On Friday, July 19, 2019, the Board of Massage held a board meeting at the Ramada by Wyndham Spokane Airport Washington Room, 8909 W. Airport Dr., Spokane, WA 99224. In accordance with the Open Public Meetings Act, notices were sent to individuals requesting notification of meetings.

**Board Members**
Stephanie Dickey, LMT, chair  
Anthony Sharpe, public member, vice-chair  
Heidi Williams, LMT  
Tonya Cox, LMT

**Staff Present**
Megan Maxey, Program Manager  
Susan Gragg, Interim Executive Director  
Luke Eaton, Assistant Attorney General  
Davis Hylkema, Program Support

**Guests**
Mark Allen  
Robbin Blake, LMT  
Luata Bray, LMT  
Rebecca Dragseth, LMT

Lorena Haynes  
Karen James, LMT  
Ann Mateo, LMT  
Patty McNulty, LMT

Sheryl Storro, LMT  
Diana Thompson, LMT

**OPEN SESSION**

1. **CALL TO ORDER – STEPHANIE DICKEY, LMT, CHAIR**
   The board meeting was called to order by Stephanie Dickey, LMT, chair, at 9:02 a.m.
   
   1.1 Introductions and Meeting Ground Rules. The board and staff introduced themselves. Ms. Dickey read the Meeting Ground Rules.
   
   1.2 Approval of Agenda. The July 19, 2019 Agenda was approved as presented.

   1.3 Approval of the May 3, 2019, Business Meeting Minutes. The May 3, 2019 Minutes were approved as presented.

2. **SCHOOL PROGRAM REVIEWS – STEPHANIE DICKEY, LMT, CHAIR**
   Reviewing Board Members (RBMs) presented the following school program requests for full board consideration and action:
   
   - Carrington College
     - The RBMs recommended approval. The motion was made to approve Carrington College. The motion was seconded and passed unanimously.
   
   - Clover Park
     - The RBMs recommended approval. A motion was made to approve Clover Park. The motion was seconded and passed unanimously.
• Elite Cosmetology, Barber & Spa Academy – 750 hour program  
  o The RBMs recommended approval. A motion was made to approve Elite Cosmetology, Barber & Spa Academy – 750 hour program. The motion was seconded and passed unanimously.
• Elite Cosmetology, Barber & Spa Academy – Transfer program  
  o The RBMs recommended approval. A motion was made to approve Elite Cosmetology, Barber & Spa Academy – Transfer program. The motion was seconded and passed unanimously.
• Northwest Academy for the Healing Arts – 750 hour program  
  o The RBMs recommended approval. A motion was made to approve Northwest Academy for the Healing Arts – 750 hour program. The motion was seconded and passed unanimously.

3. SOMATIC EDUCATION TRAINING PROGRAM REVIEW  
Body Intelligence Training of Vancouver, BC, submitted an application with documentation requesting recognition as an approved somatic education program.

   MOTION: The motion was made to send a letter to Body Intelligence Training requesting further information and letting them know that Washington state is moving to the minimum of 650 hours of training for licensure. The letter will request that the application be submitted in notebook form as commonly done by massage schools. The motion was seconded and passed.

4. RULES UPDATE – MEGAN MAXEY AND SUSAN GRAGG  
Ms. Gragg explained that the rules process is moving from the CR101 toward the CR102 and will eventually be scheduled for a hearing.

   The board reviewed non-substantive and clarifying changes presented by staff.

5. BOARD OF MASSAGE BYLAWS AND BUSINESS PLAN – MEGAN MAXEY  
5.1 The Board reviewed the Board of Massage Bylaws and made the following amendments:
   • Article III Membership – change language to match what is written in the law, specifically, “Four LMTs and one public member.”
   • Article V 1. A. Type and frequency of meetings – change language from “at the end of each calendar year,” to “at its July meeting.”.
   • Article VI 1. 5. Voting – change “two-thirds majority” to “simple majority”, and also at Article IX 1.
   • Article VII 3. Ad Hoc Committees – add a definition of ad hoc committee.

5.2 The Board reviewed the Board of Massage Business Plan. Considerations were:
   • The addition of two columns. One column would show the last time the measure was met; the other column would show the next time the measure is due.
   • Adding the goal or objective of having some board meetings be by tele-video conference.

6. 2019 AND 2020 MEETING DATES  
6.1 The board reviewed the remaining 2019 meeting dates and consider changing to teleconference meetings.
MOTION: The motion was made for the September 6, 2019, to be a GoToMeeting tele-video conference. The motion was seconded and passed.

Note: The September meeting will also be in a physical location to allow for in-person member, staff, and public access.

6.2 The board set the following dates for their 2020 business meetings:
February 21, May 15, August 21, and November 11.
Locations and modalities will be determined at a future meeting.

7. FEDERATION OF STATE MASSAGE THERAPY BOARDS’ (FSMTB) ANNUAL MEETING – MEGAN MAXEY
The board identified Heidi Williams, LMT as delegate to attend the FSMTB 2019 Annual Meeting that will be held in Atlanta, Georgia on October 3-5, 2019.

8. FSMTB PRESENTATION – LORENA HAYNES
Lorena Haynes, Director of Government and Industry Relations for the FSMTB, offered a presentation on the Federation’s work with member boards and the services it offers.

9. FEE INCREASE INFORMATION – MEGAN MAXEY
Ms. Maxey reminded the public that fee increases will go into effect October 1, 2019.

- Initial licensure is going from $125 to $210
- Renewal is increasing from $90 to $150
- Late renewal penalty is increasing from $50 to $75.

In response to confusion and misinformation among the public evidenced through comments received, the board was requested to authorize staff to draft a letter for publication to explain the fee increase.

MOTION: The motion was made to authorize staff to draft a letter for publication to explain the fee increase. The motion was seconded and passed.

10. PUBLIC COMMENT
Members of the public who indicated an interest in speaking shared comments to the board.

11. SIGNATURE DELEGATION – MEGAN MAXEY
Ms. Maxey requested the board to delegate signature authority to the board’s executive director. The signature authority delegation allows internal documents to be expedited; it does not permit decision making authority.

MOTION: The motion was made to approve the Delegation of Signature Authority for the board’s executive director. The motion was seconded and passed.

12. NEWSLETTER
The board identified the following topics to be included in the September 2019 newsletter:

- A spotlight article on Tonya Cox.
- Rulemaking flow-chart.
• CE audits, how they work and how to prepare for one. Clarify the CE reporting time frame; especially the time between licensure and birth date. Also explain how CE audits are a cost driver in potential fee increases.
• The opportunity for massage therapists to register with the Veterans Administration which is currently maximizing massage therapy for veterans.

13. PROGRAM REPORT – MEGAN MAXEY

13.1 Budget
The board reviewed the 2019 Biennium-to-Date, May, 2019 budget report. There were no surprises. The end of the 2019 biennium report and the “24th month reconciling report” are not yet available.

13.2 Board Member Recruitment.
Member recruitment for the professional position is closed. Applicants have been interviewed, and reports are moving through internal department review. An appointment by the governor is expected in September.

The recruitment period for a public member will close on July 22.

13.3 Credentialing Report
As of June 30, 2019 there are 13,820 active licensees and 365 pending licensure. From January through June 534 applications have been received and 806 credentials expired. The performance measure report continues to show that 91% of applications, from initial receipt of completed documents to issuance of license, are being accomplished within 14 days.

A report showing the number of LMTs in each county was also presented to the board.

13.4 Planning for upcoming meetings / Future meeting agenda items
The following agenda items were identified:
• Identify locations and tele-video conference options for 2020 meetings.
• Revisit rules on clinical training hours. Should it be a minimum or maximum of 75 hours, remembering the rational was to curb the possibility of schools exploiting student training time for profit.

14. ADJOURNMENT – STEPHANIE DICKEY, LMT, CHAIR
A motion was made to adjourn the meeting at 1:43 p.m. The motion was seconded and passed.

Respectfully Submitted: Megan Maxey, Program Manager
Approved: Stephanie Dickey, LMT, Chair