

**MINUTES**  
**TENNESSEE MASSAGE LICENSURE BOARD**  
**March 30, 2015**

**Emergency Meeting (Teleconference)**

Time: 10:00 a.m. C.S.T.

Location: 665 Mainstream Drive  
HRB Conference Center  
1<sup>st</sup> Floor, Iris Room  
Nashville, TN 37243

Members Present: Bethann Easterly, LMT  
Julie J. Wray, LMT  
Christi Cross, Citizen Member

Members Present Via Teleconference: Cynthia R. Jagers, LMT  
Marvis Burke, LMT Secretary  
Michael Velker, Citizen Member  
Ed Bolden, LMT Chairperson

Staff Present: Malaka Watson, Assistant General Counsel  
Melissa Painter, Competitive Procurement  
Coordinator  
Rosemarie Otto, Director, Health Related Boards  
Kimberly Hodge, Board Manager  
Lisa Lampley, Board Director  
Marc Guilford, Assistant General Counsel

Upon roll call and determination of a quorum, the telephonic meeting was called to order at 10:00 a.m. C.T. by Ms. Lisa Lampley, Board Director.

Ms. Lampley stated the meeting was necessary in order for the Board to discuss potential adjustments to the Request for Grant Proposal (“RFGP”) for an impaired professionals program. Only one proposal was received in response to the RFGP issued on February 2, 2015. This proposal included several amendments. The current contract for the impaired professionals program expires on March 31, 2015. The next board meeting is scheduled for May 4 – 5, 2015.

Roll call votes were conducted to ensure that each participant was connected and that each participant could hear all responses. A motion was made and properly seconded to find that the requirements for an electronic meeting had been met. The motion carried.

Documents to be reviewed by the Board had been distributed electronically prior to the meeting. The same documents were provided in paper form to those members physically present. After

discussion, Mr. Velker made a motion, seconded by Ms. Cross to authorize certain amendments to the RFGP and reject others.

RFGP 34310-21315  
Peer Assistance in the Rehabilitation of Impaired Massage Therapist

The following provisions are contract exceptions requested by the Proposer:

1. A.5.e.(13) Delete –

This paragraph has been removed from the service description of other grants. State auditors determined that the maintenance of an educational manual is not necessary since grantee's presentations are in power point format and available online. Individuals register online generating an electronic record showing the person's name, if the individual is a student or professional, the school or agency of affiliation, the date the course started and completion date. Educational statistics are included in the annual report.

**The Board approved of the deletion of A.5.e.(13) so long as the educational manual is available to be downloaded by the Board upon request.**

2. A.5.j.(2) Delete or Amend

The grantee's policy and procedure manual is available for review in their office during normal business hours.

**The Board wanted a copy of the policy and procedure manual submitted to the Massage Administrative Office**

2. A.5.k. Delete or Amend

Notification to the TDOH regarding advocacy and/or loss of advocacy and determination of safety to practice are standard operating procedures.

Grantee will provide the Application Review Committee with a letter indicating if the individual is compliant with the terms and conditions of the monitoring agreement.

Grantee will provide to the TDOH a letter quarterly for those individuals that are "board ordered". Should an individual who is "board ordered" lose advocacy for noncompliance with the terms and conditions of the monitoring agreement the TDOH's Office of Investigation is immediately notified.

Grantee will provide the TDOH notification whenever an individual declines services regardless of the referral source or if an individual withdraws from the program for any reason prior to successful completing of monitoring.

The Grantee does not make the stabilization of impairment. This is made by an independent practitioner that has been approved to provide evaluations for the grantee or a formalized treatment program. An individual who has not been deemed “safe to practice” may be allowed to execute a monitoring agreement but any notification to the TDOH will note that the individual is being monitored but not yet been deemed safe to practice.

**The Board requested that all reports also be submitted to the Massage Board Administrative Office.**

3. A.5.o. Delete or Amend

For efficiency and consistency of content, grantee utilizes an online format for orientation pertaining to the impaired professional and monitoring/assistance programs. This format will be utilized for massage therapy educational programs.

The Grantee welcomes input in the development of education course content unique to the Massage Therapy Board from the Board and/or its administrative staff.

Certificate of completion may be printed as evidence of course completion.

Grantee will provide speaker for regional face-to-face presentations. For example, the schools in the middle, east, and west regions would establish a date and gather the students in a single location for a presentation.

Documentation of face-to-face presentations is included in the annual report.

**The Board rejected the entire A.5.o.**

5. A.5.p. Delete

Grantee abandoned this procedure several years ago.

**The Board rejected the entire A.5.p.**

6. A.7. Delete or Amend

Will need to clarify with the Board or its administrative staff the definition of “type of services provided”. Our agency only provides monitoring and educational services.

As noted above, several of the deliverables as written are not acceptable to the grantee.

**The Board will clarify “types of services provided” to include criminal conviction, all schools must be visited for a two (2) hour presentation regarding the peer assistance program, and face to face visits with all clients sent by the administrative office to the impaired professional program provider.**

The Board requested that their recommendations be submitted and discussed with the entity that submitted the grant proposal. A roll call vote was taken and the motion carried. After further discussion, Mr. Velker made a motion to extend the existing contract or enter into a new contract with the current impaired professionals program to avoid a gap in services. Ms. Wray seconded the motion and a roll call vote was taken. The motion carried. Ms. Cross made a motion, seconded by Mr. Velker, that any further discussions regarding requested amendments to the RFGP be discussed with the full board at a scheduled board meeting. A roll call vote was taken and the motion carried.

Ms. Cross made a motion to adjourn. Mr. Velker seconded the motion. The motion carried and the meeting was adjourned at 11:35 am.

**These minutes were ratified at the meeting held on May 4 – 5, 2015.**