

LOUISIANA BOARD OF MASSAGE THERAPY

November 5, 2021

Board Meeting Minutes

PLACE: Jones Creek Regional Branch Library
6222 Jones Creek Rd.
Baton Rouge, LA 70817

TIME: 10:00 AM

CALL TO ORDER –Time 10:10

By: Sallye A. Raymond

ROLL CALL-P=Present A=Absent

Sallye A. Raymond, Board Chair, P

Jeanne “Bunny” Angers, Vice Chair, CE Reviewer, P

Antoinette Joseph, Secretary, A

Casey Little, Treasurer, Complaint Investigation Officer, P

James “Jim” Steele, Board Member, A

Mission of the Board read

Public Comment

No public comment

Business: Sheri Morris noted on the record that the lack of quorum will prohibit the board from taking any official action but will continue the meeting to update the board members.

1. Officer Elections
 - A. Secretary
 - B. Complaint Investigative Officer
2. Approve Minutes for June 30, 2021 Board Meeting
5. Applications for Licensure
 - A. License Applicants
 1. Dawn P. Jenkins
6. Review of Applications of Continuing Education Programs
 - A. Non-Standard Program
 1. Lymphatic Drainage Full Body & Facial Live Interactive Webinar for
 - a. Gabrielle (Fristoe) Barre – (LMT #8505)
 - b. Michael Brown – (LMT #5901)
 - c. Aubrey A. Davis – (LMT #7319)
11. Rules Committee
 - A. Appoint committee
 - B. Set date for meeting
12. Board Meeting Dates for 2022

The above agenda items require board action and cannot be fulfilled at this meeting.

7. Federation of State Massage Therapy Boards

A. Annual Meeting Update

The board chair attended this meeting virtually on October 8, 2021, there were 38 member boards in attendance and 12 bylaw changes were proposed. Only the Oregon Massage Therapy board passed one resolution, to create an online training program for REACH, the federation's website. This is a base training on the regulatory nature and responsibilities for board members and the annual update of annual meetings on the website.

8. Firefly Marketing

A. Computer System

Rhonda McManus provided the board members with packets of information. In April 2021, the board started working with Firefly to "overhaul" the system. Fjorge was recommended to assist with the overhaul of the website, since Firefly no longer creates "custom" websites. Fjorge will be able to move the existing system to a separate server and then rebuild the system. The board was provided a letter of update and quote for the website update and migration, this information is included in the board member packets. Fjorge will charge a monthly fixed maintenance fee, Firefly was paid an hourly rate. The board will hold an emergency meeting in order to move forward with a plan for the website.

9. New Law Questions and Updates

A. Specified Dates

Sheri Morris provided an update on where the board is on implementing these changes. The board has not been able to adopt the rules due to the lack of quorum from the past few meetings.

B. Background Check Update

Rhonda McManus provided an update from the Louisiana State Police on the implementation of required background checks. State police advised that the paperwork has been completed and submitted but implementation may take several months. The FBI will need to come into the office and audit and instruct the office on housing background checks. The board office will not need to maintain copies of the background checks. The office will only have to store background checks that have issues, these will need to be stored in a locked cabinet with only authorized personnel access. Kathie Lea Love advised the board that the AMTA will be able to go across the state and advised licensees on the law changes and implementation. These checks will only apply to Louisiana residents.

13. Human Trafficking Training

This training was presented to the board members.

3. Treasurer Report

A. Financials for September 2021

Mary Sue Stages presented the September financial statement.

B. Budget 2023

Casey Little asked how the proposed changes with the website migration and implementation of background checks will affect the 2023 budget.

10. Cybersecurity Plan (Act 66)

This act will require all the state boards to put into place a cybersecurity plan and financial security procedure for cash management. Currently, most expenses for the board are paid by check, with the exception of LASERS, which requires an ACH online payment. Rhonda provided the current procedure used in the office.

4. Executive Director Report

- AUP Audit
- Ad campaign Ends 11/2021
- All complaints addressed
- Ethics and Sexual Harassment trainings are due 12/31/2021, Instructions are in the board packets.
- Temporary worker was terminated
- Rhonda & Denise are unable to get correspondence returned by the CIO
- Denise resigned due to retirement; last day of employment is today
- Rhonda McManus submitted resignation effective immediately
- Sallye Raymond also submitted her resignation effective immediately

Board member expressed frustration regarding lack of support from the Governor's office with board vacancies Sherrri Morris advised to contact Boards and Commissions as there will be no office staff or Board quorum due to vacancies and resignations. Casey Little indicated there would be no one to sign checks to pay for board expenses due to lack resignation notice.

Rhonda state that she tried to get all bills paid and current. Rent was paid until December 2021 and there were four applications that have not been approved, one establishment application and one outstanding renewal that will need to be denied. There were also several outstanding files on Denise's desk with notes and next steps.

Sheri Morris asked if vice chair could go to the office to get instructions on office procedures from the staff and asked who will be working until the end of the day. Ms. Angers was unable to assist due to work commitments.

Sheri Morris advised/stated:

- The Board to contact the Governor's office to inform them of the lack of staff and board members and that all keys, alarm codes and passwords need to be handed over to a responsible party
- Requested Rhonda or Denise come to the office in the upcoming week(s) to transition the office tasks to an appointed party
- Resigning without notice is putting a burden on the office and the industry and that generally two weeks notice is given to transition the office.

Rhonda McManus Expressed Frustration regarding:

- Lack of support by the board overall
- Lack of support by the board regarding the Legislative Audit
- Lack of support by the board in regards to AMTA member harassing the office and going after the office staff
- Lack of support by the board in regards to the new laws

Sheri Morris requested that Rhonda extend here resignation to include part time work. Rhonda declined. The board expressed their appreciation for the work of Rhonda and staff. Chair voiced frustration regarding the legislative audit

James Raines and Sheri Morris got the contact information of the remaining board members and will talk to Board and Commissions and the AG's office to assist with a plan. The keys for the office are to be given to the attorneys. Rhonda will leave the list of passwords, Casey Little will sign checks in the interim. Mr. Raines will pick up the keys from the office.

ADJOURNMENT