

**AGENDA  
BOARD OF MASSAGE THERAPY  
CONFERENCE CALL FULL BOARD MEETING  
301 SOUTH PARK AVENUE, HELENA, MT  
LARGE CONFERENCE ROOM 439  
MARCH 15, 2011  
2:00 PM TO CONCLUSION**

This agenda is subject to change up to 3 working days before the meeting. For the most accurate agenda, please consult the web site [www.massagetherapists.mt.gov](http://www.massagetherapists.mt.gov)

Go to the left hand menu and click on the option for board meeting information.

**Americans with Disabilities Act**

The Department of Labor & Industry is committed to providing meeting access through reasonable accommodation under the Americans with Disabilities Act. Please contact the Board office prior to the proposed meeting date for further information.

Decision on whether to hold a meeting in executive session is in the discretion of the Presiding Chair pursuant to Section 2-3-203 MCA.

**CALL TO ORDER:**

**(1) REVIEW AND APPROVE AGENDA/ESTABLISH QUORUM:**

**(2) PUBLIC COMMENT STATEMENT/PRIVACY STATEMENT:**

In accordance with 2-3-103(1), MCA, the Board will hold a public comment period. Please note that Open Forum is the public's opportunity to address the Board on any topic that is not already on the agenda for this meeting. While the Board cannot take action on the issues presented, the Board will listen to comments and may ask the issue be placed on a subsequent agenda for possible action by the Board. The Chairperson of the Board will determine the amount of time allotted for public comment.

**(3) REVIEW AND APPROVAL OF MINUTES:**

1/18/2011 Full Board Meeting  
1/24/2011 Full Board Conference Call

**(4) FINANCIAL/OFFICE REPORT:**

**(5) UNLICENSED PRACTICE COMPLAINTS**

Cotton Root  
Ben Kahn  
Kari Albro  
Shane Wadell  
Zuzana Drobnik  
Beth Kubly

**(6) ENDORSEMENT APPLICATIONS:**

Dana Vansteenvort, Utah

**(7) NON-ROUTINE APPS:**

Janet Lassen

Patrick Sullivan

Jyleah Ricci

Cathy Ortiz

Heather Ripplinger

Shawna Fadrhonc

Julie Glassbrook

**(8) AMTA MEETING:**

Invitation to Board staff to attend AMTA meeting April 9, 2011 at Fairmont Hot Springs.

**(9) DISCUSSION ITEMS:**

Unlicensed practice complaints.

**(10) NEXT MEETING:**

**(11) ADJOURNMENT:**

**BOARD OF MASSAGE THERAPY  
CONFERENCE CALL FULL BOARD MEETING  
301 S. PARK AVENUE, HELENA, MT 59620  
4<sup>TH</sup> FLOOR CONFERENCE ROOM  
JANUARY 18, 2011 1:00 P.M.  
OPEN SESSION MINUTES**

**AMERICANS WITH DISABILITIES ACT:**

The Department of Labor and Industry is committed to providing meeting access through reasonable accommodation under the Americans with Disabilities Act. Please contact the Board office prior to the proposed meeting date for further information.

**EXECUTIVE SESSION:**

The decision on whether to hold a meeting in executive session is at the discretion of the Presiding Officer pursuant to Section 2-3-203 MCA.

**CALL TO ORDER: 10:31 AM**

**Members Present:**

Michael Eayrs, Chair  
Nick Soloway, DC, Vice Chair, Professional Member  
Grace Bowman, Public Member  
Deborah Kimmet, Professional Member  
Stacy Baird, Professional Member

**Staff Present:**

Tyler Moss, Board Counsel  
Traci Collett, Unit Supervisor  
Priscilla Bode, Board Administrator

**Others Present:**

Lynn Korgut  
Others present are named as they appear.

**(1) REVIEW OF AGENDA:**

The agenda was reviewed and a quorum was established.

**Motion:** Grace Bowman **moved** to approve the Agenda. Stacey Baird seconded.  
**Motion carried.**

## **(2) PUBLIC COMMENT STATEMENT:**

In accordance with 2-3-103(1), MCA, the Board will hold a public comment period. Please note that Open Forum is the public's opportunity to address the Board on any topic not on the current agenda. While the Board cannot take action on the issues presented, the Board will listen to comments and may ask that the issue be placed on a subsequent agenda for possible Board action. The Chairperson of the Board will determine the amount of time allotted for public comment.

Lynn Kogut asked if she could address the Board. Mr. Moss advised her of the protocol for speaking.

## **(3) REVIEW AND APPROVAL OF MINUTES:**

The minutes of the 1/7/2011 Full Board conference call were considered.

**Motion:** Nick Soloway **moved** to approve the minutes as presented. Deb Kimmet seconded. **Motion carried.**

The minutes of the 11/4/2010 Full Board meeting were considered.

**Motion:** Nick Soloway **moved** to approve the minutes as presented. Deb Kimmet seconded. **Motion carried.**

## **(4) FINANCIAL/OFFICE REPORT:**

Ms. Bode advised that the financial data included in the Board Book was as of the end of the second quarter of fiscal year 2011, and presented an updated report as of January 18, 2011. Ms. Bode advised that as of the date of the meeting revenues were at \$60,280, expenditures at \$68,594 and the current cash balance in the Board's account was \$26,972.

**Motion:** Nick Soloway **moved** to approve the budget. Stacey Baird seconded. **Motion carried.**

## **(5) UNLICENSED PRACTICE COMPLAINTS:**

Tammie Wolfe

The Board reviewed the materials provided by Ms. Wolfe. The Board discussed the issue of the grandfather licensing process. Nick Soloway commented that the Board would have to address each of the complaints individually because practitioners who qualify under that process do not presently need to be licensed. Ms. Bode advised that in response to complaints of unlicensed practice the

Compliance Specialist is sending out a letter which asks the respondent if they do comply with the grandfather requirements. Deb Kimmet commented that Ms. Wolfe had removed the reference to being licensed from her website.

**Motion:** Deb Kimmet to dismiss the complaint without prejudice, and staff to write to Ms. Wolfe advising that she may not advertise that she is a licensed massage therapist. Grace Bowman seconded. **Motion carried.**

Alicia Miller

The Board discussed the issue of anonymous complaints and Mr. Moss explained the Bureau's responsibilities. The matter of anonymous complaints of unlicensed practice will be placed on the agenda at the next meeting. The Board discussed the email from the Montana Institute of Massage Therapy and Ms. Bode advised that she had requested the Institute put its concerns regarding supervision of student massage in writing for the Board's consideration. There was discussion about the anonymous complaint filed against Ms. Miller.

**Motion:** Deb Kimmet to dismiss the complaint without prejudice. Grace Bowman seconded. **Motion carried.**

Ben Kahn and Cotton Root

Ms. Bode advised the Board that there has been no response from either of these respondents.

**Motion:** Deb Kimmet to send follow up letters requiring a response within thirty days. Nick Soloway seconded. **Motion carried.**

**(6) ENDORSEMENT APPLICATIONS:**

Aaron Eaton:

The Board reviewed his application.

**Motion:** Deb Kimmet to license Aaron Eaton by endorsement from South Dakota, pending receipt of a completed application. Stacy Baird seconded. **Motion carried.**

Andrea Ellestad

The Board reviewed her application.

**Motion:** Grace Bowman to license Andrea Ellestad by endorsement from Kentucky. Michael Eayrs seconded. **Motion carried.**

## **(7) NON-ROUTINE APPLICATIONS:**

### Rachel York:

The Board reviewed Ms. York's application and determined she had completed the requirements of her conviction.

**Motion:** Deb Kimmet **moved** to license Rachel York, upon receipt of a completed application. Nick Soloway seconded. **Motion carried.**

### Melanie Shaw:

The Board reviewed Ms. Shaw's application.

**Motion:** Grace Bowman **moved** to license Melanie Shaw, upon receipt of a completed application. Michael Eayrs seconded. **Motion carried.**

### Jeanie Riefflin:

The Board reviewed Ms. Riefflin's application.

**Motion:** Deb Kimmet **moved** to license Jeanie Riefflin, and for staff to write a letter to Ms. Riefflin warning against aiding and abetting unlicensed practice. Grace Bowman seconded. **Motion carried.**

### Kay Rossow:

The Board reviewed Ms. Rossow's application.

**Motion:** Deb Kimmet **moved** to license Kay Rossow, upon receipt of a completed application. Nick Soloway seconded. **Motion carried.**

### Jo Lynne Smith:

The Board reviewed Ms. Smith's application.

**Motion:** Deb Kimmet **moved** to license Jo Lynne Smith, upon receipt of a completed application. Nick Soloway seconded. **Motion carried.**

### Dustan Davis:

The Board tabled Mr. Davis' application and requested staff schedule a telephone conference call at a later date to discuss it further.

## **(8) BOARD GENERATED COMPLAINTS:**

The Board discussed the Memorandum from the Legal Unit.

**Motion:** Nick Soloway **moved** to accept the list of automatic complaints against a licensee for staff to generate such a complaint. Deb Kimmet seconded.  
**Motion carried.**

**Motion:** Deb Kimmet moved that the Compliance Unit not file Board generated complaints on the list of automatic complaints based on information supplied anonymously. Michael Eayrs seconded. Stacy Baird and Nick Soloway voted aye. Grace Bowman voted against. **Motion carried.**

**(9) CORRESPONDENCE:**

The Board discussed the letter from the NCBTMB.

The email from Amy Slabaugh was reviewed and the Board discussed the eligibility of her courses for continuing education.

**Moved:** Deb Kimmet that staff respond in writing to Ms. Slabaugh advising the Board does not pre-approve continuing education and that college courses are not excluded. Stacy Baird seconded. **Motion carried.**

**(10) DISCUSSION ITEMS:**

FAQS regarding exemptions:

The Board discussed the draft and directed staff to make the necessary amendments and to post it on the website.

**Motion:** Deb Kimmet to make the proposed changes to the FAQS and have staff post them on the website. Michael Eayrs seconded. **Motion carried.**

Spray and Stretch:

Mr. Moss advised the Board that staff had been unable to find proof that Spray and Stretch is a prescription drug. Board members discussed it's availability without a prescription and decided not to pursue the issue further.

Probationary Licenses/Temporary Permits

The Board discussed the circumstances under which a temporary license might be issued. Mr. Moss advised the Board of the legal requirements of such licensing, and that it would need to be implemented by a Rule, although this might not be appropriate for endorsement applications. He advised that it might be applicable for examination applications with a time limit on the completion of the examination. Nick Soloway stated he did not feel temporary licenses would not be appropriate. Michael Eayrs suggested that the matter be addressed at a future meeting.

**(11) REPORT FROM DEB KIMMET ON FSMTB ANNUAL MEETING:**

Deb Kimmet discussed the possibility of changing licensing requirements to accept only the MBLEx for applicants by examination. She discussed the

ramifications of not accepting the NCBTMB exam and the effect that might have on applicants who had passed that examination in the past. The Board discussed the potential change and Michael Eayrs stated the Board should consider the issue in depth because of the implications of such a change. He also suggested that the Board request a representative of FSMTB attend a Board of Massage Therapy meeting

**Motion:** Michael Eayrs to contact FSMTB to set up a meeting with a representative of that Board. Grace Bowman seconded. **Motion carried.**

Deb Kimmet raised the issue of approval of continuing education providers, curriculum guidelines and fraudulent schools.

She asked if staff had received any information from FSMTB regarding the national database, and Ms. Bode advised that this appears to be in development and she is following its progress.

The Board decided that the various items in the report of the FSMTB would be brought up individually at future board meeting.

Stacy Baird left the meeting at 3:34 pm.

#### **(12) LEGISLATION:**

Deb Kimmet reported on pending legislation. She advised the Board on SB 120 which will require board member contact information to be published and other bills which have not yet been introduced.

She expressed concern that Board members were not notified on HB 73 by staff in a timely manner. Staff advised that they were not aware of the pending legislation until it became a bill and it is not department practice to apprise board members of pending legislation until the language has been settled. Nick Soloway requested that in future the Board be notified in a timely manner of legislation which might affect the Board.

#### **(13) NEXT MEETING:**

The Board decided to schedule a further meeting to review Mr. Davis application. A conference call was scheduled for January 24, 2011 at 1:00 pm.

#### **(15) ADJOURNMENT:**

As there was no further business to come before the Board at this time:

**BOARD OF MASSAGE THERAPY  
CONFERENCE CALL FULL BOARD MEETING  
301 S. PARK AVENUE, HELENA, MT 59620  
4<sup>th</sup> FLOOR LARGE CONFERENCE ROOM  
JANUARY 24, 2011 - 1:00 P.M.  
OPEN SESSION MINUTES**

**AMERICANS WITH DISABILITIES ACT:**

The Department of Labor and Industry is committed to providing meeting access through reasonable accommodation under the Americans with Disabilities Act. Please contact the Board office prior to the proposed meeting date for further information.

**EXECUTIVE SESSION:**

The decision on whether to hold a meeting in executive session is at the discretion of the Presiding Officer pursuant to Section 2-3-203 MCA.

**CALL TO ORDER: 1:01 PM**

**Members Present:**

Michael Eayrs, Chair  
Nick Soloway, DC, Vice Chair, Professional Member  
Grace Bowman, Public Member  
Deborah Kimmet, Professional Member

**Staff Present:**

Tyler Moss, Board Counsel  
Priscilla Bode, Board Administrator

**(1) REVIEW OF AGENDA:**

The agenda was reviewed and a quorum was established.

**(2) PUBLIC COMMENT STATEMENT:**

In accordance with 2-3-103(1), MCA, the Board will hold a public comment period. Please note that Open Forum is the public's opportunity to address the Board on any topic not on the current agenda. While the Board cannot take action on the issues presented, the Board will listen to comments and may ask that the issue be placed on a subsequent agenda for possible Board action. The Chairperson of the Board will determine the amount of time allotted for public comment.

There were no issues raised in Open Forum.

**(3) NON-ROUTINE APPLICATIONS:**

Dustan Davis

The Board reviewed Mr. Davis' application. Mr. Eayers called the meeting into executive session for discussion of Mr. Davis' application at 1:04 p.m. Meeting was called back to open session at 1:25 p.m.

**Motion:** Deb Kimmet **moved** to send a letter to Dustan Davis concerning his application. Nick Soloway seconded. **Motion carried.**

**(4) ADJOURNMENT:**

As there was no further business to come before the Board at this time:

**Motion:** Grace Bowman **moved** to adjourn at 1:29 pm. Nick Soloway seconded. **Motion carried.**

DRAFT

REVENUE

Account	01 (Jul)	02 (Aug)	03 (Sep)	04 (Oct)	05 (Nov)	06 (Dec)	07 (Jan)	08 (Feb)	Grand Total
<b>500000 Licenses &amp; Permits</b>	<b>37,280.00</b>	<b>4,460.00</b>	<b>5,240.00</b>	<b>3,700.00</b>	<b>4,670.00</b>	<b>3,460.00</b>	<b>3,900.00</b>	<b>3,730.00</b>	<b>66,440.00</b>
508001 DLI LIC Appl Fee 01	34,710.00	2,860.00	3,770.00	2,860.00	2,990.00	1,560.00	2,730.00	1,690.00	53,170.00
508002 DLI LIC Appl Fee 02	840.00	840.00	980.00		560.00	560.00		700.00	4,480.00
508003 DLI LIC Appl Fee 03	1,680.00	700.00	420.00	840.00	1,120.00	1,260.00	1,120.00	1,260.00	8,400.00
508299 DLI Change Fee10	10.00	10.00				15.00	10.00		45.00
<b>520000 Charges For Services</b>	<b>40.00</b>	<b>50.00</b>	<b>50.00</b>			<b>40.00</b>	<b>20.00</b>	<b>40.00</b>	<b>240.00</b>
520938 DLI List Fee01	40.00	20.00	20.00			40.00	20.00	40.00	180.00
520939 DLI Ret Ck Fee01		30.00	30.00						60.00
<b>550000 Sale Of Documents/Mdse/Prop</b>			<b>20.00</b>			<b>25.00</b>	<b>20.00</b>	<b>40.00</b>	<b>105.00</b>
551051 DLI Code Bk Sales 01			20.00			20.00	20.00	40.00	20.00
551052 DLI Dup Lic Fee						5.00			5.00
551058 DLI Dup Ver Fee			20.00				20.00	40.00	80.00
	<b>37,280.00</b>	<b>4,460.00</b>	<b>5,240.00</b>	<b>3,700.00</b>	<b>4,670.00</b>	<b>3,460.00</b>	<b>3,900.00</b>	<b>3,730.00</b>	<b>66,440.00</b>

EXPENDITURES

Account	01 (Jul)	02 (Aug)	03 (Sep)	04 (Oct)	05 (Nov)	06 (Dec)	07 (Jan)	08 (Feb)	Grand Total
<b>5001 BSD Admin</b>	<b>134.76</b>	<b>253.65</b>	<b>292.56</b>	<b>284.86</b>	<b>759.27</b>	<b>557.55</b>	<b>545.28</b>	<b>514.87</b>	<b>3,342.80</b>
<b>61000 Personal Services</b>	<b>116.87</b>	<b>214.05</b>	<b>199.32</b>	<b>188.43</b>	<b>674.56</b>	<b>412.68</b>	<b>440.06</b>	<b>392.95</b>	<b>2,638.92</b>
<b>61100 Salaries</b>	<b>85.47</b>	<b>153.80</b>	<b>144.42</b>	<b>138.60</b>	<b>490.48</b>	<b>325.64</b>	<b>318.17</b>	<b>280.18</b>	<b>1,936.76</b>
61101 Regular	63.66	119.56	122.29	115.52	418.41	265.70	275.05	247.18	1,627.37
61103 Sick Leave	2.28	1.87	4.35	9.64	11.91	20.25	3.97	9.66	63.93
61104 Vacation	13.11	32.37	11.60	13.02	19.05	24.41	9.79	7.23	130.58
61105 Holiday	6.42		6.18	0.07	41.11	14.15	29.36	13.80	111.09
61133 Termination Pay - Sick Leave								0.27	0.27
61134 Termination Pay - Vacation								2.04	2.04
61158 Compensatory Time Taken				0.35		1.13			1.48
<b>61400 Employee Benefits</b>	<b>31.40</b>	<b>60.25</b>	<b>54.90</b>	<b>49.83</b>	<b>184.08</b>	<b>87.04</b>	<b>121.89</b>	<b>112.77</b>	<b>702.16</b>
61401 FICA	6.31	11.20	10.63	10.21	36.21	24.63	23.49	20.68	143.36
61402 Retirement - Other	6.06	11.07	10.35	10.03	35.27	23.34	22.75	20.02	138.89
61403 Group Insurance	17.19	34.63	30.82	26.66	102.26	32.14	67.91	65.74	377.35
61404 Workers Compensation Insur	1.62	2.97	2.74	2.59	9.12	6.08	6.03	5.22	36.37
61410 State Unemployment Tax	0.22	0.38	0.36	0.34	1.22	0.85	1.71	1.11	6.19
<b>62000 Operating Expenses</b>	<b>17.89</b>	<b>39.60</b>	<b>93.24</b>	<b>96.43</b>	<b>84.71</b>	<b>144.87</b>	<b>105.22</b>	<b>121.92</b>	<b>703.88</b>
<b>62100 Other Services</b>		<b>2.65</b>	<b>10.12</b>	<b>11.52</b>		<b>10.90</b>	<b>9.29</b>	<b>18.66</b>	<b>63.14</b>
62104 Insurance & Bonds		2.65							2.65
62189 Recycle State-Owned Electronic				0.57		0.05	0.02	0.05	0.16
621B2 ITSD Server Hosting			0.02	0.02		0.05	0.02	0.05	0.16
621B5 ITSD EMail			1.42	1.54		1.46	1.24	2.55	8.21
621B8 ITSD Operational Support			0.36	0.38		0.38	0.33	0.66	2.11
621C5 ITSD Enterprise Services			8.32	9.01		9.01	7.70	15.40	49.44

<b>62200 Supplies &amp; Materials</b>										
62225	Books & Reference Materials		0.43	9.78	9.76	10.58	13.00	8.23	34.33	86.11
62236	Ofc Supplies/Central Stores				0.32	1.39	4.09	0.35		0.35
62241	Office Sup/Minor Equip-NonStat		0.43	1.56	0.43	3.11			19.11	24.64
62249	Minor Software.					5.60				5.60
62256	Janitorial/Central Stores				0.10	0.05				0.15
62276	Containers/Boxes/Shipping Matl					0.43				0.43
62280	Program Expense							0.27		0.27
622B1	ITSD Asset Broker			8.22	8.91			8.91	7.61	15.22
<b>62300 Communications</b>										
62307	Messenger Services - D Of A		0.27	2.26	27.98	11.31	1.11	18.44	9.27	1.36
62319	Cellular Phones				22.88					22.88
62371	Telephone Equip Crg/Non-D Of A		0.27	0.52	1.43	1.38	0.59	2.21	0.42	0.50
62374	Internet Services/Non DofA			1.14	0.24		0.52	0.49	1.01	0.86
623B0	ITSD Voice Services			0.60	0.67	4.44		3.65	1.73	10.49
623B2	ITSD Network Services				2.73	5.46		11.82	5.91	25.92
623B4	ITSD Long Distance				0.03	0.03		0.27	0.20	0.53
<b>62500 Rent</b>										
62516	Meeting Rooms		16.30	8.15	8.15	18.00	18.00	18.00	15.59	15.39
62529	Rent/Non-State Bldgs.			8.15	8.15	18.00	18.00	18.00	0.20	0.20
<b>62700 Repair &amp; Maintenance</b>										
62750	Maintenance Contracts		1.32							
<b>62800 Other Expenses</b>										
62809	Education/Training Costs		26.11	37.21	45.84	55.02	84.53	62.84	52.18	363.73
62827R	DLI OIT Expense			21.48	30.98	20.56	33.20	1.25	0.38	1.63
62889	Agency Indirect Cost		26.11	15.73	14.86	34.46	51.33	34.72	20.80	153.89
									31.00	208.21

<b>5001IT BSD Admin IT</b>	<b>66.83</b>	<b>91.93</b>	<b>118.55</b>	<b>107.07</b>	<b>319.97</b>	<b>277.40</b>	<b>220.17</b>	<b>314.77</b>	<b>1,516.69</b>
<b>61000 Personal Services</b>	<b>57.31</b>	<b>76.47</b>	<b>91.04</b>	<b>75.93</b>	<b>293.91</b>	<b>227.22</b>	<b>179.56</b>	<b>269.53</b>	<b>1,270.97</b>
<b>61100 Salaries</b>	<b>43.63</b>	<b>57.85</b>	<b>68.77</b>	<b>57.50</b>	<b>221.64</b>	<b>182.99</b>	<b>134.74</b>	<b>201.67</b>	<b>968.79</b>
61101 Regular	37.38	49.08	63.78	53.81	194.87	173.52	113.37	182.68	868.49
61103 Sick Leave	0.18	0.36	0.33	1.08	7.00	1.03	4.85	10.60	25.43
61104 Vacation	3.70	3.51	2.29	2.61	8.13	4.56	12.42	1.26	38.48
61105 Holiday	2.37		2.37		11.64	3.88	4.10	7.13	31.49
61158 Compensatory Time Taken		4.90							4.90
<b>61400 Employee Benefits</b>	<b>13.68</b>	<b>18.62</b>	<b>22.27</b>	<b>18.43</b>	<b>72.27</b>	<b>44.23</b>	<b>44.82</b>	<b>67.86</b>	<b>302.18</b>
61401 FICA	3.09	4.17	4.97	4.18	16.08	13.79	10.17	14.53	70.98
61402 Retirement - Other	3.14	4.20	4.93	4.13	15.80	13.11	9.74	14.59	69.64
61403 Group Insurance	6.13	8.46	10.27	8.42	33.76	11.92	20.76	32.78	132.50
61404 Workers Compensation Insur	1.19	1.61	1.90	1.58	6.02	4.92	3.61	5.48	26.31
61410 State Unemployment Tax	0.13	0.18	0.20	0.12	0.61	0.49	0.54	0.48	2.75
<b>62000 Operating Expenses</b>	<b>9.52</b>	<b>15.46</b>	<b>27.51</b>	<b>31.14</b>	<b>26.06</b>	<b>50.18</b>	<b>40.61</b>	<b>45.24</b>	<b>245.72</b>
<b>62200 Supplies &amp; Materials</b>		<b>0.14</b>		<b>7.37</b>	<b>0.15</b>		<b>0.67</b>		<b>8.33</b>
62225 Books & Reference Materials							0.19		0.19
62238 Minor Equipment-Office Equip					0.15				0.15
62241 Office Sup/Minor Equip-NonStat		0.14		7.37			0.48		7.99
62250 Procurement Card-Misc Supplies		0.00							0.00
<b>62300 Communications</b>			<b>2.48</b>	<b>5.20</b>		<b>7.99</b>	<b>3.99</b>		<b>19.66</b>
623B0 ITSD Voice Services			0.18	0.59		0.58	0.29		1.64
623B2 ITSD Network Services			2.29	4.58		7.40	3.70		17.97
623B4 ITSD Long Distance			0.01	0.03		0.01			0.05
<b>62500 Rent</b>	<b>9.52</b>	<b>4.76</b>	<b>4.76</b>	<b>7.85</b>	<b>7.85</b>	<b>7.85</b>	<b>14.27</b>	<b>14.27</b>	<b>71.13</b>
62529 Rent/Non-State Bldgs.	9.52	4.76	4.76	7.85	7.85	7.85	14.27	14.27	71.13
<b>62700 Repair &amp; Maintenance</b>			<b>0.76</b>						<b>0.76</b>
62701 Buildings & Grounds			0.76						0.76

<b>62800 Other Expenses</b>		<b>10.56</b>	<b>19.51</b>	<b>10.72</b>	<b>18.06</b>	<b>34.34</b>	<b>21.68</b>	<b>30.97</b>	<b>145.84</b>
62827R DLI OIT Expense			12.33	4.73	4.73	6.55	7.52	9.70	45.56
62889 Agency Indirect Cost		10.56	7.18	5.99	13.33	27.79	14.16	21.27	100.28
<b>5002CU BSD Compliance Unit</b>		<b>64.88</b>	<b>217.42</b>	<b>350.63</b>	<b>265.27</b>	<b>287.27</b>	<b>131.11</b>	<b>232.89</b>	<b>1,834.42</b>
<b>61000 Personal Services</b>		<b>64.88</b>	<b>196.78</b>	<b>300.52</b>	<b>227.54</b>	<b>261.97</b>	<b>99.10</b>	<b>202.49</b>	<b>1,609.87</b>
<b>61100 Salaries</b>		<b>45.39</b>	<b>138.71</b>	<b>210.33</b>	<b>159.95</b>	<b>184.07</b>	<b>76.93</b>	<b>142.06</b>	<b>1,137.19</b>
61101 Regular		29.10	50.85	193.47	128.53	149.92	55.29	111.81	860.71
61103 Sick Leave		6.98	77.39	5.81	12.80	7.49	2.08	7.35	140.58
61104 Vacation			10.47	1.74	18.62	6.68	12.90	9.58	69.62
61105 Holiday		9.31		9.31		19.98	6.66	13.32	66.28
<b>61400 Employee Benefits</b>		<b>19.49</b>	<b>58.07</b>	<b>90.19</b>	<b>67.59</b>	<b>77.90</b>	<b>22.17</b>	<b>60.43</b>	<b>472.68</b>
61401 FICA		3.44	10.48	15.93	12.09	13.89	5.88	10.74	85.84
61402 Retirement - Other		3.25	9.95	15.08	11.46	13.17	5.52	10.21	81.54
61403 Group Insurance		12.00	35.05	55.43	41.12	47.47	9.31	36.77	284.41
61404 Workers Compensation Insur		0.69	2.23	3.22	2.53	2.91	1.28	2.34	18.06
61410 State Unemployment Tax		0.11	0.36	0.53	0.39	0.46	0.18	0.37	2.83
<b>62000 Operating Expenses</b>		<b>20.64</b>	<b>50.11</b>	<b>37.73</b>	<b>25.30</b>	<b>32.01</b>	<b>30.40</b>	<b>28.36</b>	<b>224.55</b>
<b>62200 Supplies &amp; Materials</b>			<b>0.36</b>	<b>0.68</b>	<b>0.68</b>	<b>1.86</b>		<b>0.10</b>	<b>3.00</b>
62236 Ofc Supplies/Central Stores			0.21	0.68		1.86			2.75
62241 Office Sup/Minor Equip-NonStat			0.15					0.10	0.25
<b>62300 Communications</b>		<b>6.15</b>	<b>13.27</b>	<b>11.63</b>	<b>5.71</b>	<b>0.13</b>	<b>36.89</b>		
62319 Cellular Phones			0.07	0.22	0.01	0.11	0.13		0.30
62371 Telephone Equip Crg/Non-D Of A				0.22	0.11				0.46
623B0 ITSD Voice Services			0.89	2.69	1.54	0.77			5.89
623B2 ITSD Network Services			5.25	10.50	9.62	4.81			30.18
623B4 ITSD Long Distance			0.01	0.01	0.03	0.01			0.06

<b>62800 Other Expenses</b>		<b>20.64</b>	<b>43.96</b>	<b>24.10</b>	<b>24.62</b>	<b>18.52</b>	<b>24.69</b>	<b>28.13</b>	<b>184.66</b>
62809 Education/Training Costs							1.31		1.31
62827R DU OIT Expense			20.24	6.15	6.15	8.50	7.41	7.88	56.33
62889 Agency Indirect Cost		20.64	23.72	17.95	18.47	10.02	15.97	20.25	127.02
<b>5100 BSD Healthcare Lic Bureau</b>		<b>528.07</b>	<b>494.64</b>	<b>1,558.10</b>	<b>1,942.29</b>	<b>2,173.20</b>	<b>2,676.54</b>	<b>2,007.47</b>	<b>13,547.82</b>
<b>61000 Personal Services</b>		<b>122.19</b>	<b>210.47</b>	<b>210.47</b>	<b>220.32</b>	<b>773.55</b>	<b>491.83</b>	<b>476.93</b>	<b>2,944.27</b>
<b>61100 Salaries</b>		<b>95.73</b>	<b>163.78</b>	<b>163.79</b>	<b>163.80</b>	<b>602.11</b>	<b>401.42</b>	<b>370.09</b>	<b>2,299.49</b>
61101 Regular		62.97	130.00	147.92	112.61	481.69	311.10	267.53	1,754.13
61103 Sick Leave					40.95	40.14		42.35	179.55
61104 Vacation		24.57	32.76	3.07	10.24		70.25	2.51	143.40
61105 Holiday		8.19		8.19		60.21	20.07	40.14	153.74
61158 Compensatory Time Taken			1.02	4.61		20.07		17.56	68.67
<b>61400 Employee Benefits</b>		<b>26.46</b>	<b>46.69</b>	<b>46.68</b>	<b>56.52</b>	<b>171.44</b>	<b>90.41</b>	<b>106.84</b>	<b>644.78</b>
61401 FICA		7.21	12.31	12.30	12.31	45.19	30.36	27.75	172.99
61402 Retirement - Other		6.86	11.75	11.75	11.75	43.15	28.78	26.51	164.76
61403 Group Insurance		10.66	19.67	19.67	29.53	72.41	24.14	46.16	266.20
61404 Workers Compensation Insur		1.47	2.50	2.50	2.50	9.20	6.14	5.54	34.98
61410 State Unemployment Tax		0.26	0.46	0.46	0.43	1.49	0.99	0.88	5.85
<b>62000 Operating Expenses</b>		<b>405.88</b>	<b>284.17</b>	<b>1,347.63</b>	<b>1,721.97</b>	<b>1,399.65</b>	<b>2,184.71</b>	<b>1,530.54</b>	<b>10,603.55</b>
<b>62100 Other Services</b>		<b>18.73</b>	<b>400.36</b>	<b>442.83</b>	<b>356.90</b>	<b>496.63</b>	<b>388.25</b>	<b>518.96</b>	<b>2,622.66</b>
62104 Insurance & Bonds		10.37							10.37
62136 IT Consult & Prof Services			1.09			115.97			117.06
62165 Temporary Services			173.10	129.83	143.96	186.39	163.09	83.66	880.03
62186 Waste Disposal		1.74	1.74	1.74	8.53	4.27	4.27	3.43	25.72
62190 Printing/Pub & Graphics			1.36	29.63	72.21	25.11		1.83	130.14
62193 Photocopy Pool Services		6.62	6.62	16.23	16.23		12.78	12.78	87.49
621B2 ITSD Server Hosting			0.21	0.31			0.73	0.25	2.11
621B4 ITSD Application Hosting			84.66	103.78			103.78	81.74	537.44
621B5 ITSD Email			18.48	22.67			21.48	16.92	114.32
621B8 ITSD Operational Support			4.62	5.66			5.66	4.46	29.32
621C5 ITSD Enterprise Services			108.48	132.98			132.98	104.74	688.66



<b>62800 Other Expenses</b>		<b>26.25</b>	<b>396.23</b>	<b>331.65</b>	<b>311.93</b>	<b>475.96</b>	<b>348.42</b>	<b>320.93</b>	<b>2,211.37</b>
62809 Education/Training Costs							49.37		49.37
62827R DLI OIT Expense			379.63	314.26	271.25	416.81	260.72	286.33	1,929.00
62876 Education/Training IT Staff							0.70		0.70
62889 Agency Indirect Cost		26.25	16.60	17.39	40.68	59.15	37.63	34.60	232.30
<b>5103 Massage Therapists</b>		<b>4,553.68</b>	<b>11,823.72</b>	<b>8,629.74</b>	<b>6,578.12</b>	<b>11,578.73</b>	<b>6,911.44</b>	<b>7,702.24</b>	<b>6,549.67</b>
<b>61000 Personal Services</b>		<b>4,488.68</b>	<b>7,532.71</b>	<b>5,025.37</b>	<b>4,869.07</b>	<b>8,975.79</b>	<b>4,706.22</b>	<b>6,107.19</b>	<b>4,791.19</b>
<b>61100 Salaries</b>		<b>3,445.14</b>	<b>5,378.51</b>	<b>3,489.88</b>	<b>3,489.65</b>	<b>6,018.14</b>	<b>3,610.58</b>	<b>4,361.90</b>	<b>3,007.62</b>
61101 Regular		2,298.33	4,262.21	3,174.80	3,190.16	4,321.83	2,304.36	2,816.71	2,189.33
61102 Overtime		661.57	888.75			197.36	19.91	79.63	1,847.22
61103 Sick Leave		12.21	11.45	50.32	118.63	282.42	146.66	140.34	171.80
61104 Vacation		354.16	14.11	104.84	140.09	297.52	821.18	668.15	150.86
61105 Holiday		104.59		159.92		905.27	311.87	623.70	202.91
61136 FSLA Comp Time Payout		14.28							291.83
61138 Holiday Payout								30.34	30.34
61158 Compensatory Time Taken			201.99		40.77	13.74	6.60	3.03	0.89
<b>61300 Other Compensation</b>		<b>250.00</b>	<b>200.00</b>	<b>200.00</b>	<b>600.00</b>	<b>50.00</b>	<b>600.00</b>	<b>600.00</b>	<b>1,700.00</b>
61301 Per Diem			250.00	200.00	600.00	50.00	600.00	600.00	1,700.00
<b>61400 Employee Benefits</b>		<b>1,043.54</b>	<b>1,904.20</b>	<b>1,335.49</b>	<b>1,379.42</b>	<b>2,357.65</b>	<b>1,045.64</b>	<b>1,745.29</b>	<b>1,183.57</b>
61401 FICA		249.22	399.73	254.29	248.71	429.73	267.44	316.22	219.95
61402 Retirement - Other		238.35	385.63	250.24	250.18	430.86	258.86	312.80	198.75
61403 Group Insurance		490.38	1,018.12	760.51	802.22	1,361.79	441.69	1,020.77	696.10
61404 Workers Compensation Insur		57.18	87.26	61.64	69.57	120.14	68.55	84.46	61.22
61410 State Unemployment Tax		8.41	13.46	8.81	8.74	15.13	9.10	11.04	7.55

<b>62000 Operating Expenses</b>	<b>65.00</b>	<b>4,291.01</b>	<b>3,604.37</b>	<b>1,709.05</b>	<b>2,602.94</b>	<b>2,205.22</b>	<b>1,595.05</b>	<b>1,758.48</b>	<b>17,831.12</b>
<b>62100 Other Services</b>	<b>65.00</b>	<b>41.93</b>	<b>316.42</b>	<b>1,143.42</b>	<b>100.00</b>	<b>19.48</b>	<b>40.02</b>	<b>194.93</b>	<b>1,921.20</b>
62115 Photographic Services				2.00					2.00
62127 Other Legal Costs	65.00				100.00				165.00
62136 IT Consult & Prof Services		41.93	316.42	1,141.42		19.48	40.02	194.93	1,754.20
<b>62200 Supplies &amp; Materials</b>		<b>516.62</b>	<b>726.01</b>	<b>(291.50)</b>	<b>175.19</b>	<b>44.42</b>	<b>36.40</b>		<b>1,207.14</b>
62236 Ofc Supplies/Central Stores					83.31	35.75			119.06
62238 Minor Equipment-Office Equip					5.22				5.22
62241 Office Sup/Minor Equip-NonStat		225.12	189.51		86.66	8.67	36.40		546.36
62245 Minor Equip - Comp Hardware			536.50						536.50
62249 Minor Software.		291.50		(291.50)					0.00
<b>62300 Communications</b>		<b>0.05</b>	<b>977.08</b>	<b>115.11</b>	<b>0.78</b>	<b>1,433.72</b>	<b>61.52</b>	<b>219.53</b>	<b>2,807.79</b>
62304 Postage & Mailing			774.84		0.78	1,433.72	61.52	86.14	2,357.00
62374 Internet Services/Non DoFA		0.05							0.05
62386 Long Distance Chrg/Non-D Of A								133.39	133.39
623B0 ITSD Voice Services			202.24	115.11					317.35
<b>62400 Travel</b>		<b>521.15</b>	<b>0.64</b>	<b>754.34</b>	<b>7.00</b>				<b>1,283.13</b>
62412 Out-Of-State Commercial Trans		1.02	0.15						1.17
62418 Out-Of-State Lodging		7.74							7.74
62430 Out-Of-State Meals-Overnight		1.21	0.49						1.70
62489 Non-Employee In State Mileage		361.00			491.00	7.00			859.00
62490 Non-Employee In State Meals		70.00			88.00				158.00
62497 Non-Employee In-State Lodging		80.18			175.34				255.52
<b>62800 Other Expenses</b>		<b>3,211.26</b>	<b>1,584.22</b>	<b>742.02</b>	<b>1,572.63</b>	<b>700.60</b>	<b>1,457.11</b>	<b>1,344.02</b>	<b>10,611.86</b>
62809 Education/Training Costs				67.35				17.34	84.69
62827 DLI Legal Expense		2,282.50	1,203.50	290.50	1,141.25	103.75	975.25	996.00	6,992.75
62889 Agency Indirect Cost		928.76	380.72	384.17	431.38	596.85	481.86	330.68	3,534.42
<b>Grand Total</b>	<b>5,348.22</b>	<b>12,881.36</b>	<b>10,949.58</b>	<b>9,177.61</b>	<b>15,118.44</b>	<b>10,554.04</b>	<b>10,708.05</b>	<b>9,831.77</b>	<b>84,569.07</b>

## ACCOUNT BALANCE

<b>Cash in Bank</b>	<b>7/1/2009</b>	<b>\$0.00</b>
FY 2010 Revenue		\$98,217.57
FY 2010 Expenditures		-\$62,930.29
<b>Cash in Bank</b>	<b>7/1/2010</b>	<b>\$35,287.28</b>
FY 2011 1st qtr Revenue		\$46,980.00
FY 2011 1st qtr Expenditures		-\$29,179.16
<b>Cash in bank</b>	<b>9/30/2010</b>	<b>\$53,088.12</b>
FY 2011 2nd qtr Revenue		\$11,830.00
FY 2011 2nd qtr Expenditures		-\$34,850.09
<b>Cash in bank</b>	<b>12/31/2010</b>	<b>\$30,068.03</b>
FY 2011 3rd qtr Revenue to 2/28/2011		\$7,630.00
FY 2011 3rd qtr Expenditures to 2/28/2011		-\$20,539.00
<b>Cash in bank</b>	<b>12/31/2010</b>	<b>\$17,159.03</b>

**Collett, Traci**

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**Subject:** FW: 2011 AMTA MT meeting

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**From:** Rachel Romanelli [<mailto:rachelnwsn@hotmail.com>]

**Sent:** Friday, January 28, 2011 9:32 AM

**To:** Bode, Priscilla

**Subject:** 2011 AMTA MT meeting

Hello Pricilla,

This spring 2011 the American Massage Therapy Association Montana Chapter (AMTA-MT) is hosting the spring convention at Farimont Hotsprings on April 9th and 10th. Last fall I has asked the Massage Board if one staff person such as yourself or one of the attorneys might be able to attend to speak and answer questions at out general membership meeting about applications and continuing education, though no one could attend at that time. I would like to make that same request for this coming meeting, I am sure our board could negotiate some accommodation to whomever could make it and it would only be 1-2 hours of their time.

Please let me know if this is a possiblity, as our profession grows I believe it is helpful to get as much information to our Massage Therapy and Bodywork public as possible.

Thank you,

Rachel Romanelli, AMTA-MT  
Government Relations Chair  
3rd VP  
406-550-0104 cell