LOUISIANA BOARD OF MASSAGE THERAPY –
Meeting Minutes
May 10th, 2024 - Open Board Meeting – TIME: 9:30am

PLACE:
6222 Jones Creek Road
Meeting Room 3
Baton Rouge, LA 70817

Call to Order by Kathie Lea at 9:41 am
Roll Call P=Present A=Absent
Members:

Kathie Lea: Chairperson	P
Toshii Cooper	P
Karla Swacker: Treasurer	P
Donna Green: Vice Chair	P
Memry Hodum: CIO	P
Rosemary Wilkinson: Secretary	P
Amie Dudzinski	A
Sheri Morris: Attorney	P
James Raines: Attorney	P
Mary Sue Stages: CPA	P
Tricia Thibaut: Executive Director	P
Aubry Stagg: Executive Assistant	P
Chandra Wiley: Administrative Assistant	P

Reading of Mission Statement by Chairperson

Public Comment[1]

No Public Comment Given

Business:

1) Approval of Meeting Minutes
   a) Approval of Meeting Minutes from May 10th, 2024 Meeting
      Motion to approve presented minutes as submitted made by Karla Swacker, Seconded by Toshii Cooper. Motion carried unanimously.
2) Meranda Holiman, LA7179
   Mrs. Holiman addressed the board regarding her concerns with the East Baton Rouge Parish Ordinance.
   The board is apolitical and cannot lobby for or against any bill/law/ordinance. The board advised Mrs. Holiman to direct their concerns to their councilmembers and/or massage association.
3) Chairperson Report
   The Chairperson updated the board on the status of SB353.
4) Memry Hodum
   Paul Kimball will be joining the team to add an extra level of investigation to assist the Office Staff.
5) Mary Sue Stages, CPA
   a) Financials

The CPA updated the board on the implementation of LAMP and presented the financials from February through April and the current year to date compared to budget.

Karla Swacker motioned to direct the CPA to move $2000 from Administrative budget to Board/Travel Expenses on the FY23/24 Budget. Seconded by Rosemary Wilkinson. Motion carried unanimously.

6) Treasurer Report
   a) Financials

Treasurer has reviewed the latest financial reports, credit card and bank statements and found them to be in order.

   b) Federal Overtime Regulations
   c) Pro-rated Fees for Establishment Application & License Registration

Rosemary Wilkinson motioned to direct the Executive Director to update the prorated application fees as presented by the treasurer. Seconded by Donna Green. Motion carried unanimously.

7) James Raines

Rosemary Wilkinson motioned to continue the summary suspensions and hearings for Xiaohong Tong (LA9488), Lifen Hou (LA9801), Christy Grant (LA9620) and Rainbow Spa Li (E4646) until August 23, 2024. Seconded by Donna Green. Motion carried unanimously.

8) Executive Director Report
   a) Questions from Alex Legaux, LA9468

Rosemary Wilkinson motioned to not allow renewal and late fees to be waived. Seconded by Donna Green. Motion carried unanimously.

   b) Time Disciplinary Actions are Posted on LBMT Website

The board directed the Executive Director to apply the same retention policy to online/website data as applied to paper files.

   c) LAA Audit #3 – Unlicensed Business Fines

Legal was directed to do further research into the implementation of LAA Audit #3.

   d) Military Applicant Requirements
   e) Questions from Unitech Compliance Officer

The board determined that this question should be directed to the Board of Regents.

   f) FSMTB Renewal

Rosemary Wilkinson motioned to renew the renewal. This motion was seconded by Karla Swacker. No members opposed

9) Contract Renewals
   a) Advanced Investigative Technologies

Karla Swacker motioned to approve this contract beginning July 1, 2024. The motion was seconded by Rosemary Wilkinson. No members opposed

   b) Mary Sue Stages

Karla Swacker motioned to approve this contract beginning July 1, 2024 and to add payroll service duties. The motion was seconded by Donna Green. No members opposed

   c) Sheri Morris

Karla Swacker motioned to approve this contract beginning July 1, 2024 and to adjust fees in the contract to reflect the new state rate for legal fees. The motion was seconded by Rosemary Wilkinson. No members opposed

   d) James Raines

Karla Swacker motioned to approve this contract beginning July 1, 2024 and to adjust fees in the contract to reflect the new state rate for legal fees. The motion was seconded by Rosemary Wilkinson. No members opposed

Adjournment

Motion to adjourn meeting at 12:21 pm by Karla Swacker and seconded by Memry Hodum. Motion carried unanimously

1Public Comment Policy –Public comments are limited to five (5) minutes per agenda item with the Board's discretion to allow more time if needed.

2The Louisiana Board of Massage Therapy reserves the right to enter into Executive Session, if needed, in accordance with LA R.S. 42:16, 42:17, and La. C.E. art. 506.

In accordance with Americans with Disabilities Act, if you need special assistance regarding the meeting, please contact the Louisiana Board of Massage Therapy at 225.756.3488 or at admin@labmt.org.

Respectfully Submitted by: Toshii Cooper

Toshii Cooper, Secretary

LOUISIANA BOARD OF MASSAGE THERAPY –
Meeting Minutes
March 11, 2024 - Open Board Meeting – TIME: 9:30am

T.C.
May 10th 2024

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Baton Rouge, LA 70817

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Memry Hodum: CIO	P
Rosemary Wilkinson: Secretary	P
Amie Dudzinski	A
Sheri Morris: Attorney	P
James Raines: Attorney	P
Mary Sue Stages: CPA	P
Tricia Thibaut: Executive Director	P
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