LAS VEGAS	NEVADA	89032	04/13/2020
NVMT.10381	Active	ZHANG	ZHENXIONG	LAS VEGAS	NEVADA	89103-2262	04/13/2020
NVMT.10385	Active	RYAN	ELIZABETH	HENDERSON	NEVADA	89074	04/16/2020
NVMT.10382	Active	HILYARD	EUGENE	LAS VEGAS	NEVADA	89145	04/16/2020
NVMT.10384	Active	LIANG	JIE	LAS VEGAS	NEVADA	89147	04/16/2020
NVMT.10383	Active	HEWINS	KELLY	SANTA FE	NEW MEXICO	87504	04/16/2020
NVMT.10386	Active	HENDERSON	NATALIYA	LAS VEGAS	NEVADA	89147	04/16/2020
NVMT.10390	Active	CHU-DANTE	BRIDGET	LAS VEGAS	NEVADA	89139	04/22/2020
NVMT.10391	Active	ZHANG	IVY	LAS VEGAS	NEVADA	89102	04/22/2020
NVMT.10392	Active	PARKER	KOBI	LAS VEGAS	NEVADA	89103	04/22/2020
NVMT.10388	Active	UMPSTEAD	MERCEDES	ORLANDO	FLORIDA	32835	04/22/2020
NVMT.10389	Active	SUN	XIUPING	LAS VEGAS	NEVADA	89103	04/22/2020
NVMT.10387	Active	JIN	YE	LAS VEGAS	NEVADA	89148-3811	04/22/2020
NVMT.10397	Active	MCCOY	AARON	LAS VEGAS	NEVADA	89129	04/23/2020
NVMT.10394	Active	MOORE	CHRISTOPHER	N LAS VEGAS	NEVADA	89081	04/23/2020
NVMT.10396	Active	UPSHAW	COURTNEY	LAS VEGAS	NEVADA	89117	04/23/2020
NVMT.10393	Active	WILSON	MARY	Las Vegas	NEVADA	89115	04/23/2020
NVMT.10395	Active	SHOOK	TRINA	N LAS VEGAS	NEVADA	89030	04/23/2020
NVMT.10400	Active	PERCIVAL	JIELIAN	N LAS VEGAS	NEVADA	89084	04/29/2020
NVMT.10402	Active	FENG	JINHUI	LAS VEGAS	NEVADA	89147	04/29/2020
NVRF.0106	Active	CHEN	JUFANG	HENDERSON	NEVADA	89074	04/29/2020
NVMT.10398	Active	ZHU	XIAOYING	LAS VEGAS	NEVADA	89147	04/29/2020
NVMT.10399	Active	LI	YUEFANG	LAS VEGAS	NEVADA	89148	04/29/2020
NVMT.10401	Active	FERGUSON-LI	YUQIN	N LAS VEGAS	NEVADA	89032	04/29/2020
NVMT.10423	Active	LAI	ANGELA	LAS VEGAS	NEVADA	89102	05/06/2020
NVMT.10426	Active	NARKDILOK	ARISA	LAS VEGAS	NEVADA	89119	05/06/2020
NVMT.10416	Active	HAO	BAORU	LAS VEGAS	NEVADA	89146	05/06/2020
NVMT.10404	Active	PHILLIPS	HEATHER	MCDONOUGH	GEORGIA	30253	05/06/2020
NVMT.10427	Active	CHENEY	JESIKA	LAS VEGAS	NEVADA	89148	05/06/2020

NVMT.10415	Active	LI	JING	LAS VEGAS	NEVADA	89148	05/06/2020
NVMT.10409	Active	CUI	JUNJIE	HENDERSON	NEVADA	89014	05/06/2020
NVMT.10424	Active	AMBLAD	KIMBERLY	LAS VEGAS	NEVADA	89104	05/06/2020
NVMT.10425	Active	BLINMAN	KRISTIN	DAYTON	NEVADA	89403	05/06/2020
NVMT.10407	Active	ZHANG	LI	LAS VEGAS	NEVADA	89117	05/06/2020
NVMT.10410	Active	WANG	LILI	LAS VEGAS	NEVADA	89147	05/06/2020
NVMT.10408	Active	CHEN	LIUYI	LAS VEGAS	NEVADA	89148	05/06/2020
NVMT.10421	Active	SOONTRIYANOND	MANTHANA	LAS VEGAS	NEVADA	89131	05/06/2020
NVMT.10428	Active	GOWER	MEREDITH	LAS VEGAS	NEVADA	89129	05/06/2020
NVMT.10417	Active	ZHANG	QINGMEI	LAS VEGAS	NEVADA	89147	05/06/2020
NVMT.10419	Active	GAO	QINGRONG	LAS VEGAS	NEVADA	89118	05/06/2020
NVMT.10422	Active	FAN	QIULIANG	LAS VEGAS	NEVADA	89147	05/06/2020
NVMT.10405	Active	LIU	RONGFANG	LAS VEGAS	NEVADA	89103	05/06/2020
NVMT.10411	Active	TAN	SHANLIU	LAS VEGAS	NEVADA	89103	05/06/2020
NVMT.10412	Active	XU	WEI	LAS VEGAS	NEVADA	89113	05/06/2020
NVMT.10420	Active	WU	XIAOJUAN	LAS VEGAS	NEVADA	89147	05/06/2020
NVMT.10418	Active	LIAN	XIURONG	LAS VEGAS	NEVADA	89103	05/06/2020
NVMT.10414	Active	CHEN-HICKS	XIUYU	LAS VEGAS	NEVADA	89109	05/06/2020
NVMT.10406	Active	CHEN	XUE	LAS VEGAS	NEVADA	89144	05/06/2020
NVMT.10403	Active	SLOAN	YANRONG	LAS VEGAS	NEVADA	89113	05/06/2020
NVMT.10413	Active	SONG	YUJUAN	LAS VEGAS	NEVADA	89148	05/06/2020
NVMT.10429	Active	MAYER	DEMARUS	FALLON	NEVADA	89406	05/13/2020
NVMT.10434	Active	GREEN	ASHLEY	LAS VEGAS	NEVADA	89130	05/18/2020
NVMT.10433	Active	WANG	DAN	LAS VEGAS	NEVADA	89147	05/18/2020
NVMT.10431	Active	FRANKLIN	HAILY	LAS VEGAS	NEVADA	89149	05/18/2020
NVMT.10432	Active	STEWART	NALEA	LAS VEGAS	NEVADA	89113	05/18/2020
NVMT.10430	Active	CHEN	YULIAN	LAS VEGAS	NEVADA	89147	05/18/2020
NVMT.10435	Active	RICHARDS III	WILLIAM	LAS VEGAS	NEVADA	89103	05/27/2020
NVMT.10436	Active	MCGINNIS	BRADLEY	ASHLAND	OHIO	44805	05/31/2020
NVMT.10437	Active	HAISLUP	EMILY	LAS VEGAS	NEVADA	89119	05/31/2020
NVMT.10228	Active	BANNON	JAMES	LAS VEGAS	NEVADA	89101	12/05/2019
NVMT.10229	Active	TAKADA	MIYUKI	LAS VEGAS	NEVADA	89183	12/05/2019
NVMT.10230	Active	PROULX	AMANDA	LAS VEGAS	NEVADA	89143	12/09/2019
NVMT.10232	Active	BEAUDETTE	CAITLIN	CARSON CITY	NEVADA	89701	12/09/2019
NVMT.10231	Active	GROUP	FAITH	DAYTON	NEVADA	89403	12/09/2019
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NVMT.10235	Active	BRIGHT	KIMBERLY	LAS VEGAS	NEVADA	89106	12/09/2019
NVMT.10233	Active	NOLTE	NORMA	HENDERSON	NEVADA	89074	12/09/2019
NVMT.10236	Active	ANDERSON	JASON	LAS VEGAS	NEVADA	89128	12/11/2019
NVMT.10237	Active	BAMBO DONESA	DIORELLA	RENO	NEVADA	89523	12/12/2019
NVMT.10238	Active	TURNBULL	KAREN	HENDERSON	NEVADA	89052	12/12/2019
NVMT.10240	Active	GLIDEWELL	MELISSA	Sparks	NEVADA	89434	12/12/2019
NVMT.10239	Active	NGUYEN	TRONG	LAS VEGAS	NEVADA	89148	12/12/2019
NVMT.10241	Active	LIU	WEI	LAS VEGAS	NEVADA	89117	12/12/2019
NVMT.10243	Active	KELLOGG	NANCY	SPARKS	NEVADA	89434	12/16/2019
NVMT.10242	Active	BRINEZ	STEPHANY	LAS VEGAS	NEVADA	89123	12/16/2019
NVMT.10244	Active	COUSINS	TRACY	LAS VEGAS	NEVADA	89121	12/16/2019

NVMT.10245	Active	HE	JASON	LAS VEGAS	NEVADA	89147	12/19/2019
NVMT.10246	Active	NOVACK	SUSAN	RENO	NEVADA	89502	12/19/2019
NVMT.10250	Active	WILSON	CHRISTOPHER	LAS VEGAS	NEVADA	89103	12/24/2019
NVMT.10248	Active	CRAIG	JAZMINE	LAS VEGAS	NEVADA	89133	12/24/2019
NVMT.10247	Active	FELLER	KATHERINE	N LAS VEGAS	NEVADA	89084	12/24/2019
NVMT.10249	Active	LEE	SANDRA	MESQUITE	NEVADA	89024	12/24/2019
NVMT.10254	Active	RABKA	DESIRAE	N LAS VEGAS	NEVADA	89031	12/26/2019
NVMT.10251	Active	GENG	HUAIFU	LAS VEGAS	NEVADA	89139	12/26/2019
NVMT.10253	Active	AGUILAR-ESTRADA	JOSE	LAS VEGAS	NEVADA	89149	12/26/2019
NVMT.10252	Active	NI	YONGXIANG	LAS VEGAS	NEVADA	89117	12/26/2019
NVMT.10256	Active	NAMBOONRUENG	KRITSANA	LAS VEGAS	NEVADA	89110	12/31/2019
NVMT.10255	Active	LOPEZ ZANLEONI	LAZARA	LAS VEGAS	NEVADA	89123	12/31/2019



**Nevada Board of Massage Therapy**  
**Profit & Loss**  
 April 2020

	Apr 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
APPLICATION FEE Massage & SI	1,400.00
BACKGROUND FEES Massage & SI	711.50
LATE FEE	25.00
LICENSE FEE Massage & SI	20,355.00
Verificaton Fee	20.00
<b>Total Income</b>	22,511.50
<b>Gross Profit</b>	22,511.50
<b>Expense</b>	
<b>EXPENSE</b>	
Bank Service Charges	665.03
DUES / REGISTRATION	250.00
EDUCATION TRAINING & SEMINARS	-125.00
EITS DATA COM. CHARGES	942.68
EQUIPMENT REPAIR & RENTAL	450.28
FINGERPRINT AND BACKGROUND INV	241.50
INSURANCE EXPENSE TORT FUND	
Insurance Expense Board Members	2,250.00
<b>Total INSURANCE EXPENSE TORT FUND</b>	2,250.00
NON-STATE OWNED BLDG LV	1,616.05
NON-STATE OWNED BLDG RENO	2,566.01
OFFICE EXPENSE LV	1,162.77
OFFICE EXPENSE RENO	101.65
POSTAGE & DELIVERY	57.23
PRINTING & REPRODUCTION	111.58
TELEPHONE	2,232.15
<b>Total EXPENSE</b>	12,521.93
<b>IN-STATE TRAVEL</b>	
CAR RENTAL	828.95
PARKING	68.00
PER DIEM	263.00
<b>Total IN-STATE TRAVEL</b>	1,159.95
<b>SALARIES</b>	
GROUP INSURANCE (PEBS)	5,245.16
INDUSTRIAL INSURANCE	346.02
MEDICARE	441.20
PAYROLL EXPENSE	31,848.01
RETIREMENT (PERS)	8,492.03
<b>Total SALARIES</b>	46,372.42
<b>Total Expense</b>	60,054.30
<b>Net Ordinary Income</b>	-37,542.80
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Interest Income	2,244.19
<b>Total Other Income</b>	2,244.19
<b>Net Other Income</b>	2,244.19
<b>Net Income</b>	-35,298.61



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Accrual Basis

**Nevada Board of Massage Therapy**  
**Profit & Loss**  
**May 2020**

NSBMT - Board Meeting  
June 10, 2020  
Agenda Item 7b

	<u>May 20</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
APPLICATION FEE Massage & SI	1,750.00
BACKGROUND FEES Massage & SI	1,487.50
Duplicate License Fee	45.00
LATE FEE	50.00
LICENSE FEE Massage & SI	44,987.50
Verificaton Fee	70.00
<b>Total Income</b>	<u>48,390.00</u>
<b>Gross Profit</b>	48,390.00
<b>Expense</b>	
<b>EXPENSE</b>	
Advertising & Promotions	156.21
Attorney General	1,111.39
EDUCATION TRAINING & SEMINARS	-340.00
EITS DATA COM. CHARGES	942.68
EITS TELEPHONE CHARGES	236.85
EQUIPMENT REPAIR & RENTAL	399.49
FINGERPRINT AND BACKGROUND INV	1,368.50
NON-STATE OWNED BLDG LV	1,616.05
NON-STATE OWNED BLDG RENO	2,566.01
OFFICE EXPENSE LV	40.71
OFFICE EXPENSE RENO	3,739.23
OFFICE SUPPLIES RENO	3,116.10
POSTAGE & DELIVERY	157.08
PRINTING & REPRODUCTION	81.35
TELEPHONE	1,489.08
<b>Total EXPENSE</b>	<u>16,680.73</u>
<b>IN-STATE TRAVEL</b>	
CAR RENTAL	828.55
<b>Total IN-STATE TRAVEL</b>	<u>828.55</u>
<b>SALARIES</b>	
GROUP INSURANCE (PEBS)	5,126.43
MEDICARE	441.54
PAYROLL EXPENSE	32,126.08
RETIREMENT (PERS)	8,505.12
<b>Total SALARIES</b>	<u>46,199.17</u>
<b>Total Expense</b>	<u>63,708.45</u>
<b>Net Ordinary Income</b>	<u>-15,318.45</u>
<b>Net Income</b>	<u><u>-15,318.45</u></u>

Nevada State Board of Massage Therapy Budget vs. Actual Fiscal Year 2020

Item 7.b. NSBMT June 10, 2020 Meeting As of 6/2/2020

	FY 2019 Actual Reconciled as of 6/30/19	FY 2020 Budget	Actual Jul 2019	Actual Aug 2019	Actual Sept 2019	Actual Oct 2019	Actual Nov 2019	Actual Dec 2019	Actual Jan 2020	Actual Feb 2020	Actual Mar 2020	Actual Apr 2020	Actual May 2020	Jun 2020	Total	Variance
<b>Revenue</b>																
Administrative Fees	11,877.69	0.00	132.50	875.00	582.50	712.50	500.00	150.00	680.00	950.00	850.00				5,432.50	(5,432.50)
Administrative Fees - Hearing Costs	0.00	0.00													0.00	0.00
Administrative Fines	50,755.03	0.00		14,700.00	3,200.00	6,000.00	2,000.00	1,000.00	44,500.00	3,000.00	6,000.00				80,400.00	(80,400.00)
Application Fees \$100	69,540.00	60,000.00	4,300.00	7,900.00	3,300.00	4,700.00	7,000.00	3,900.00	6,300.00	6,200.00	3,600.00	1,400.00	1,750.00	5,000.00	55,350.00	4,650.00
Application Fees \$100 Reflexology	7,900.00														0.00	0.00
Background Investigation Fees \$85 per	60,487.50	51,000.00	3,910.00	6,970.00	2,805.00	4,165.00	6,375.00	3,655.00	5,440.00	5,355.00	3,570.00	711.50	1,487.50	4,250.00	48,694.00	2,306.00
Background Investigation Fees \$85 per Reflexology	6,715.00														0.00	0.00
Duplicate License Fees	1,485.00	1,080.00	135.00	360.00	90.00	135.00	45.00	315.00	180.00	45.00	180.00		45.00	90.00	1,620.00	(540.00)
Establishment Certificate Fees	0.00	7,260.00													0.00	7,260.00
Late Fees	31,500.00	15,000.00	1,525.00	2,575.00	1,650.00	2,075.00	250.00	1,225.00	1,000.00	675.00		25.00	50.00	1,250.00	12,300.00	2,700.00
License Fees \$295 (New and Renewals)	1,274,435.00	342,908.00	18,290.00	28,325.00	12,685.00	16,520.00	21,830.00	12,835.00	19,765.00	20,635.00	11,505.00	20,355.00	44,987.50	167,678.00	395,410.50	(52,502.50)
License Fees \$295 - Reflexology	23,010.00	0.00													0.00	0.00
Temporary License App Fees	0.00	0.00													0.00	0.00
Temporary License Fees	0.00	0.00													0.00	0.00
Verification Fees	1,320.00	960.00	70.00	190.00	110.00	160.00	90.00	140.00	80.00	120.00	90.00	20.00	70.00	80.00	1,220.00	(260.00)
Returned Check Charges	0.00	0.00												0.00	0.00	0.00
Uncategorized Income	0.00	0.00												0.00	0.00	0.00
Interest Income	9,940.73	9,044.00	436.26	212.64	4,929.95	520.64	212.95	362.60	505.71	651.93	3,574.34	2,244.19		753.67	14,404.88	(5,360.88)
<b>Total Revenue</b>	<b>1,548,965.95</b>	<b>487,252.00</b>	<b>28,798.76</b>	<b>62,107.64</b>	<b>29,352.45</b>	<b>34,988.14</b>	<b>38,302.95</b>	<b>23,582.60</b>	<b>78,450.71</b>	<b>37,631.93</b>	<b>29,369.34</b>	<b>24,755.69</b>	<b>48,390.00</b>	<b>179,101.67</b>	<b>614,831.88</b>	<b>(127,579.88)</b>
<b>Expenses - Operating</b>																
Advertising & Promotions	1,050.00	8,000.00	2,099.68			780.00							156.21		3,035.89	4,964.11
Attorney General \$154.36 per hour	10,998.16	50,818.56	4,152.28	710.06	2,377.15	2,222.79	4,661.68	2,886.53	1,435.54	3,002.31	4,198.57		1,111.39	5,469.76	32,228.06	18,590.50
Litigation Randell Williams	0.00	15,000.00												15,000.00	15,000.00	0.00
Bank Service Charges	31,283.27	12,000.00	1,335.00	681.37	1,139.93	615.82	715.38	1,087.82	747.73	836.04	773.01	665.03		1,000.00	9,597.13	2,402.87
Contract Services - A (Attorney) Colleen Platt	15,383.31	0.00												0.00	0.00	0.00
Contract Services - B (Audit)	6,000.00	6,000.00						6,000.00						0.00	6,000.00	0.00
Contract Services - C (Software) carry over 2019	0.00	0.00	8,075.00							(8,075.00)				0.00	0.00	0.00
Contract Services - D (Database Maintenance)	11,875.72	19,788.00			4,845.00									8,245.00	13,090.00	6,698.00
Contract Services - E (LCB)	2,532.50	3,225.00			196.25	423.75		373.75			140.00			235.00	1,368.75	1,856.25
Contract Services - F (Lobbyist)	1,999.00	0.00												0.00	0.00	0.00
Contract Services - G (Private Investigators)	0.00	6,000.00												500.00	500.00	5,500.00
Contract Services - H (Shredding & Scanning)	1,134.15	0.00												0.00	0.00	0.00
Dues/Registrations	3,930.00	3,800.00		350.00			2,100.00		399.00		175.00	250.00		2,700.00	5,974.00	(2,174.00)
Education, Training & Seminars	4,612.91	7,145.00			385.00		1,150.00			500.00		(125.00)	(340.00)	0.00	2,960.00	4,185.00
EITS Data Communication Charges	11,636.98	25,398.54	847.43		1,509.52	1,012.10	459.36	1,012.10	942.68	1,885.36	942.68			2,116.55	11,670.46	13,728.09
EITS Telephone & Data Wire	1,435.99	1,835.16		143.33	130.82	131.11	123.62	121.34	124.76	130.66				152.93	1,295.42	539.74
Equipment Repair & Rental	13,177.20	13,100.12	786.50	734.78	1,463.00	650.27	187.28	1,500.15	2,517.21	399.49	399.49	450.28		1,446.31	10,934.25	2,165.87
Fingerprint and Background Investigations	25,511.50	24,150.00	3,053.50	2,005.50	1,851.50	2,052.75	1,408.75	2,495.50	1,932.00	2,415.00	2,254.00	241.50	1,368.50	2,012.50	23,091.00	1,059.00
Fingerprint and Background Reflexology	0.00	0.00												0.00	-	0.00
Hearing Costs:	1,695.50	0.00										75.00		0.00	75.00	(75.00)
Hearing Costs: Illegal Activity Fund (Allocated \$20K)	8,771.08	13,999.92	487.24		102.00	155.70		1,146.01	547.00	570.07				1,166.66	4,174.68	9,825.24
Insurance Expense - State Tort Fund	1,700.79	1,527.84			1,498.53									0.00	1,498.53	29.30
Insurance Expense - State Contents 1.2cents per sq.	11.63	720.00	3.58		37.62			28.52						60.00	129.72	590.28
Insurance Expense - Board Members	1,840.00	1,840.00												0.00	2,250.00	(410.00)
Non-State Owned Building Rent	43,845.31	50,531.46	4,107.14	4,107.14	4,107.14	4,182.06	4,182.06	4,182.06	4,182.06	4,299.00	4,182.06	4,182.06	4,182.06	4,262.86	50,157.70	373.76
Office Expenses - Las Vegas	11,722.02	8,700.00		8.48	1,744.83	11.95	75.71	1,530.70	0.00	0.00	38.70	1,162.77	40.71	725.00	5,338.85	3,361.15
Office Expenses - Reno	11,463.03	23,627.88			114.95	207.48	176.22		241.13	57.25	121.62	101.65	3,739.23	1,586.76	6,346.29	17,281.59
Office Supplies	5,437.11	20,700.00	459.39		505.13		9.99		148.85		153.12			3,116.10	725.00	15,582.42
Postage and Delivery	6,961.71	21,670.00	1,088.71		155.74	1,422.42	1,087.79	35.22	32.00	37.15	49.72	57.23		157.08	770.00	16,776.94
Printing and Reproduction	4,390.46	10,350.00	461.05	256.00		320.89	322.18	197.00	116.81	343.88	5,219.12	111.58	81.35	175.00	7,604.86	2,745.14
Telephone and Data Lines	14,733.50	23,536.92	989.22	1,046.31	1,903.64	773.90	1,268.43	2,072.54	1,378.53	1,406.60	919.10	2,232.15	1,489.08	1,961.41	17,440.91	6,096.01
<b>Total Operating Expenses</b>	<b>255,132.83</b>	<b>373,464.40</b>	<b>29,335.72</b>	<b>10,042.97</b>	<b>24,067.75</b>	<b>14,962.99</b>	<b>17,928.45</b>	<b>24,669.24</b>	<b>14,745.30</b>	<b>7,947.81</b>	<b>18,558.51</b>	<b>12,521.93</b>	<b>16,680.73</b>	<b>50,310.74</b>	<b>241,772.14</b>	<b>131,692.26</b>
<b>Expenses - Administrative Fines to General Fund</b>	<b>29,342.25</b>	<b>0.00</b>			1,200.00	1,000.00	3,000.00	3,500.00		2,000.00	80.50		0.00	0.00	10,780.50	(10,780.50)
<b>Expenses - In-State Travel</b>															0.00	0.00
Airfare	17,441.46	20,405.00	1,488.10		265.96	853.82	285.98		1,475.47	737.88	532.98			2,310.00	7,950.19	12,454.81
Car Rental	8,729.38	9,786.50	898.06	939.75	957.55	1,002.35	930.15		1,929.02	891.55		828.95	828.55	802.20	10,008.13	(221.63)
Hotel	5,303.36	8,424.00	1,287.50	304.67	1,668.33	120.71	442.02	480.83	642.03					648.00	5,594.09	2,829.91
Meals	2,324.27	2,484.00	222.25	492.80		220.87	211.50		271.35		61.98			414.00	1,894.75	589.25
Mileage	2,817.67	1,860.00	117.17			496.48	32.48		434.14					310.00	1,390.27	469.73
Parking	830.00	2,025.00	56.00	81.00	119.00	8.00	138.00		67.00	68.00	14.00	68.00		146.00	765.00	1,260.00
Per Diem	5,666.98	9,636.00	235.00	266.00	776.99		762.00		230.00	272.00	42.00	263.00		990.00	3,836.99	5,799.01
Taxi/Shuttle	164.08	0.00	0.00						0.00					0.00	0.00	0.00
<b>Total In-State Travel</b>	<b>43,277.20</b>	<b>54,620.50</b>	<b>4,186.91</b>	<b>2,201.39</b>	<b>3,787.83</b>	<b>2,085.04</b>	<b>2,944.82</b>	<b>474.50</b>	<b>4,887.81</b>	<b>2,611.46</b>	<b>650.96</b>	<b>1,159.95</b>	<b>828.55</b>	<b>5,620.20</b>	<b>31,439.42</b>	<b>23,181.08</b>
<b>Expenses - Out-of-State Travel</b>															0.00	0.00
Airfare	2,993.28	4,544.00	0.00	619.50		372.11	718.77							0.00	1,710.38	2,833.62
Car Rental	0.00	300.00	0.00											0.00	300.00	0.00
Hotel	2,144.06	6,385.06	0													

Nevada State Board of Massage Therapy Budget vs. Actual Fiscal Year 2020

Item 7.b. NSBMT June 10, 2020 Meeting As of 6/2/2020

	FY 2019 Actual Reconciled as of 6/30/19	FY 2020 Budget	Actual Jul 2019	Actual Aug 2019	Actual Sept 2019	Actual Oct 2019	Actual Nov 2019	Actual Dec 2019	Actual Jan 2020	Actual Feb 2020	Actual Mar 2020	Actual Apr 2020	Actual May 2020	Jun 2020	Total	Variance
Meals	0.00	0.00	0.00											0.00	0.00	0.00
Parking	30.00	530.00	0.00			56.00			53.00					0.00	109.00	421.00
Per Diem	531.00	1,872.00	279.00			109.00	264.00		199.00	143.00				0.00	994.00	878.00
Taxi/Shuttle	168.22	390.00	22.77			47.83	95.91							0.00	166.51	223.49
Total Out-of-State Travel	5,866.56	14,021.06	301.77	619.50	0.00	1,199.16	1,977.40		1,328.28	143.00	0.00	0.00	0.00	0.00	5,569.11	8,451.95

Total Revenue and Income	1,548,965.95	487,252.00	28,798.76	62,107.64	29,352.45	34,988.14	38,302.95	23,582.60	78,450.71	37,631.93	29,369.34	24,755.69	48,390.00	179,101.67	614,831.88	127,579.88
Less Total Expenses	903,836.55	1,126,816.58	83,303.72	84,857.61	74,168.08	64,549.60	74,386.30	77,893.25	84,804.72	58,886.01	62,512.90	60,054.30	63,708.45	110,986.30	900,111.24	226,705.33
Net Profit/(Loss)	645,129.40	(639,564.58)	(54,504.96)	(22,749.97)	(44,815.63)	(29,561.46)	(36,083.35)	(54,310.65)	(6,354.01)	(21,254.08)	(33,143.56)	(35,298.61)	(15,318.45)	68,115.36	(285,279.37)	354,285.21

A 2 year renewal period requires that the Board maintain reserves equivalent to 12 months of the average monthly expenses. For calculating this, both FY 2019 and FY 2020 numbers were used.

Unrestricted Assets - Reconciled through April 30, 2020	June 2019	July 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020			
City Bank - Checking	445,661.05	409,800.93	337,517.44	276,653.75	238,046.30	199,362.57	137,825.87	91,356.85	45,132.32	54,903.80	19,625.65	59,597.18			
City Bank - Money Market Account	743,520.76	756,253.14	773,432.55	780,062.02	789,254.36	797,144.16	803,880.64	809,697.92	820,965.42	771,224.00	771,255.70	721,255.70			
City Bank - Certificates of Deposit	409,256.65	409,461.98	409,529.72	414,225.70	414,592.74	414,660.89	414,716.01	415,064.44	415,064.44	419,032.13	421,244.62	421,244.62			
Petty Cash - Reno	193.80	300.00	160.52	160.52	300.00	125.05	300.00	300.00	300.00	295.75	295.75	184.60			
Petty Cash - Las Vegas	183.34	200.00	200.00	191.35	175.70	175.70	175.70	160.70	160.70	160.70	160.70	160.70			
Total Unrestricted Assets	1,598,815.60	1,576,016.05	1,520,840.23	1,471,293.34	1,442,369.10	1,411,468.37	1,356,898.22	1,316,579.91	1,281,622.88	1,245,616.38	1,212,582.42	1,202,442.80			(396,372.80)
Net Increase/(Decrease)		(22,799.55)	(55,175.82)	(49,546.89)	(28,924.24)	(30,900.73)	(54,570.15)	(40,318.31)	(34,957.03)	(36,006.50)	(33,033.96)	(10,139.62)			(396,372.80)

Required Reserve Balance as of May 31, 2020	1,015,326.56	Calculated based on averaging FY 2019 Actuals with projected FY 2020
Reserve Balance - Combined Liquid Assets	1,202,442.80	
Projected net available beyond reserves (owed to reserves)	187,116.24	
FY 2020 projected net profit/(loss) for remaining months	68,115.36	
FY 2020 projected gain (shortfall)	255,231.60	

**Adjustments/Notes**

Adjustments will be made to EITS and PEBS expenses at the end of session.  
 AB 542 Section 3 provides for a 3% cost of living increase to all unclassified state employees  
 Legislature increased the fee for background checks to \$40.25 an increase of \$1.25 per background check above the anticipated increase.  
 Fingerprint and background investigations costs increased by DPS effective 7/1/19 \$40.25 - no adjustment made to the budget  
 10/30/19 Education was increased by \$2,100 and Out-of-State Travel was increased by \$4,100 to send Liz and Sandy to the FARB Forum  
 \$64K of fines not received or transferred to the General Fund as of February 29, 2020  
 inLumon checks for deliverables not completed as of 2/28/20 were voided resulting in \$8,075 credit to be used in the next few months once a new contract is issued in FY 2021 for the same deliverables.

**Nevada Board of Massage Therapy**  
**Balance Sheet**  
 As of May 31, 2020

	May 31, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
CitiNational Money Market	721,255.70
City National CD	421,244.62
City National Checking	59,597.18
Petty Cash	184.60
Petty Cash LV	160.70
<b>Total Checking/Savings</b>	1,202,442.80
<b>Accounts Receivable</b>	
Accounts Receivable	218,519.45
Allowance for Doubtful Account	-132,402.48
<b>Total Accounts Receivable</b>	86,116.97
<b>Total Current Assets</b>	1,288,559.77
<b>Fixed Assets</b>	
<b>COMPUTER EQUIPMENT</b>	123,200.88
<b>FURNITURE &amp; FIXTURES</b>	54,238.00
<b>Less Accumulated Depreciation</b>	
Depreciation Computer Equipment	-79,524.00
Depreciation Office Furniture	-51,105.00
<b>Total Less Accumulated Depreciation</b>	-130,629.00
<b>Total Fixed Assets</b>	46,809.88
<b>TOTAL ASSETS</b>	<b>1,335,369.65</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	7,764.72
<b>Total Accounts Payable</b>	7,764.72
<b>Credit Cards</b>	
CityNat'l Bank Commercial CC	3,453.00
<b>Total Credit Cards</b>	3,453.00
<b>Other Current Liabilities</b>	
Deferred Revenue	349,946.64
Direct Deposit Liabilities	-1,362.97
<b>Payroll Liabilities</b>	
941	2,093.26
Health Insurance	124.01
Life Insurance	-898.30
PEBP - Employee paid	1,161.66
PERS	21,536.59
Payroll Liabilities - Other	1,457.65
<b>Total Payroll Liabilities</b>	25,474.87
<b>Total Other Current Liabilities</b>	374,058.54
<b>Total Current Liabilities</b>	385,276.26
<b>Long Term Liabilities</b>	
Accrued Compensation Absences	9,362.91
<b>Total Long Term Liabilities</b>	9,362.91
<b>Total Liabilities</b>	394,639.17

1:25 PM

06/03/20

Accrual Basis

**Nevada Board of Massage Therapy**

**Balance Sheet**

As of May 31, 2020

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	<u>May 31, 20</u>
<b>Equity</b>	
Investment in Capital Assets	43,251.00
Retained Earnings	1,250,874.21
Net Income	-353,394.73
	<hr/>
<b>Total Equity</b>	<b>940,730.48</b>
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,335,369.65</u></b>

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06/03/20

Accrual Basis

**Nevada Board of Massage Therapy**  
**Profit & Loss**  
 July 2019 through May 2020

NSBMT - Board Meeting  
 June 10, 2020  
 Agenda Item 7b

	Jul '19 - May 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Administrative Fee	5,432.50
Administrative Fine	80,400.00
APPLICATION FEE Massage & SI	50,350.00
BACKGROUND FEES Massage & SI	44,444.00
Duplicate License Fee	1,530.00
LATE FEE	11,050.00
LICENSE FEE Massage & SI	227,732.50
Verificaton Fee	1,140.00
<b>Total Income</b>	422,079.00
<b>Gross Profit</b>	422,079.00
<b>Expense</b>	
<b>EXPENSE</b>	
Advertising & Promotions	3,035.89
Attorney General	26,758.30
Bank Service Charges	8,597.13
<b>CONTRACT SERVICE</b>	
B - AUDIT	6,000.00
C - Software	0.00
D - COMPUTER MAINT.	4,845.00
E - LCB	1,133.75
<b>Total CONTRACT SERVICE</b>	11,978.75
DUES / REGISTRATION	3,274.00
EDUCATION TRAINING & SEMINARS	2,960.00
EITS DATA COM. CHARGES	9,553.91
EITS TELEPHONE CHARGES	1,142.49
EQUIPMENT REPAIR & RENTAL	9,487.94
FINGERPRINT AND BACKGROUND INV	21,078.50
Hearing Cost	75.00
Hearing Cost Illegal Activity F	3,008.02
<b>INSURANCE EXPENSE TORT FUND</b>	
insRisk Management	69.72
Insurance Expense Board Members	2,250.00
INSURANCE EXPENSE TORT FUND - Other	1,498.53
<b>Total INSURANCE EXPENSE TORT FUND</b>	3,818.25
NON-STATE OWNED BLDG LV	17,817.26
NON-STATE OWNED BLDG RENO	28,077.58
OFFICE EXPENSE LV	4,613.85
OFFICE EXPENSE RENO	4,759.53
OFFICE SUPPLIES LV	267.74
OFFICE SUPPLIES RENO	4,124.84
POSTAGE & DELIVERY	4,123.06
PRINTING & REPRODUCTION	7,429.86
TELEPHONE	15,479.50
<b>Total EXPENSE</b>	191,461.40
<b>FINE ORDERED BY THE BOARD</b>	10,780.50
<b>IN-STATE TRAVEL</b>	
AIRFARE	5,640.19
CAR RENTAL	9,205.93
HOTEL	4,946.09
MEALS & ENTERTAINMENT	1,480.75
MILEAGE	1,080.27
PARKING	619.00
PER DIEM	2,846.99
<b>Total IN-STATE TRAVEL</b>	25,819.22

## Nevada Board of Massage Therapy

## Profit &amp; Loss

06/03/20

July 2019 through May 2020

Accrual Basis

	<u>Jul '19 - May 20</u>
<b>OUT OF STATE TRAVEL</b>	
AIRFARE	1,710.38
HOTEL	2,589.22
PARKING	109.00
PER DIEM	994.00
TAXI	166.51
	<hr/>
Total OUT OF STATE TRAVEL	5,569.11
<b>SALARIES</b>	
BOARD SALARIES	17,531.25
GROUP INSURANCE (PEBS)	56,681.72
INDUSTRIAL INSURANCE	2,368.66
MEDICARE	6,356.84
PAYROLL EXPENSE	371,648.40
RETIREMENT (PERS)	100,907.84
	<hr/>
Total SALARIES	555,494.71
Total Expense	<hr/> 789,124.94 <hr/>
Net Ordinary Income	-367,045.94
<b>Other Income/Expense</b>	
Other Income	
Interest Income	13,651.21
	<hr/>
Total Other Income	13,651.21
Net Other Income	<hr/> 13,651.21 <hr/>
Net Income	<hr/> <b>-353,394.73</b> <hr/>



NSBMT - Board Meeting  
June 10, 2020  
Agenda Item 7c

## Nevada State Board of Massage Therapy

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

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**LOCATIONS:** **Legislature**  
401 South Carson Street, Room 2135  
Carson City, NV 89701

**Videoconference To:** **Grant Sawyer Building – Las Vegas**  
555 East Washington Avenue, Suite 4412  
Las Vegas, NV 89101

**DATES AND TIMES:** **January 8, 2020 commenced at 9:00 a.m.**

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### **Draft Meeting Minutes**

**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).

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. Public comment may also be taken at other such times as requested as long as the request that public comment will not interrupt ongoing Board business. 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. The Board reserves the right to limit public comment to three minutes.

**Prior to the commencement and conclusion of a contested case or quasi-judicial proceeding that may affect the due process rights of an individual, the Board may refuse to consider public comment (see NRS 233B.126).** Please be aware that after the quasi-judicial Board has rendered a decision in the contested



case and, assuming this happens before adjournment, the Board may entertain public comment on the proceeding at that time.

1. Meeting called to order on January 8, 2020 at 9:06 am. Chair – Diane Huleva, Vice Chair – Deirdre Strunk, Secretary/Treasurer Elisabeth Barnard, April Whiting, Teresa Lopez, Lorna Benedict, Sgt. Rico Rodriguez, Executive Director Sandy Anderson, Senior Deputy Attorney General Sophia Long, Deputy Attorney General Harry Ward. Bob Oliver was not present.
2. Introduction of new Board members appointed by the Governor.

No new Board members.

3. 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. The Board will not restrict comments based on viewpoint. The opportunity for public comment will be available at the beginning and ending of the meeting.

Victoria Sadiki – NVMT. 2416 – Propose a new massage program in Nevada run by Professional Massage. We at Professional Massage see a huge gap in the education or training of massage, with other schools in Nevada closing there is need for more educational resources. Many programs in Nevada pose an economic burden on students. Professional Massage would impose lower fees or costs associated with education. This new program would be a three hundred (300) hour program just for seated massage where guests are clothed.

Jerry Xu – Read letter from Ms. C. I started applying for a massage license last year by going through the online request process. After paying \$480, I received a Live Scan form via email within a week. During the following week, I finished finger printing process, requested transcripts, diploma, and exam results from the corresponding authorities. I also completed the final online applications shortly after. Within a month, I checked the online status a few times and found that all required documents were checked in green. I then went on a long vacation around the world. I was able to check the online status and monitor my email regularly during my trip. Three months later, when I returned from my vacation, I found a written letter at home saying that my application was denied due to a fact that I did not respond to a request in a timely manner. I went to the online portal again and did not find any request for documents or special activities. I consulted with two massage instructors from different schools. I was told it was possible that the request was sent in regular mail and may not be copied to my email. The only option for me was to reply by paying another fee. If this was the case, I felt that the application process was unfair and shall be amended. During my initial online application request, I made sure to select “Go Paperless” which would mean that all communication and process would be done electronically. Indeed, all initial correspondence was sent to my email including the Live Scan form. However, during the latter part of the process, especially after I submitted the final online application, there was no email or online communication anymore. Instead, I received nothing but a denial letter in the regular mail. I sincerely request to the board that the online portal shall include all application events, progress and communication to make it truly streamlined and paperless. Thank you for your time and consideration.

4. Formal Hearing Bi Ling Zhu – NVMT #8235 – NVMT-C-1928. (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)

Bi Ling Zhu was present; Jack Buchanan, Legal Counsel was present.

Bi Ling Zhu has agreed to a voluntary surrender for three (3) years in lieu of other discipline.

April Whiting motioned to approve voluntary surrender for three (3) years in lieu of other discipline, seconded by Teresa Lopez. Motion carried unanimously.

5. Motion for Reconsideration of disciplinary action pursuant to NRS 622A.390 regarding the license of Yuvadee Phumpachart heard by the Board on August 14, 2019. (For Discussion and Possible Action)

Yuvadee Phumpachart was present; Kirk Kennedy, Legal Counsel was present.

Teresa Lopez motioned to deny reconsideration, seconded by Elisabeth Barnard. In favor: Diane Huleva, Elisabeth Barnard, Lorna Benedict and Teresa Lopez. Opposed: Deirdre Strunk and April Whiting. Motion carried.

6. Formal Hearing Yuvadee Phumpachart – NVMT #5477 - NVMT-C-1930. (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)

Item not discussed.

7. Formal Hearing Yan Li Chen – NVMT #2913 – NVMT-C-1952. (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)

Yan Li Chen was not present; Kirk Kennedy, Legal Counsel was present.

Yan Li has agreed to the following settlement offer of fine of two thousand five hundred dollars (\$2,500.00) with one (1) year to pay. Issue a probationary license for two (2) years with background checks annually at Ms. Chen's expense, reporting any contact with law enforcement within forty-eight (48) hours, notify the Board with employment details and notify the Board with any changes of employment or establishment ownership within seven (7) days, and attend probation orientation.

April Whiting motioned to approved settlement offer of fine of two thousand five hundred dollars (\$2,500.00) with one year to pay. Issue a probationary license for two (2) years with background checks annually at Ms. Chen's expense, reporting any contact with law enforcement within forty-eight (48) hours, notify the Board with employment details and notify the Board with any changes of employment or establishment ownership within seven (7) days, and attend probation orientation, seconded by Lorna Benedict. In favor: Elisabeth Barnard, Lorna Benedict, April Whiting, Deirdre Strunk. Opposed: Teresa Lopez. Motion carried.

8. Formal Hearing Xiuyan Di – NVMT #8861 – NVMT-C-1954. (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)

Xiuyan Di was not present; Kirk Kennedy, Legal Counsel was present.

Xiuyan Di has agreed to a voluntary surrender for three (3) years in lieu of other discipline.

Teresa Lopez motioned to approve voluntary surrender for three (3) years in lieu of other discipline, seconded by Deirdre Strunk. Motion carried unanimously.

9. Formal Hearing Hui Liu – NVMT #9390 – NVMT-C-1955. (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)

Hui Liu was not present; Kirk Kennedy, Legal Counsel was present.

Hui Liu has agreed to a voluntary surrender for three (3) years in lieu of other discipline.

Teresa Lopez motioned to approve voluntary surrender for three (3) years in lieu of other discipline, seconded by Lorna Benedict. Motion carried unanimously.

10. Formal Hearing Xiaomei Shen – NVMT #400 – NVMT-C-1956. (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)

Xiaomei Shen was not present.

Diane Huleva swore in Kimberly Buckingham, Administrative Assistant III to provide testimony.

Diane Huleva motioned to find Ms. Shen was properly noticed, seconded by Lorna Benedict. Motion carried unanimously.

Senior Deputy Attorney General Sophia Long advised the Board in reference to NRS.622A.350 the Board would continue with the formal hearing without Xiaomei Shen in attendance.

Teresa Lopez motioned to accept the alleged facts, seconded by April Whiting. Motion carried unanimously.

Elisabeth Barnard motioned to find Ms. Shen guilty of NRS.640C.700(3)(4)(9)(10), seconded by Lorna Benedict. Motion carried unanimously.

Elisabeth Barnard motioned to revoke license for ten (10) years with assessed fines of five thousand (\$5,000.00) per count for a total of fifteen thousand dollars (\$15,000.00), seconded Teresa Lopez. Motion carried unanimously.

11. Formal Hearing Ping Wang NVMT #9683 – NVMT-C-1963. (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)

Ping Wang was not present.

Ping Wang has agreed to the following settlement offer of fine of two thousand dollars (\$2,000.00) with payment plan with board staff, probation for two (2) years with background checks annually at Ms. Wang's expense, attend probation orientation and twelve (12) hours of ethics within six (6) months which must be conducted at a school that was not previously attended.

April Whiting motioned to approve settlement offer of fine of two thousand dollars (\$2,000.00) with payment plan with board staff, probation for two (2) years with background checks annually at Ms. Wang's expense, probation orientation and twelve (12) hours of ethics within six (6) months which must be conducted at a school that was not previously attended, seconded Elisabeth Barnard. In favor: Elisabeth Barnard, Lorna Benedict, April Whiting, Deirdre Strunk. Opposed: Teresa Lopez. Motion carried.

12. Application Review. (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)
  - a. Review Application of Jiahong Yao. (For Discussion and Possible Action)

Jiahong Yao was present; Kirk Kennedy, Legal counsel was present and Alex Young, interpreter was present.

Executive Director, Sandy Anderson - Ms. Yao's reflexology application is before you today due to potential criminal history that could not be approved administratively. Ms. Yao previously held a NSBMT massage therapy license #948. Ms. Yao was arrested on October 3, 2007; February 4, 2010 and May 15, 2010 by Las Vegas Metropolitan Police Department for Solicitation or engaging in prostitution. Ms. Yao was before the Board on April 11, 2008 and was given a ninety (90) day suspension followed by a one (1) year probation. On June 11, 2010 the Board approved a voluntary surrender in lieu of other disciplinary action. Ms. Yao is requesting to be granted a license under NRS 640C.400 or 420 and is before you today for review under NRS 640C.700. Staff's recommendation is to deny this application based on NRS.640C.700(1)(2)(4)(a)(6) and (9).

Kirk Kennedy provided testimony as to why Ms. Yao was licensed and that her record had been sealed. Under Nevada law NRS.179.285 when a record is sealed the record no longer exists and cannot be considered. Ms. Yao had a voluntary surrender in 2010, and we understand that can be used in today's hearing. However, under NRS.179.301 the Legislature has deemed certain organizations can use sealed records by certain persons and agencies. The Massage Board is not listed as one of those agencies.

Deputy Attorney General Harry Ward requested Mr. Kennedy to confirm that Ms. Yao's records were sealed or expunged?

Kirk Kennedy stated Ms. Yao's record was sealed in 2019.

Diane Huleva read the 2010 voluntary surrender document that Ms. Yao signed. Highlighting item 12 "I understand this voluntary surrender may be used in any subsequent hearings by the Board as evidence against me to establish a pattern of behavior and for the purpose of proving additional acts of misconduct." She also reminded the applicant and Board members that there is a history. Regardless of sealed records, this is a pattern.

Teresa Lopez motioned to deny this application based on NRS.640C.700(1)(2)(4)(a)(6) and (9), seconded by Elisabeth Barnard. Motion carried unanimously.

b. Review Application of Yanling Wei. (For Discussion and Possible Action)

Yanling Wei was present; Jerry Xu, Interpreter was present; Robert Bettinger, Legal Counsel was present.

Executive Director, Sandy Anderson - Ms. Wei's massage application is before you today due to potential criminal history that could not be approved administratively. Ms. Wei was detained on May 14, 2018 by Concord Police Department for prostitution. Ms. Wei was not arrested or formally charged. Ms. Wei is requesting to be granted a license under NRS 640C.400 or 420 and is before you today for review under NRS 640C.700. Staff's recommendation is to approve a license with no restrictions.

April Whiting motioned to approve license with no restrictions, seconded by Teresa Lopez. Motion carried unanimously.

c. Review Application of Kendal Priestly. (For Discussion and Possible Action)

Kendal Priestly was present.

Teresa Lopez recused as Kendal Priestly was one of her students.

Executive Director, Sandy Anderson - Ms. Priestly's massage application is before you today due to potential criminal history that could not be approved administratively. Ms. Priestly was arrested on December 4, 2015 and February 25, 2016 by Las Vegas Metropolitan Police Department. Ms. Priestly is requesting to be granted a license under NRS 640C.400 or 420 and is before you today for review under NRS 640C.700. Staff's recommendation is to approve a license with no restrictions.

April Whiting motioned to grant a two (2) year probationary license, must report all contact with law enforcement within forty-eight (48) hours, background annually at Ms. Priestly's expense, random drug testing at Ms. Priestly's expense, notify the Board of any change of address within 15 days, refrain from providing outcall services

and notify the Board of any changes in her employment, seconded by Deirdre Strunk. Motion carries. Teresa Lopez recused.

d. Review Application of Baolian Huang. (For Discussion and Possible Action)

Baolian Huang was present; Kirk Kennedy, Legal Counsel was present and Wai May Borgel, interpreter was present.

Executive Director, Sandy Anderson - Ms. Huang's reflexology application is before you today due to potential criminal history that could not be approved administratively. Ms. Huang was arrested on March 8, 2016 by Costa Mesa Police Department and September 6, 2017 by Glendale Police Department. Charges in both cases were dismissed or no formal charges were filed. Ms. Huang is requesting to be granted a license under NRS 640C.400 or 420 and is before you today for review under NRS 640C.700. Staff's recommendation is to deny this application based on NRS.640C.700(9).

Teresa Lopez motioned to deny application for NRS.640C.700(9). No second. Motion fails.

Teresa Lopez motioned to deny application for NRS.640C.700(9), seconded by Deirdre Strunk. In favor: Teresa Lopez, Elisabeth Barnard, Lorna Benedict, April Whiting, Deirdre Strunk. Opposed: Diane Huleva. Motion carried.

e. Review Application of Connie Wright. (For Discussion and Possible Action)

Connie K. Wright was present; Kirk Kennedy was present; Wai Mei Borgel, interpreter was present.

Executive Director, Sandy Anderson - Ms. Wright's reflexology application is before you today due to potential criminal history that could not be approved administratively. Ms. Wright was arrested on March 8, 2015 by Loveland Police Department in Colorado. Ms. Wright was formally charged with prostitution, keeping a place of prostitution and massage therapy – unauthorized practice. After review by the District Attorney, charges for keeping a place of prostitution and prostitution charges were withdrawn or dismissed. Ms. Wright plead guilty to massage therapy -unauthorized practice. Ms. Wright is requesting to be granted a license under NRS 640C.400 or 420 and is before you today for review under NRS 640C.700. Staff's recommendation is to deny this application based on NRS.640C.700(2)(4)(a)(6) and (9).

Teresa Lopez motioned to deny application for NRS.640C.700(2)(4)(a)(6) and (9), seconded by Lorna Benedict. Motion carried unanimously.

f. Review Application of Jon M. Housley. (For Discussion and Possible Action)

Jon M. Housley was not present.

Executive Director, Sandy Anderson - Mr. Housley's massage application is before you today due to potential criminal history that could not be approved administratively. Mr. Housley previously held a NSBMT massage license #5258. The Board approved a voluntary surrender on 1/28/2014. Board meeting minutes and voluntary surrender documents included in your packet. Mr. Housley is requesting to be granted a license under NRS 640C.400 or 420 and is before you today for review under NRS 640C.700. Staff's recommendation is to deny this application based on NRS.640C.700(1)(2)(4)(a)(6) and (9).

Teres Lopez motioned to deny based on NRS.640C.700(1)(2)(4)(a)(6) and (9), seconded by Lorna Benedict. Motion carried unanimously.

g. Review Application of Arunsri Harner. (For Discussion and Possible Action)

Arunsri Harner was present, Christopher Harner, spouse was present.

Executive Director, Sandy Anderson – Ms. Harners's massage application is before you today due to application appeal that could not be approved administratively. Ms. Harner was previously administratively denied on 2/8/2019 and 9/23/2019. Ms. Harner is requesting to be granted a license under NRS 640C.400 or 420 and is before you today for review under NRS 640C.700. Staff's recommendation is to deny this application based on NRS.640C.400(2)(b)(3).

April Whiting motioned to approve license with no restrictions, seconded by Teresa Lopez. Motion carried unanimously.

h. Review Application of Malik K. Kalonji. (For Discussion and Possible Action)

Malik K. Kalonji was not present.

Executive Director, Sandy Anderson - Mr. Kalonji's massage application is before you today due to application appeal that could not be approved administratively. Mr. Kalonji was previously administratively denied on 10/10/2019. Mr. Kalonji is requesting to be granted a license under NRS 640C.400 or 420 and is before you today for review under NRS 640C.700. Staff's recommendation is to deny this application based on NRS.640C.400(2)(b)(3).

Diane Huleva motioned to approve a license with no restrictions, seconded by April Whiting. In favor: Diane Huleva, Elisabeth Barnard, Lorna Benedict, April Whiting, Deirdre Strunk. Opposed: Teresa Lopez. Motion carried.

***Consent agenda items are shown in italics. The Consent Agenda contains matters of routine acceptance. The Board members may approve the consent agenda items as written or, at their discretion, may address individual items for discussion or change.***

13. *Consent Agenda Items – Board members may choose to request any item listed below be pulled for discussion and possible action. Any items not pulled may be approved in a single motion to approve the consent agenda excluding pulled items. (For Discussion and Possible Action)*

- a. *Approval of applications approved and authorized by the Chairperson through November 30, 2019 (see Exhibit A). (For Possible Action)*
- b. *Discussion and possible action regarding review and acceptance of the Fiscal Year 2020 Budget verses Actual Year-To-Date through December 31, 2019. (For Possible Action)*
- c. *Discuss, amend and approve Board meeting minutes from closed session for June 5, 2019. (For Possible Action)*
- d. *Discuss, amend and approve Board meeting minutes for October 30, 2019. (For Possible Action)*
- e. *Discuss, amend and approve Board meeting minutes for November 20, 2019. (For Possible Action)*
- f. *Discussion and possible action regarding approval of Massage Therapy Programs meeting the criteria of NAC 640C (see Exhibit B). (For Possible Action)*
- g. *Discussion and possible action regarding approval of changes made to policy number 2.3.1 Ethical Behavior. (For Possible Action)*
- h. *Discussion and possible action regarding approval of changes made to policy number 4.2.1 Board Owned Computers and Information Technology Systems. (For Possible Action)*
- i. *Discussion and possible action regarding approval of changes made to policy number 10.2.1 Board Description: Chair. (For Possible Action)*
- j. *Discussion and possible action regarding approval of changes made to policy number 10.3.1 Board Description: Vice Chair. (For Possible Action)*
- k. *Discussion and possible action regarding approval of changes made to policy number 10.4.1 Board Description: Secretary/Treasurer. (For Possible Action)*
- l. *Discussion and possible action regarding approval of changes made to policy number 10.5.1 Board Job Description: Executive Director. (For Possible Action)*
- m. *Discussion and possible action regarding approval of changes made to policy number 10.6.1 Board Member Responsibilities. (For Possible Action)*
- n. *Discussion and possible action regarding approval of changes to inspection and administration pay scales per PERS adjustment. (For Possible Action)*

Diane Huleva requested to pull item 13.i., 13.j. and 13.k. from the consent agenda.

Diane Huleva motioned to approve consent agenda items 13.a. – 13.h., 13.l., 13.m. and 13.n., seconded by Deirdre Strunk. Motion carried unanimously.

Discussion regarding changes to 13.i., 13.j. and 13.k. Adding approval of Executive Director time off request and leave balance audit by Executive officers.

Elisabeth Barnard approved these additional changes to 13.i., 13.j. and 13.k, seconded by Deirdre Strunk. Motion carried unanimously.

14. Annual Audit completed by Coulson & Associates and submitted to Legislative Counsel Bureau presented by Michael Coulson, C.P.A. (For Discussion)

The Board acknowledged what a great job Coulson & Associates is doing as auditors for the board.



15. Discussion and possible action regarding request from CAMTC for letter of support. (For Possible Action)

Ahmos Netanel, Chief Executive Officer of California Massage Therapy Council (CAMTC) and Beverly May, Director of Governmental Affairs, Anti-Human Trafficking and Informational Technology were present.

Mr. Netanel provided the following statement: We appreciate the opportunity to come here to meet with you. We would also like to thank the Board for collaborative dynamics within the Board and staff close to 11 years. We are before you today at the recommendation of the Executive Director Sandy Anderson. CAMTC will be participating at an upcoming sunset review. This review is to be completed every four (4) years. Mr. Netanel referenced the letters provided to the Board from law enforcement in California. Ms. May referenced the process of the sunset review and explained that the model of regulations is a unique non-profit that is governed by oversight. The nonprofit structure gives more flexibility of the review of applications of individuals with history of prostitution. Most of the District Attorneys have a victim centered approach which if they were applying for a license in California, they would not be able to deny a person for the plea down settlements. If CAMTC has a sworn document regarding the arrest and they are able to deny a person from the commerce stream. Ms. May also referenced the schools in California and the review by the CAMTC as opposed to Bureau of Private Postsecondary Education. CAMTC has denied over eleven thousand (11,000) individuals. Bureau of Private and Post-secondary Education (BPPE) is not given the tools that CAMTC has in order to review schools.

Chair, Diane Huleva thanked CAMTC for the work they have done with regard to education and expressed her uncertainty as to whether or not the Board could issue a letter of support.

Executive Director, Sandy Anderson explained the benefits of CAMTC's work and the closure of the schools that were serving as diploma mills in the past as well as the inability of the Executive Director to apply the statutes covering endorsement.

Diane Huleva motioned to approve Executive Director to work with legal counsel to draft a letter of the benefits of the relationship the Board has with CAMTC with final approval by executive officers, seconded by Elisabeth Barnard. Motion carried unanimously.

16. Board Counsel report. (For Discussion)

Deputy Attorney General Harry Ward introduced himself and shared his legal background. Harry will be assuming responsibility for all of Sarah Bradley's clients and caseload.

17. Executive Director Report including but not limited to: (For Discussion)

- a. Discussion regarding Inspection Team 2019 key indicators.

Executive Director, Sandy Anderson thanked the entire inspection team for being out in the field to allow for the Board to be at 100% for inspections. She stated that there has been a 10% increase in the total number of establishments; therefore, the Board should be at a

110%. There is a significant amount of outstanding unsatisfactory and follow-up inspections that need a second visit. However, staff has been tasked with getting the initial inspections completed as their primary focus and the secondary or follow-up can be the secondary focus. The priority is to have every establishment in the state inspected at least once within the year.

- b. Discussion regarding complaints and investigations key indicators.

Executive Director, Sandy Anderson expressed that people are starting to communicate and to let the board know their complaints, especially since the board is willing and able to accept them in any form and there is no need for notarized documents. Sandy further expressed that there has been an influx of complaints and investigations with a current total of thirty-one (31) new investigations. She also informed the Board that Kim and Francine will be cross-trained to complete inspections, and that Francine currently is cross-training with QuickBooks to assist with general bookkeeping duties.

18. Discussion and possible action regarding Nevada State Board of Massage Therapy Policies and Procedures. (For Discussion and Possible Action)

- a. 11.1.1 Complaint Policy and form review

April Whiting motioned to approve complaint policy form with changes, seconded by Deirdre Strunk. Motion carried unanimously.

19. Discussion and possible action regarding Fiscal Year 2021 Budget. (For Possible Action)

Diane Huleva motioned to approve Fiscal Year 2021 Budget, seconded by Deirdre Strunk. Motion carried unanimously.

20. Discussion and possible action regarding scheduling a Board and/or staff retreat. (For Discussion and Possible Action)

Teresa Lopez motioned to table the retreat until all open Board positions have been filled, seconded by Lorna Benedict. Motion carried unanimously.

21. Discussion regarding recommended future agenda items. (For Discussion)

No future items discussed.

22. 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. The Board will not restrict comments based on viewpoint.

David Otto NVMT.103 – Currently an applicant for one of the board positions, I am hoping to hear soon.

David Otto, Government Relations Chair for the AMTA Nevada Chapter – With changes, I am able and willing to answer any questions that may need to be answered.

23. Adjournment no later than 4:30 p.m. (For Possible Action)

Meeting adjourned at 2:04 pm.

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### Notices:

Items may be combined for consideration by the board. Items may be pulled or removed from the agenda at any time. Public comment will be taken at the beginning and at the end of the meeting. Regarding public comment no vote may be taken upon a matter raised under this agenda item until the matter itself has been specifically included on a future agenda as an item upon which action may be taken. (NRS 241.020). The Chair may allow comment on individual agenda items at her discretion. Please limit public comments to 3 minutes.

The Nevada State Board of Massage Therapy may address agenda items out of sequence to accommodate persons appearing before the Board or to aid the efficiency or effectiveness of the meeting. Interested persons may present oral and/or written comments at the time and place of the meeting, or written comments may be sent no later than **Thursday, January 2, 2020** to the following address: **Nevada State Board of Massage Therapy, 1755 E. Plumb Lane, Suite 252, Reno, NV 89502. To request supporting materials, please contact: Sandy Anderson, Executive Director at 775.687.9951 or via email: [sjanderson@lmt.nv.gov](mailto:sjanderson@lmt.nv.gov) supporting materials are also available at the Board's office and on the Board's website [http://massagetherapy.nv.gov/About/Board\\_Meetings/Meetings/](http://massagetherapy.nv.gov/About/Board_Meetings/Meetings/)**

Persons/facilities who want to be on the mailing list must submit a written request every six months to the Board. We are pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. If special arrangements for the meeting are necessary, please notify Sandy Anderson at 775.687.9951 or [sjanderson@lmt.nv.gov](mailto:sjanderson@lmt.nv.gov) no later than 48 hours prior to the meeting.

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In accordance with NRS 241.020, this public notice and agenda was posted on or before January 3, 2020, at the following locations:

[http://massagetherapy.nv.gov/About/Board\\_Meetings/Meetings/](http://massagetherapy.nv.gov/About/Board_Meetings/Meetings/)  
<https://notice.nv.gov>

Nevada Attorney General – Carson City Office, 100 N. Carson St. Carson City, NV 89701

Nevada Attorney General – Las Vegas Office, 555 E. Washington Ave., Las Vegas, NV 89101

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

Nevada State Board of Massage Therapy, 1621 E. Flamingo Road, Suite 16A, Las Vegas NV 89121

Nevada State Library and Archives, 100 N. Stewart St., Carson City, NV 89701

<b>Massage School</b>	<b>Location</b>
Mercyhurst University (1050 hrs)	Erie, PA
Platt College - Lawton (800 hrs)	Lawton, OK
Parker Univeristy (600 hrs)	Dallas, TX
New Mexico Academy Of Healing Arts (1002 hrs)	Santa Fe, NM
Pacific College of Oriental Medicine (675 hrs)	Chicago, IL
Fortis College (720 hrs)	Richmond, VA
Tennessee Career Institute (750 hrs)	Columbia, TN
Fremont College (780 hrs)	Cerritos, CA
Universal College of Healing Arts (1000 hrs)	Omaha, NE
Orange Technical College - Westside (750 hrs)	Winter Garden, FL
Acupuncture and Massage College (720 hrs)	Miami, FL
Berks Technical Institute (710 hrs)	Wyomissing, PA
Healing Hands School of Holistic Health (1000 hrs)	Escondido, CA
<b>Reflexology School</b>	<b>Location</b>
Wellness Life Zone (320 hrs)	Sandy, UT



**Nevada State Board of Massage Therapy Budget vs. Actual Fiscal Year 2021**

Item 7.f - NSBMT Board Meeting June 10, 2020  
Updated 06/03/2020

	FY 2020 Actual Reconciled as of 11/30/19	FY 2021 Budget	Jul 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Total	Variance
Total Out-of-State Travel	5,569.11	18,157.88	0.00	2,400.00	5,857.84	0.00	0.00	1,200.00	5,801.94	0.00	0.00	2,898.10	0.00	0.00	18,157.88	0.00
Expenses - Payroll and Benefits																
Board Salaries	21,581.25	44,969.57	4,994.93	4,544.93	3,044.93	3,194.93	7,244.93	1,844.93	5,250.00	1,350.00	4,050.00	4,050.00	4,050.00	1,350.00	44,969.57	0.00
PEBP Employer Portion	62,045.27	67,146.62	5,855.67	5,581.27	5,534.63	5,542.40	5,534.95	5,550.65	5,914.62	5,527.79	5,519.96	5,528.03	5,528.62	5,528.03	67,146.62	0.00
Industrial Insurance/Workers Comp.	2,821.63	5,946.13	633.02	494.65	439.27	489.21	487.22	447.35	683.99	435.82	463.74	467.80	436.24	467.80	5,946.13	0.00
Medicare	6,972.18	7,917.87	836.59	666.56	559.36	677.28	677.00	569.29	925.32	555.12	628.57	633.57	555.64	633.57	7,917.87	0.00
Social Security for Board Members	251.10	2,613.30	251.10	251.10	83.70	325.50	334.80	83.70	362.70	83.70	251.10	251.10	83.70	251.10	2,613.30	0.00
Payroll Expenses	405,985.66	461,759.70	49,596.02	48,762.67	33,158.11	33,480.84	33,180.23	33,816.41	49,688.79	33,943.55	33,775.99	34,337.26	34,010.41	34,337.26	452,087.53	9,672.18
	0.00															
Retirement PERS 29.25%	110,892.99	134,362.71	14,448.34	11,018.36	10,435.38	10,532.54	10,439.31	10,635.66	15,185.19	10,349.91	10,252.02	10,352.85	10,360.31	10,352.85	134,362.71	0.00
Unemployment Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Temp. Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Vacation Buy-Out	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sick Pay Buy-Out	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Salaries, Wages and Benefits	610,550.08	724,715.90	76,615.67	71,319.53	53,255.38	54,242.70	57,898.44	52,947.99	78,010.60	52,245.90	54,941.38	55,620.60	55,024.93	52,920.60	715,043.73	9,672.18
Total Revenue and Income	614,831.88	1,470,509.00	135,588.33	135,924.33	114,085.33	124,414.33	111,724.33	115,269.33	115,266.33	124,119.33	138,580.33	163,959.33	143,301.33	48,276.33	1,470,509.00	(0.00)
Less Total Expenses	900,111.24	1,217,403.02	133,746.85	117,493.30	109,918.99	90,313.02	92,852.13	83,878.68	130,708.34	84,068.94	90,964.32	97,944.75	90,409.42	85,432.10	1,207,730.84	9,672.18
Net Profit/(Loss)	(285,279.37)	253,105.98	1,841.48	18,431.03	4,166.35	34,101.32	18,872.20	31,390.66	(15,442.01)	40,050.39	47,616.01	66,014.59	52,891.91	(37,155.76)	262,778.16	9,672.18

A 2 year renewal period requires that the Board maintain reserves equivalent to 12 months of the average monthly expenses. For calculating this, both FY 2020 and FY 2021 numbers were used.

Unrestricted Assets - Reconciled April 2020	May 2020	June 2020	July 2020	Aug 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021		
City Bank - Checking	59,597.18															
City Bank - Money Market Account	721,255.70															
City Bank - Certificates of Deposit	421,244.62															
Petty Cash - Reno	184.60															
Petty Cash - Las Vegas	160.70															
Total Unrestricted Assets	1,202,442.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
Net Increase/(Decrease)			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-

Required Reserve Balance as of May 31, 2020	1,058,757.13	1,058,757.13	Calculated based on averaging FY 2020 & 2021
Reserve Balance - Combined Liquid Assets	1,202,442.80	1,202,442.80	
Projected net available beyond reserves (owed to reserves)	143,685.67	143,685.67	
FY 2020 projected net profit/(loss) for remaining months	68,115.36	262,778.16	FY 2021 projected net profit/(loss)
FY 2020 projected gain (shortfall)	211,801.03	406,463.83	Reserve Balance FY 2021 projected gain (short fall)

**Adjustments/Notes**

- 3/4/20 Payroll adjustments for promotions and new hires as well as CLEAR Training for Compliance Inspector I and possibly ED
- 6/3/20 Removed costs for FSMTB Annual Meeting in October - Meeting participation will be virtual vs. in person a reduction in Travel of \$3,963.84 and in Board Salaries of \$1,200
- 6/3/20 Added July 1st meeting costs Board members an increase of \$2,400
- 6/3/20 Increase in monthly PEBP insurance premium by from \$760.79 to \$783.30 or \$22.51 per employee per month for a total increase of \$1,620.72
- 6/3/20 Increase in monthly PEBP short-term disability premium from 2.34% of payroll to 2.36% of payroll an increase of \$58.94
- 6/3/20 Increase payroll and Board salaries for unemployment benefits to be billed by DETR \$8,969.67

## Nevada State Board of Massage Therapy

### Inspection Team Specifications

Title	Grade
Chief Compliance Investigator	39
Compliance Investigator	37
Compliance Inspector IV	37
Compliance Inspector III	35
Compliance Inspector II	33
Compliance Inspector I	31
Compliance Inspector I Front Desk	29

### Series Concept

Compliance Inspectors/Investigators are responsible for ensuring that all massage therapy, reflexology, and structural integration establishments within the State of Nevada comply with NRS/NAC 640C by inspecting each location to insure the health, safety and welfare of the public, educating the licensees and the public regarding the NRS/NAC, and issuing citations for non-compliance.

Individuals travel extensively to carry out the duties of this series and may travel in excess of 75% of the time. Individuals must have a valid Nevada Driver's License and complete the state mandated Defensive Driving course offered by the Department of Administration Division of Risk Management within three (3) months of hire and maintain this requirement throughout employment.

Individuals in this series organize evidence and documentation for presentation to the Board of Massage Therapy and submission to legal counsel for administrative hearings. Testify at Board meetings regarding citations and investigations and serve as the Sargent of Arms during Board meetings.

Individuals interface with other agencies to provide a team approach to compliance. They perform related duties as assigned and may be requested to assist other members of the agency at any time.

### Position Concepts

#### **Chief Compliance Investigator**

Under general direction, incumbents act as a full supervisor to lower level investigators and inspectors as well as administrative staff that supports the investigation and inspection team. Incumbents review and present data at Board meetings and assist the Executive Director and legal counsel with prosecution of cases. Incumbents may perform the full range of duties described in the series concept. Completion of CLEAR Advanced Certification and Reid Interrogation training or the equivalent are required for this position.

#### **Compliance Investigator**

Under general direction, incumbents act as a full supervisor to lower level compliance inspectors and administrative staff that support the compliance inspectors by reviewing work, providing training and

technical advice, preparing work performance standards, evaluating performance, and initiating disciplinary action. Incumbents receive complaints by phone or in writing and evaluate complaints for violations of law and jurisdiction, conduct investigations, develop case files, maintain logs and reports; file evidence along with chronological documentation regarding investigative steps taken and all contact made with complainant, respondent, witnesses, and other sources; utilize information to develop final case report for further litigation if appropriate, and report findings to the Executive Director and legal counsel. Incumbents also perform the full range of duties described in the series concept. Incumbents report to the Executive Director or Chief Compliance Investigator and work is reviewed through completed reports and consultations. Completion of CLEAR Advanced Certification and Reid Interrogation training or the equivalent are required for this position.

#### **Compliance Inspector IV**

Under general direction, incumbents act as a full supervisor to lower level compliance inspectors and administrative staff that support the compliance inspectors by reviewing work, providing training and technical advice, preparing work performance standards, evaluating performance, and initiating disciplinary action. Incumbents also perform the full range of duties described in the series concept. Incumbents report to the Executive Director or Chief Compliance Investigator and work is reviewed through completed reports and consultations. Completion of CLEAR Advanced Certification is required for this position as is satisfactory work performance in all areas of the Work Performance Standards as a Compliance Inspector III.

#### **Compliance Inspector III**

Under limited supervision, incumbents perform a full range of duties described in the series concept. Incumbents report directly to upper level inspectors/investigators and the Executive Director and may assist with training lower level inspectors. Work is reviewed through completed work and meetings with the supervisor as required. This is the journey level in the series. Completion of CLEAR Advanced Certification is required for this position as is satisfactory work performance in all areas of the Work Performance Standards as a Compliance Inspector II.

#### **Compliance Inspector II**

Under general supervision, incumbents perform the range of duties described in the series concept. Ongoing supervision is provided by upper level inspectors/investigators and the Executive Director and work is reviewed regularly to ensure consistency and accuracy. This is a continuing trainee level in the series and progression to the next level may occur upon meeting the minimum qualifications and with the approval of the appointing authority. Experienced incumbents may help train the compliance inspectors and/or administrative staff. Completion of CLEAR Basic Certification is required for this position as is satisfactory work performance in all areas of the Work Performance Standards as a Compliance Inspector I or equivalent job knowledge.

#### **Compliance Inspector I**

Under close supervision by a Compliance Inspector II or higher, incumbents receive training in the range of duties described in the series concept. Direct supervision is provided by upper level inspectors/investigators and the Executive Director, and work is reviewed on an ongoing basis. This is the entry level class in the series and progression to the next level may occur upon meeting the



minimum qualifications and satisfactory work performance in all areas of the Work Performance Standards and completion of the CLEAR Basic Certification.

### **Compliance Inspector I/Front Desk**

Under close supervision by a Compliance Inspector II or higher, incumbents receive training in the range of duties described in the series concept. Direct supervision is provided by upper level inspectors/investigators and the Executive Director, and work is reviewed on an ongoing basis. This is the entry level class in the series and progression to the next level may occur upon meeting the minimum qualifications and satisfactory work performance in all areas of the Work Performance Standards and completion of the CLEAR Basic Certification. Incumbent is responsible for meeting and greeting the public during office hours and performing administrative duties to assist the agency in the Southern Nevada office. Incumbent assists the entire team administratively as well as performing inspections.

## Minimum Qualifications

### **Chief Compliance Investigator**

Education and Experience: Bachelor's degree or the equivalent. Seven (7) years of experience as an inspector/investigator or two (2) years of experience as a Compliance Investigator or Compliance Inspector IV with overall performance of meets standards or above. Completion of CLEAR Advanced Certification and Reid Interrogation training.

Entry Level Knowledge, Skills, and Ability (required at time of application): Working knowledge of basic principles and practices of supervision and completion of the Department of Administration Division of Human Resources management training courses and application seminar. Experience speaking in public and before the Legislature.

Full Performance Knowledge, Skills and Abilities (typically acquired on the job): Knowledge of personnel regulations related to supervision. Ability to recognize training needs and provide specific training; recognize employee strengths and weaknesses and assign work appropriately; recognize program needs and requirements and implement changes as needed; coordinate the completion of projects and resolve issues related to compliance, administration, and enforcement.

### **Compliance Investigator**

Education and Experience: Five (5) years of experience as an inspector or two (2) years of experience as a Compliance Inspector III with overall performance of meets standards or above. Completion of CLEAR Advanced Certification.

Entry Level Knowledge, Skills, and Ability (required at time of application): Working knowledge of basic principles of supervision, inspection and investigation.

Full Performance Knowledge, Skills and Abilities (Typically acquired on the job): Ability to interface with victims and complainants while gathering information. Solid understanding of NRS/NAC 640C and the ability to determine violations of law. Ability to write reports and prepare documents for submission to the Board. Ability to track data and compile information on spreadsheets. Ability to evaluate processes

and make recommendations for improvements to flow and function. Experience conducting compliance inspections, issuing citations, and subpoenas.

#### **Compliance Inspector IV**

Education and Experience: Five (5) years of experience as an inspector or two (2) years of experience as a Compliance Inspector III with overall performance of meets standards or above. Completion of CLEAR Advanced Certification.

Entry Level Knowledge, Skills, and Ability (required at time of application): Working knowledge of basic principles of supervision, inspection and investigation.

Full Performance Knowledge, Skills and Abilities (Typically acquired on the job): Ability to interface with victims and complainants while gathering information. Solid understanding of NRS/NAC 640C and the ability to determine violations of law. Ability to write reports and prepare documents for submission to the Board. Ability to track data and compile information on spreadsheets. Ability to evaluate processes and make recommendations for improvements to flow and function. Experience conducting compliance inspections and issuing citations.

#### **Compliance Inspector III**

Education and Experience: Three (3) years of experience as an inspector or two (2) years of experience as a Compliance Inspector II with overall performance of meets standards or above. Completion of CLEAR Advanced Certification.

Entry Level Knowledge, Skills, and Ability (required at time of application): Working knowledge of basic principles of supervision, inspection and investigation.

Full Performance Knowledge, Skills and Abilities (Typically acquired on the job): These are identical to the Knowledge, Skills and Abilities required for the Compliance Inspector IV.

#### **Compliance Inspector II:**

Education and Experience: Previous work experience in customer service, Word, Excel and Outlook. Two (2) years of experience as a Compliance Inspector I with overall performance of meets standards or above or five (5) years of experience in the industry. Completion of CLEAR Basic Certification (individuals without CLEAR Basic Certification have twelve (12) months from date of hire to complete and pass the certification).

Entry Level Knowledge, Skills, and Ability (required at time of application): Working knowledge of basic principles of inspection.

Full Performance Knowledge, Skills and Abilities (Typically acquired on the job): These are identical to the Knowledge, Skills and Abilities required for the Compliance Inspector IV.

#### **Compliance Inspector I:**

Education and Experience: Previous work experience in customer service, Word, Excel and Outlook. Five (5) years of administrative or customer service experience. Completion of CLEAR Basic (individuals without CLEAR Basic Certification have twelve (12) months from date of hire to complete and pass the certification).

Entry Level Knowledge, Skills, and Ability (required at time of application): Intermediate level Word and Excel. Minimum typing speed of 45 words per minute.

Full Performance Knowledge, Skills and Abilities (Typically acquired on the job): These are identical to the Knowledge, Skills and Abilities required for the Compliance Inspector IV.

**Compliance Inspector I Front Desk:**

Education and Experience: Previous work experience in customer service, Word, Excel and Outlook. Five (5) years of administrative or customer service experience. Completion of CLEAR Basic (individuals without CLEAR Basic Certification have twelve (12) months from date of hire to complete and pass the certification).

Entry Level Knowledge, Skills, and Ability (required at time of application): Intermediate level Word and Excel. Minimum typing speed of 45 words per minute.

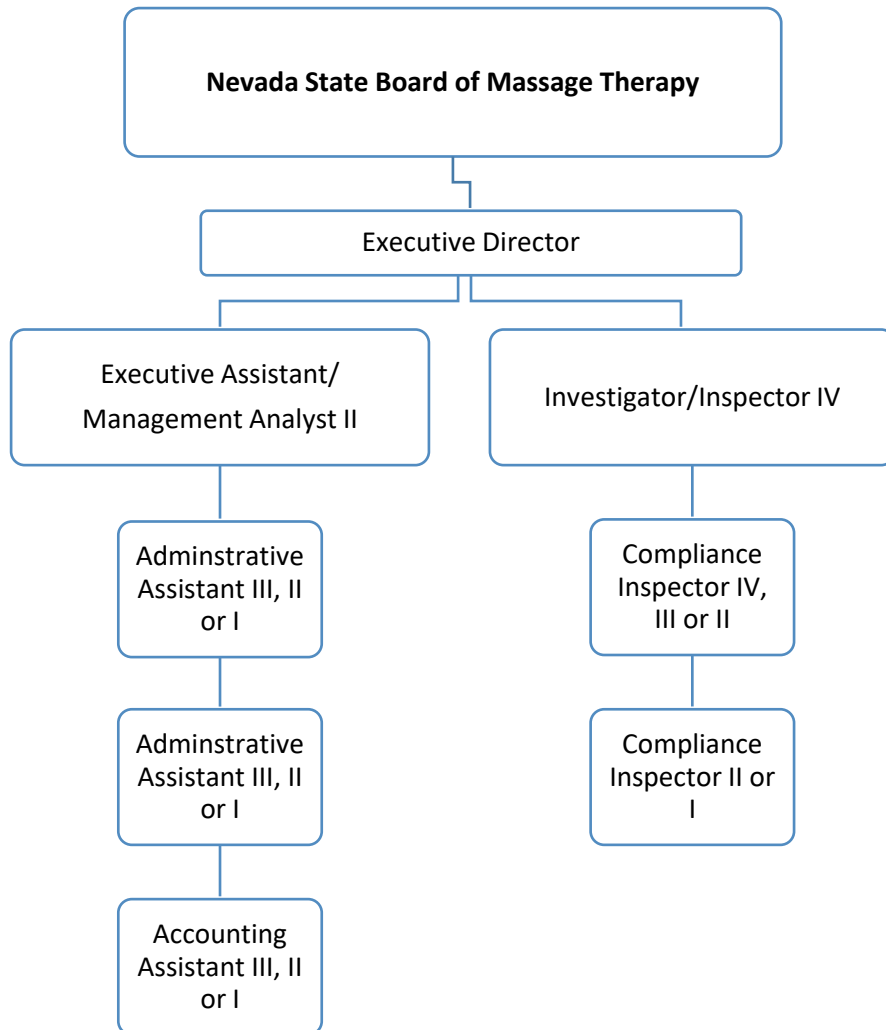
Full Performance Knowledge, Skills and Abilities (Typically acquired on the job): These are identical to the Knowledge, Skills and Abilities required for the Compliance Inspector IV.



NEVADA STATE BOARD OF MASSAGE THERAPY  
 POLICY AND PROCEDURE

Subject: Organizational Chart	Policy No. 10.1.1	
	Issued By: Board	Distribution: Nevada State Board of Massage Therapy Members and Employees
	Amends/Supersedes	
Reference(s): Nevada State Board of Massage Therapy (NSBMT) Employee Manual		Effective Date: 03/25/2020

**Organizational Chart**  
 Revised 03/05/2020





NEVADA STATE BOARD OF MASSAGE THERAPY  
 POLICY AND PROCEDURE

Subject: Inspection Policy	Policy No. 11.2.1	
	Issued By: Board	Distribution: Nevada State Board of Massage Therapy Members and Employees
	Amends/Supersedes	
Reference(s):	Effective Date: 3/25/2020	

**I. PURPOSE**

The Nevada State Board of Massage Therapy (NSBMT) shall make, receive and preserve records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures and essential transactions of NSBMT.

**II. POLICY**

NSBMT must make, receive and preserve records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures and essential transactions of the agency.

**III. SCOPE**

This policy applies to all employees working within the inspection team or department under the authority of or within the NSBMT.

**IV. RESPONSIBILITY**

- A. Employees are responsible for complying with the requirements of this policy.
- B. Supervisors are responsible for:
  - 1. Informing current incumbent employees periodically of the content and intent of this policy.
  - 2. Taking disciplinary action when an employee is in violation of this policy.
- C. The Executive Director shall be responsible for:
  - 1. Providing assistance to supervisors and employees in the interpretation and explanation of this policy.
  - 2. Assisting management in determining action to be taken if an employee violates this policy.

## V. PROCEDURES

- A. Inspections of all establishments and outcall therapists shall be conducted at least annually with a minimum of 95% completion rate. The inspection team will work together during January to establish an accurate listing of the establishments and licensees for inspection during the calendar year. The team shall work together to ensure compliance with inspection guidelines throughout the calendar year and will meet quarterly to assess goals and objectives. New locations will be added to the route and the list maintained by the team of the total number of new inspections added since the assessment was completed in January on an ongoing basis. Percentages will be adjusted to include the new establishments on a quarterly basis and be reported to the Board at each meeting following the adjustments.
  - a. Inspections shall be completed using the NSBMT Compliance Inspection form.
  - b. Inspectors shall verify compliance with all applicable items on the form. If a list of licensees working in the establishment is not available at the time of inspection, it may be emailed to the Inspector within three (3) business days of the inspection.
    - i. When referencing license numbers on the NSBMT Compliance Inspection Form no designation shall be used for NVMT licensees. A designation shall be used for all other license types.
    - ii. Employee lists shall be verified no later than three (3) business days after receipt.
    - iii. Establishments shall be notified of a licensee's expired status immediately.
    - iv. Licensees performing massage on an expired license shall be cited and fined based on the number of violations/occurrences of practicing on an expired license. To verify the number of violations/occurrences the inspector shall check the citation log for prior citations and proceed accordingly with the preparing the citation.
    - v. The report accompanying the citation shall include a copy of the inspection report, employee log, and screen shot from the database confirming the expired status at the time of verification.
  - c. Inspectors shall make note of all items not in compliance and conduct follow-up inspections as necessary or arrange for notification of compliance by the establishment or licensee. Compliance dates of the NSBMT Compliance Inspection Form shall reflect fifteen (15) business days from the date of the inspection.
  - d. Inspectors shall update the Daily Activity Sheet (DAS) daily or upon return to the office.
  - e. Inspectors shall update the Route Log by 9:00 a.m. on the last workday of the week.
  - f. In an effort to work towards a paperless system the inspector shall scan and upload the NSBMT Compliance Inspection forms to the S: drive no later than 12:00 p.m. on the last workday of the week. Inspectors that will be out the last workday of the week shall plan accordingly to comply prior to taking leave. In

cases of unexpected leave, the inspector will complete the required tasks upon return to the office.

- g. Updates for the week shall be completed no later than 9:00 a.m. on the last workday of the week and shall be reported to the Board in the Executive Director's Board Update.
  - h. The Executive Director or designee shall audit the DAS, Route Log and scanned files for congruent information, accuracy, and consistency at a minimum of monthly. The paper documents shall be kept until the audit is complete. Once complete the Executive Director will notify the inspector that the forms may be destroyed.
  - i. All inspection reports shall be maintained according to the Nevada State Records Retention Schedule.
  - j. The Executive Director will authorize the deletion of these files in compliance with the Nevada State Records Retention Schedule.
  - k. Outcall inspection forms will be uploaded to the licensees file in the database. Hard copies will be sent to the Administrative Assistant II for inclusion in the licensee's file.
  - l. Key indicators shall be reported to the Board at each Board meeting including total number of establishments identified, total number of outcall therapists identified, percentage of inspections completed in both categories, number of unsatisfactory inspections, and number of citations issued by inspectors.
  - m. The Administrative Assistant II responsible for license renewals shall confirm the establishment(s) listed on the renewal are on the log. New locations will be identified and shared with the inspection team on a weekly basis. New locations will be added to the Route Log new establishments tab and incorporated quarterly.
- B. Follow-up inspections of unsatisfactory establishments or therapists shall be completed no sooner than fifteen (15) business days Nevada Revised Statutes (NRS 640C.755) but no later than forty-five (45) business days.

C. Citations

- a. Citations may be issued for violations of law and fines assessed based on NAC 640C.450. Citations may not be issued for items that are not substantiated as a violation of Nevada Revised Statutes (NRS) or NAC 640C. Common items resulting in a citation but not limited to include unlicensed activity, violation of sanitation requirements not in compliance at follow-up inspection, advertising one of the practices covered under the practice act without a license, offering to perform one of the practices without a license.
- b. Citations shall be issued on the form provided for this purpose.
  - i. White copy – forwarded to Reno Office for billing
  - ii. Yellow copy – hand delivered or mailed to recipient
  - iii. Pink copy – placed into file

- c. Upon return to the office
  - i. The citation shall be logged.
  - ii. A report outlining the violations and supporting information shall be compiled within three (3) business days and saved on the S: drive.
  - iii. The white copy of the citation and a copy of the report shall be emailed to the Management Analyst for entry into the accounting system.
  - iv. The Management Analyst or designee shall process the billing and receive payments.
  - v. Once payment is received a copy of the documentation shall be processed by the Accounting Assistant for payment to the Controller's office to transfer the fines to the General Fund.
  - vi. Citations not paid within ninety (90) days shall be sent to the Controller's office for collection.
  - vii. A log of fines assessed shall be maintained by the Management Analyst and compared to the outstanding receivables at least annually.
  - viii. A log of fines paid shall be maintained by the Management Analyst and compared to the amount transferred to the Controller's office for deposit into the General Fund Monthly and reconciled annually.
- D. Unlicensed Activity in an Establishment
  - a. Citations shall be issued for unlicensed activity in an establishment to the individual(s) in violation of the practice act.
  - b. Licensees working in, operating, or owning establishments where unlicensed activity occurs will be brought before the Board via the Complaint Notice of Hearing process for disciplinary action.
  - c. Inspectors will send a copy of the citation and report to the Executive Director for investigation.
- E. Education of the Public
  - a. The Executive Director and members of the Inspection Team may represent the Board at educational institutions that provide training in massage therapy, reflexology and structural integration and provide information on the licensure, application, and compliance process.
  - b. The Executive Director and members of the Inspection Team may attend trainings and working group meetings to ensure understanding of the Board's scope and policies.
- F. Information Sharing – Collaboration with Agencies
  - a. Information regarding inspections may be shared with other agencies per NRS 640C.760(3).
  - b. The Executive Director is the Custodian of Records and the Management Analyst is the back-up Custodian of Records as registered with the Library and Archives. As such, all information disseminated from the Board should be reviewed by the Executive Director or designee and recorded in the Public Information Request log by either the Executive Director or Management Analyst.



- c. In cases where information is shared but no document was provided the Executive Director shall be copied on the correspondence.

#### **VI. POLICY EXCEPTION**

On occasion there are special circumstances that may require an exception to this policy be granted. Exceptions, while not common, require the approval of the Executive Director.

#### **VII. POLICY COMMUNICATION**

All supervisors and managers of the NSBMT will provide their employees with a copy of this policy. Employees needing clarification should contact the Executive Director for assistance.

*This policy is not a substitute for relevant law or regulation nor does it establish additional rights beyond those provided in law and regulation. This policy is intended to be used in conjunction with federal regulations and State law.*

## **INTERLOCAL AGREEMENT FOR MESSAGE ESTABLISHMENT DATABASE**

This AGREEMENT FOR MESSAGE ESTABLISHMENT DATABASE (“Agreement”) is made by and between CLARK COUNTY (“COUNTY”), the CITY OF LAS VEGAS (“LAS VEGAS”), a municipal corporation of the State of Nevada, the CITY OF NORTH LAS VEGAS (“NORTH LAS VEGAS”), the CITY OF HENDERSON (“HENDERSON”), and the NEVADA BOARD OF MESSAGE THERAPY (“MESSAGE BOARD”) (collectively, the “PARTIES”), is made this \_\_\_\_ day of \_\_\_\_\_, 2020.

### **RECITALS**

WHEREAS, massage establishments and similar businesses have been associated with criminal activity in Southern Nevada and nationwide, including sex trafficking, solicitation, and money laundering;

WHEREAS, the County, Las Vegas, North Las Vegas, Henderson, and the Massage Board believe a coordinated approach is the best means to address the collateral consequences of massage establishments;

WHEREAS, NRS 277.045 authorizes political subdivisions of the State of Nevada to enter into agreements for a variety of purposes and NRS 277.180 allows public agencies to contract with one another to provide governmental services; and

WHEREAS, the purpose of this Agreement is to provide for the sharing of data related to applicants and licensees who have requested or obtained massage, reflexology, or similar establishment licenses in each jurisdiction and to share data across agencies on these businesses for the purpose of assisting in investigations related to human trafficking and child exploitation; and

NOW, THEREFORE, in consideration of the foregoing, and other good and valuable considerations herein described, the Parties hereto do promise, covenant, and agree as follows:

### **AGREEMENT**

#### **I. DEFINITIONS**

For the purposes of this Agreement, each of the following terms shall have the meaning specified below unless a different meaning clearly appears from the context:

“Administrator” refers to the City of Las Vegas, which will maintain the Massage Establishment Database;

“Central Data Repository” means a central data repository in an ESRI ArcGIS online portal that includes data provided from each Contributing Agency on a monthly basis and kept in geodatabase file format.

“Contributing Agency or Agencies” refers to those parties providing Data to the Central Data Repository.

“Data” means the information sent by the Data Provider to the Administrator for inclusion in the Central Data Repository.

“Data Consumer” means any person or entity authorized to access Data in the Central Data Repository.

“Data Provider” means the individual for each Contributing Agency who is responsible for providing Data to the Administrator.

“ESRI ArcGIS Online Portal” means the geodatabase in which the Data will be hosted and stored.

“License” means a license issued by a Participating Agency to a Massage Establishment to operate a massage business.

“Massage Establishment” means a massage, reflexology, or similar business licensed by a Participating Agency and as defined by that agency’s laws and codes.

“Massage Establishment Database” or “Central Data Repository” refers to the database of information managed by the City of Las Vegas pertaining to Massage Establishments.

“Person” means any person, firm, corporation or other legal entity.

“Participating Agency” means an entity utilizing the Central Data Repository.

## **II. CENTRAL DATA RESPOSITORY**

1. The City of Las Vegas will host and manage a Central Data Repository. The Repository will be accessible via an ESRI ArcGIS Online Portal. Each Participating Agency will be responsible for acquiring the appropriate license/s to access the Portal.
2. The Central Data Repository will be populated with Data including the following provided by each Contributing Agency:

Business Table	Persons Table
BL # - <i>primary key</i>	Person Last Name
BL Status	Person First Name
BL Issue Date	Person Middle Name / Initial
BL Expiration Date	Type (eg. Principal, employee) - string field
BL Jurisdiction	Person DOB
Name of Business (dba)	NVMT #
Primary Applicant/Licensee (as field with SOS)	Flat (active/inactive)
Business address	BL # - <i>primary key</i>
Business Phone #	Date Added
Business Email	

Such Data must be in an approved, compatible file type.

- Each Contributing Agency will submit Data to the Administrator by the 15th of each month.

### III. USE OF DATA

- Each Participating Agency will own the Data it provides to the Administrator and the Data will be used exclusively for the purposes set forth herein. Data submitted to the Central Data Repository may only be used by each Participating Agency to cross-reference business license application Data and to address other licensing and enforcement concerns related to Massage Establishments.
- The Central Data Repository will not be made accessible to the public as it will contain confidential information as set forth in Section IV. The Central Data Repository will also not be shared with any other Person not a party to this agreement except as otherwise required by law.
- While each Participating Agency may use the Data, the underlying information shall be owned by the Contributing Agency and no other Participating Agency may use the Data for any purpose other than as set forth herein.

### IV. CONFIDENTIAL INFORMATION

- Each Participating Agency is subject to NRS 239, the Nevada Public Records Act (“NPRA”), as amended from time to time. Certain records are confidential and not public pursuant to NRS 239 and other relevant statutes. The compiling of Data into a Central Data Repository will not affect whether that Data constitutes a public record under Nevada law.

2. If a request for records in the Central Data Repository is made by any Person, the Participating Agency receiving the request shall notify the other Participating Agencies within thirty (30) days.

## **GENERAL PROVISIONS**

1. Costs. The Participating Agencies shall each bear their own expenses required to carry out this Agreement.
2. Ownership of Data. Except as otherwise provided by law or this Agreement, any reports, manuals, data, system designs, computer code, or any other documents prepared by any Participating Agency in the performance of its obligations under this Agreement shall be owned by the Contributing Agency providing it.
3. Assignment. No Participating Agency may assign, transfer or delegate any rights, obligations or duties under this Agreement without the prior written consent of each of the other Participating Agencies.
4. No Joint Venture. The Participating Agencies are associated with each other only for the purposes and to the extent set forth in this Agreement, and in respect to performance of services pursuant to this Agreement, each Participating Agency is and shall be separate and distinct from the other Participating Agencies and, subject only to the terms of this Agreement, shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Agreement. Nothing contained in this Agreement shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for one Participating Jurisdiction whatsoever with respect to the indebtedness, liabilities and obligations of the other Participating Agencies or any other party.
5. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be an original and all of which shall together constitute one and the same instrument. It shall not be necessary for any counterpart to bear the signature of all Participating Agencies. Executed copies hereof may be delivered by facsimile or e-mail, pursuant to NRS 719.240, and upon receipt will be deemed originals and binding upon the Parties hereto, regardless of whether originals are delivered thereafter.
6. Severability. In the event that any of the provisions of this Agreement are found to be invalid or unenforceable by any court of competent jurisdiction, such unenforceable provision(s) shall be deemed severed from the remainder of this Agreement and shall not cause the invalidity or unenforceability of the remainder

of this Agreement. If any such provision is deemed invalid due to its scope or breadth, such provision shall be deemed valid to the extent of the scope or breadth permitted by law.

7. Headings. The headings to the various sections of this Agreement are solely for the convenience of the parties hereto and shall have no effect on the interpretation or the enforcement hereof.
8. Jurisdiction and Venue. This Agreement and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada and venue shall be any court of competent jurisdiction in Clark County, Nevada.
9. Effective Date. This contract shall be effective immediately upon execution hereof by the last Participating Jurisdiction.

## **VI. DISPUTE RESOLUTION**

For any dispute arising between the Participating Agencies under this Agreement, the Participating Jurisdictions shall attempt to resolve the matter through escalating levels of management. In the event the matter cannot be successfully resolved in this manner, the Participating Agencies are granted the right, regardless of which party is asserting the claim or dispute, to put the matter before its Council or Board for further direction, up to and including terminating this Agreement subject to the Termination provisions below.

## **VII. TERMINATION**

1. This Agreement will terminate upon the occurrence of any one of the following:
  - a. Mutual agreement of all of the Participating Agencies and upon terms agreeable to both; or
  - b. Ninety (90) days' written notice by a Participating Agency to the other Participating Agencies (in such event, the Agreement is not terminated as to the remaining Participating Agencies, provided there is more than one);  
or

**VIII. NOTICE**

All notices required by this Agreement shall be sent to the following:

To Clark County:

[address]

To the City of Las Vegas:

City of Las Vegas Department of Planning, Business Licensing  
333 N. Rancho Dr.  
Las Vegas, NV 89106

To the City of North Las Vegas:

[address]

To the City of Henderson:

[address]

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed as of the day and year first above written.

CLARK COUNTY

BY: \_\_\_\_\_

ITS: \_\_\_\_\_

DATE: \_\_\_\_\_

CITY OF LAS VEGAS, NEVADA

BY: \_\_\_\_\_

ITS: \_\_\_\_\_

DATE: \_\_\_\_\_

NORTH LAS VEGAS

BY: \_\_\_\_\_

ITS: \_\_\_\_\_

DATE: \_\_\_\_\_

HENDERSON

BY: \_\_\_\_\_

ITS: \_\_\_\_\_

DATE: \_\_\_\_\_

BOARD OF MASSAGE THERAPY

BY: \_\_\_\_\_

ITS: \_\_\_\_\_

DATE: \_\_\_\_\_