



## BOARD OF MASSAGE CONFERENCE CALL MEETING MINUTES

March 4, 2014

On Tuesday, March 4, 2014 the Board of Massage met via conference call. In accordance with the Open Public Meetings Act, notices were sent to individuals requesting notification of meetings.

### MEMBERS PRESENT

Nancy Allen, LMP, Chair  
Meghann Lawrence, LMP, Vice Chair  
Reynaldo Guajardo, LMP  
Anthony Sharpe, Public Member  
Laura Williams, LMP

### STAFF PRESENT

Kris Waidely, Program Manager  
Elizabeth Baker, Assistant Attorney General  
Megan Brown, Program Representative

### GUESTS PRESENT

Susan Sherman, LMP, President, Port Townsend School of Massage

### OPEN SESSION

1. **CALL TO ORDER** – The meeting was called to order by Nancy Allen, LMP, Chair, at 8:02 a.m.
  - 1.1 Introductions – The board, staff, and guests introduced themselves.
  - 1.2 Approval of Agenda – The agenda was approved with the following amendments:
    - Change agenda item 2 to agenda item 8.
    - Change agenda item 8 to agenda item 9.
  - 1.3 Approval of meeting minutes from November 5, 2013
    - The minutes were approved as presented.
2. **SCHOOL PROGRAM APPROVALS/DENIALS** – See agenda item 8
3. **AMERICAN MASSAGE THERAPY ASSOCIATION (AMTA)** - The board discussed participation at the 2014 AMTA – WA Chapter Convention that will be held on May 1, 2014.

The AMTA requested the board to do a presentation. Board members agreed to do a presentation at the convention. Ms. Lawrence will present on behalf of the board. Ms. Waidely will notify the AMTA with this information.

Board members discussed changing their next meeting to coincide with the AMTA conference. The board decided to change their May 6, 2014 meeting to May 1, 2014 at 9:00 at a hotel in Tacoma, WA near the Tacoma Convention Center. Ms. Waidely will work on securing a facility.

4. **CORRESPONDENCE** – The board reviewed and discussed correspondence received from a massage school. The school asked whether homework or “directed study” completed outside of the school or classroom is allowed. WAC 246-830-430 doesn’t address directed study. Even though the rules don’t address homework, research, directed study, etc. the board has always considered actual instructional time to be completed in a class setting. An hour of training is defined as fifty minutes of actual instructional time.
5. **RULES** – The board discussed rules that they would like to update or establish. The following rules were identified:
  - WAC 246-830-420 – Approval of school, program, or apprenticeship program - Information needs to be added regarding denials and hearings.
  - WAC 246-830-010 - Definitions
  - Transfer applicants – Rules are needed to provide direction to schools accepting transfer applicants
  - Record Keeping rules
  - Draping rules

The Ms. Allen asked the board members to send any rule priorities to Ms. Waidely. Ms. Waidely will summarize and bring to the next meeting. The board chair requested another meeting to be held if possible prior to their next meeting. Board members were asked to provide dates they were available to Ms. Waidely to determine if it will be possible to meet prior to May 1, 2014. Elizabeth Baker, AAG, provided information with the board regarding school denials and the hearing process.

6. **JURISDICTION AND SCHOOL PROGRAM REVIEWS** – Reviewing board members presented jurisdiction and school program approval requests for full board consideration and possible action.

Mueller College of Holistic Studies:

- The reviewing board members stated that this school did not send the proper documentation to make a decision. The board voted and approved to send a deficiency letter.

Coeur d'Alene Massage School, LLC:

- The reviewing board members indicated that this school did not send the proper documentation to make a decision. The board voted and approved to send a deficiency letter.

Inland Massage Institute:

- The board voted and approved the 750 hour, 12 month, Massage Therapy Program.

Health Works Institute:

- The reviewing board members requested a new binder of documentation pertaining to the program. The board voted and approved this request for the school to send a new binder for review.

## 7. PROGRAM REPORT

### Budget

- The board was updated on the status of the 2013 – 2015 operating budget. Staff will continue to monitor the budget. There are no concerns at this time.

### National Massage Therapy Exam Scores

- The Office of Customer Service (OCS) would like to contract with the exam company that administers the massage therapy exam. The contract will allow the Department of Health to receive exam scores electronically. The OCS currently accepts electronic exam scores for other professions. It improves the timeline for licensing an applicant. The OCS has asked for the board's approval. The board has no concerns and voted and approved the OCS using this exam service for massage applicants.

### Other

- Ms. Waidely provided information to the board about approved massage programs in Washington State.
  - There have been 286 approved programs
  - Three have 500 hour programs
  - The longest program is 2108 hours
- Ms. Waidely informed the board that Reynaldo Guajardo, LMP, was reappointed by the governor to serve a second term on the Board of Massage.
- Ms. Waidely informed the board that they have a new executive director, Blake Maresh, but he was unable to attend the conference call. She also informed the board that Lisa Hodgson is the new office director for the Office of Health Professions and Facilities.

## 8. SCHOOL PROGRAM APPROVALS/DENIALS

### United States Alternative College:

- A deficiency letter was sent in May 2013 and no documentation was received by the board. The board voted and approved to re-send the deficiency letter.
- Elizabeth Baker, AAG, provided information to the board regarding the hearing process for schools denied by the board.

**9. ADJOURNMENT** – The meeting was adjourned by Nancy Allen, LMP, Chair, at 10:52 a.m.

Respectfully Submitted:

Approved:

---

Kris Waidely, Program Manager

---

Nancy Allen, LMP, Board Chair