

**KENTUCKY BOARD OF LICENSURE FOR MASSAGE THERAPY  
MEETING MINUTES  
May 17, 2010**

A meeting of the Kentucky Board of Licensure for Massage Therapy was held at the Frankfort office on May 17, 2010.

**MEMBERS PRESENT**

Theresa Crisler-Board Chair  
Cheryl Turner  
Laurie Bond Horsford  
Holly Anne Barnhill  
Michael Mansfield  
Denise Logsdon-Secretary

**OCCUPATIONS AND PROFESSIONS STAFF**

Frances Short, Executive Director  
David Garr, Deputy Executive Director  
Lucie Duvall, Board Administrator  
Michael West, Board Attorney  
Ryan Halloran, Board Attorney  
Adriana Lang, Board Administrator

**MEMBERS ABSENT**

Max Maxwell

**OTHERS**

Kim Guenthner, AMTA, KY  
Pam Jenkins, AMTA, KY  
Collette Wilson, AMTA, KY  
Elizabeth Slone, AMTA, KY  
Kathryn Stewart, AMTA, KY  
Pat Sazy, ABMP

---

**CALL TO ORDER**

Theresa Crisler, Board Chair, called the meeting to order at 10:06 a.m.

**MINUTES**

Motion was made by Holly Barnhill to approve the minutes of the April 21, 2010 meeting. Motion, seconded by Cheryl Turner, carried unanimously.

**FINANCIAL STATEMENT**

A motion was made by Denise Logsdon to accept the financial statement, as presented. Motion seconded by Ms. Turner, carried unanimously.

**DIRECTOR'S REPORT**

Frances Short, Director, presented a copy of the Online Renewal Application Instructions for the Boards review. A motion was made by Michael Mansfield to accept the posting of the Online Application Instructions as amended. Motion, seconded by Ms. Turner, carried unanimously.

Ms. Short expressed the concern of Board Administrators approving applications and renewals and the liability it could potentially hold for the Office of Occupations and Professions. Ms. Short stated it was thought to be the responsibility of the Board to review applications and renewals. The issue is currently being researched by the Attorney General's Office. Ms. Short informed the Board she would report back to the Board after further research into the matter. For now, the Board Administrators will be required to have the Board ratify routine applications and renewals processed by the Board Administrators.

Ms. Short informed the Board if they were planning on changing forms, to send to Jeff Boler, Resource Management Analyst, and that there would be a period where forms could not be changed. Ms. Short reminded the Board will be changing forms in accordance with upcoming Regulation changes.

Ms. Short discussed the work load of the Board Administrators at the Office of Occupations and Professions. In order to create more equality with the Boards and work load, Ms. Short assigned Adriana Lang to the Board of Licensure for Massage Therapy. Ms. Short introduced Ms. Lang to the Board informing the Board she was the most experienced Board Administrator within the office with 7 years of experience.

### **CHAIRPERSON'S REPORT**

Theresa Crisler, Chair discussed the travel plans for Michael West, Board Attorney to attend FARB in October in Washington. A motion was made by Ms. Logsdon to approve travel and pay one-half of the expenses for Mr. West. Motion, seconded by Mr. Mansfield, carried unanimously.

Ms. Short reminded the Board that all out-of-state approvals must be turned in 30 days prior to travel. Forms must be turned in to Janet Cox or to the Board Administrator. Ms. Short stated only an estimate of expense was required.

Ms. Short informed the Board the Board Administrator was approved to go to Puerto Rico in October with the Board for the Federation Meeting.

Ms. Crisler shared with the Board an evaluation of the comments sheets from the free CE class provided by the Board in April. Ms. Crisler noted the class was a success.

### **LICENSURE STATUS REPORT**

A Licensure Status Report for the month ending April 30, 2010 was presented to the Board for review. A motion was made by Ms. Barnhill to approve the report. Motion, seconded by Ms. Logsdon, carried unanimously.

A report showing licenses expired month ending April 30, 2010 was presented to the Board for review. A motion was made by Ms. Barnhill to approve licenses expired. Motion, seconded by Mr. Mansfield, carried unanimously.

A report showing new licenses issued month ending April 30, 2010 was presented to the Board for review. A motion was made by Ms. Barnhill to approve the new licenses issued. Motion, seconded by Ms. Logsdon, carried unanimously.

### **NEW BUSINESS**

The Board discussed scheduling of the Applications Committee meetings and deadlines for applications to be reviewed by the committee. A motion was made by Ms. Logsdon for the Applications Committee to meet every Tuesday before the currently scheduled Board meetings at 12:00 to review applications and renewals. The Motion, seconded by Ms. Turner, carried unanimously.

### **OLD BUSINESS**

The Board briefly discussed drafting a letter to schools and associations on the use of the website and licensure verification. A motion was made by Mr. Mansfield for Ms. Logsdon to draft a letter to the schools to educate them on the use of the website and invite them to meet with the Board for discussion on the matter. Motion, seconded by Ms. Turner, carried unanimously.

The Board received an update from the Associations over the continuance of ID cards. Kim Guenther, AMTA, KY sent an e-mail survey and found the majority of the respondents favored the card. Pat Sazy, ABMP reported an interest in keeping the card. Frances Short reported to the Board the issue of Public Protection. Ms. Short again shared with the Board the card was not an official document and did not provide real time value. The card does not state whether a licensee has been terminated or suspended. Ms. Short reinforced the idea of using the website for online verification of licensure for up to the minute status of a license. Theresa Crisler, Board Chair, conducted a vote to keep the cards or not. The vote was 4 to 1 in favor of the cards. The Board will continue to issue the cards. Ms. Short recommended to the Board to clarify in Regulations the card is not an official document. No further action was required.

The Board reviewed a document summarizing the changes made to House Bill 180. A motion was made by Ms. Barnhill to place the list of summary changes on the website as amended. Motion, seconded by Ms. Turner carried unanimously.

The Board further discussed creating a more public friendly notice. The Board agreed for Ms. Barnhill to place the above referenced document into press release form to send out. No further action was required.

The Board briefly discussed renewal and reinstatement procedures. Ms. Barnhill reported to the Board several on-line renewals no one was reporting ethics. Jeff Boler, Resource Management Analyst stated with the new system, a field for ethics will be required. Ms. Barnhill also reported to the Board concerning renewals, that everyone who is expired is required to show proof of CE's. Ms. Barnhill further expressed the need for a reinstatement form. She recommended this be reviewed when making changes to the Regulations and forms. No further action was required.

The Board briefly discussed endorsement applications from licensees of Colorado and Florida. Colorado and Florida both only require 500 classroom hours from a massage therapy training program. The Board concurred that Colorado and Florida do not meet the required 600 hours by statute and therefore applicants must meet the criteria in KRS309.359: "The board may grant a license by endorsement to applicants licensed, certified, or registered in another state of the United States that has lesser standards than Kentucky's if the board determines that the applicant's combined initial training, professional experience, continuing education, or other credentials constitute an equivalent to the standards in KRS 309,358." No further action was required.

The Board discussed the policy and procedures for carryover of CE hours. Ms. Short recommended to the Board for an applicant to submit what they needed only during the renewal period and hold onto any carry over hours until they actually needed to use them. Ms. Short also reminded the Board it was the responsibility of the licensee to keep track of the hours earned and reported according to the Regulations. The Board discussed providing documentation of CE's only when being audited. The Board also stated complete classes, not portions of a class, can be carried over. No further action was required.

## **COMMITTEE REPORTS**

Ms. Logsdon made a motion to approve PB, KP, AB, CR and TS renewals pending proof of 3hrs of ethics. Motion, seconded by Ms. Turner, carried unanimously.

Ms. Logsdon made a motion to approve CC, JH, BA, CO, AM, CR and VC expired renewals. Motion, seconded by Ms. Turner, carried unanimously.

Ms. Logsdon made a motion to approve KW, DD, EG, GE and CM expired renewals pending proof of CE hours. Motion, seconded by Ms. Turner, carried unanimously.

Ms. Logsdon made a motion to approve JS expired renewal pending completion of renewal form. Motion, seconded by Ms. Turner, carried unanimously.

Ms. Logsdon made a motion to approve E”W”B and DO initial applications pending \$75. Motion, seconded by Ms. Turner, carried unanimously.

Ms. Logsdon made a motion to defer JM for an initial application pending passing score on exam. Motion, seconded by Ms. Turner carried unanimously.

Ms. Logsdon made a motion to approve PH endorsement application. Motion, seconded by Ms. Turner, carried unanimously.

Ms. Logsdon made a motion to approve MB endorsement application pending receipt of \$75 license fee. Motion, seconded by Ms. Turner, carried unanimously.

Ms. Logsdon made a motion to defer LM and MH pending additional information. Motion, seconded by Ms. Turner, carried unanimously.

Cheryl Turner recused from the meeting.

Mr. Mansfield reported on complaint #2009-05. After reviewing the complaint and investigative report, Mr. Mansfield made a recommendation to continue for further investigation. Ms. Logsdon made a motion to approve the report. Motion, seconded by Ms. Barnhill, carried unanimously.

Ms. Turner returned to the meeting.

Michael West updated the Board on complaint #2010-04. Mr. West filed a motion for default judgement and will update the Board at the next meeting on the status of the complaint.

#### **TRAVEL AND PER DIEM**

Ms. Turner made a motion to approve the travel and per diem for members attending today’s meeting. The motion, seconded by Ms. Logsdon, carried unanimously.

#### **NEXT MEETING**

The next meeting is scheduled for June 14, 2010 at the Frankfort office at 10:00 a.m.

#### **ADJOURN**

Ms. Logsdon made a motion to adjourn at 2:25 p.m., having no further items of discussion. The motion, seconded by Ms. Turner, carried unanimously.



---

Theresa Crisler, Chair