



# Nevada State Board of Massage Therapy

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

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<b>LOCATIONS:</b>	<b>Grant Sawyer Building – Las Vegas</b> 555 East Washington Avenue, Suite 4500 Las Vegas, NV 89101
<b>DATE:</b>	<b>April 16 and 17, 2018</b>
<b>TIME:</b>	<b>9:00 a.m. PST to 5:00 p.m. PST Daily</b>

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### 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).

### **Monday, April 16, 2018**

1. Call to order at 9:02 a.m. Board Members present: Chair - April Whiting, Vice Chair – Diane Huleva, Secretary/Treasurer – Deidre Strunk, Margaret Westcamp, Teresa Lopez, Elisabeth Barnard, Bob Oliver, Lorna Benedict, Nancy Zitko, Sandy Anderson, Executive Director and Board Counsel Coleen Platt.
2. Public comment. (Discussion Only) Action may not be taken on any matter brought up under public comment until scheduled on an agenda for action at a later meeting.

No public comment.

3. Workplace Violence and Active Assailant PACE Training with James Cameron, Founder/Owner of Security Concepts Group, LLC. (For Discussion)

James Cameron presented information on workplace violence and active assailant training.

4. Discussion regarding objectivity and when to recuse yourself from the proceedings and other information for Board Members provided by Colleen Platt, Esq. (For Discussion)

Colleen Platt discussed objectivity, when and how Board Members need to recuse themselves from voting during Board Meetings.

5. Discussion and the status of the Board's policies and procedures. (For Discussion)

Review of the policies and procedures was rescheduled for the June 27, 2018 meeting.

6. Discussion and possible action regarding modifying the Employee Manual to adjust the timesheet, leave request, salaries and payroll schedule. (For Discussion and Possible Action)

Sandy Anderson, Executive Director, discussed adjusting the payroll period to allow for a one week processing time.

Teresa Lopez motioned to accept modifying the employee manual to adjust the timesheet, leave request, salaries and payroll schedule, seconded by Lorna Benedict. Motion carried unanimously.

7. Discussion and possible action regarding creating a strategic plan for the Board. (For Discussion and Possible Action)

Discussion was held, no motion needed. Diane Huleva recommended taking 1 year for the process, Bob Oliver requested regular updates.

8. Closed Session for discussion between Board and legal counsel regarding potential litigation involving the Board.

Teresa Lopez motioned to close the meeting per NRS 241.030, seconded by Deidre Strunk. Motion carried unanimously.

Teresa Lopez motioned to open the meeting per NRS 241.030, seconded by Diane Huleva. Motion carried unanimously.

9. Public Comment

No public comment.

10. Adjournment at 5:00 p.m.

**Tuesday, April 17, 2018**

1. Call to order at 9:00 AM. Board Members present: Chair - April Whiting, Vice Chair – Diane Huleva, Secretary/Treasurer – Deidre Strunk, Margaret Westcamp, Teresa Lopez, Elisabeth Barnard, Bob Oliver, Lorna Benedict, Nancy Zitko, Executive Director Sandy Anderson and Board Counsel Colleen Platt.
2. Public Comment. (Discussion Only) Action may not be taken on any matter brought up under public comment until scheduled on an agenda for action at a later meeting.

Sandy Anderson, Executive Director, addressed creating a Facebook page for the NSBMT. After reviewing the Cosmetology Board page, it was discovered they currently have 590 followers out of 20,000 licensees. Less than 3% of their licensees are following the Board's Facebook page. With the potential risk of open meeting law violations and only addressing potentially 3% of our licensees, having a Facebook page will not be beneficial at this time for NSBMT.

3. Detecting Deception Training with Detective Enrique Hernandez from the Las Vegas Metropolitan Police Department. (For Discussion)

Detective Enrique Hernandez presented information regarding techniques and strategies for detecting deception.

4. Discussion and possible action regarding the Executive Director's performance evaluation and possible salary increase. (For Discussion and Possible Action)

Teresa Lopez motioned to approve Sandy Anderson a 5% salary increase, seconded by April Whiting. Motion carried unanimously.

5. Discussion and possible action regarding the Executive Director attending the University of Nevada Reno Mediation and Conflict Resolution certification program. (For Discussion and Possible Action)

Item 5 was combined with item 6.

6. Discussion and possible action regarding the Executive Director attending the University of Nevada Reno Public Management Certificate training over the course of the next year. (For Discussion and Possible Action)

Teresa Lopez motioned to approve the Executive Director attending the University of Nevada - Reno Public Management Certificate and the Mediation and Conflict Resolution certification program, seconded by Elisabeth Barnard. Motion carried unanimously.

7. Discussion and possible action regarding financial reports and budgetary approvals (For Discussion and Possible Action)

- a. Discussion and acceptance of 2018 Budget vs. Actual through March 2018. (For Discussion and Possible Action)

Sandy Anderson, Executive Director – we are tracking with what looks to be a \$65,000.00 budget surplus.

Diane Huleva motioned to accept the 2018 Budget v Actual through March 2018, seconded by Deirdre Strunk. Motion carried unanimously.

- b. Discussion and possible action regarding adoption of the Fiscal Year 2019 Annual Budget. (For Discussion and Possible Action)

Diane Huleva motioned to accept the Fiscal Year 2019 Annual Budget, seconded by Deirdre Strunk. Motion carried unanimously.

- c. Discussion and possible action regarding Southern Nevada Office location and possible moving of the current Board's offices. (For Discussion and Possible Action)

Sandy Anderson, Executive Director discussed the current Southern Nevada Office location with a possibility of moving its location.

Diane Huleva motioned for maximum budget of \$1,350.00 including CAM, seconded by Deidre Strunk. Motion carried unanimously.

8. Public Comment

No public comment.

9. Adjournment at 4:30 p.m.

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

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

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

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In accordance with NRS 241.020, this public notice and agenda was posted on or before April 10th, 2017, on the Nevada State Board of Massage Therapy website, <http://massagetherapy.nv.gov>, the State of Nevada's Public Notice Website, <https://notice.nv.gov>, and at the following locations:

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

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

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

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

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