

**MASSAGE THERAPY AND BODYWORK THERAPY
AFFILIATED CREDENTIALING BOARD
WEB/VIRTUAL MEETING MINUTES
April 11, 2014**

PRESENT VIA GOTOMEETING: John Anderson; Elizabeth Krizenesky; Carole Ostendorf;
Cindy Spitz; Barbara Yetter

ABSENT: None

STAFF: Tom Ryan, Executive Director; Gretchen Mrozinski, Legal Counsel; Daniel Agne,
Bureau Assistant; and other Department staff

CALL TO ORDER

Elizabeth Krizenesky, Chair, called the meeting to order at 1:00 P.M. A quorum of five (5) members was confirmed.

ADOPTION OF AGENDA

MOTION: Cindy Spitz moved, seconded by Carole Ostendorf, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Carole Ostendorf moved, seconded by Cindy Spitz, to approve the minutes of August 13, 2013 as published. Motion carried unanimously.

ADMINISTRATIVE UPDATES

ELECTION OF OFFICERS

MOTION: Cindy Spitz moved, seconded by John Anderson, to retain the current slate of Officers for 2014. Motion carried unanimously.

The Board voted unanimously in an election to retain the current slate of Officers for 2014.

2014 ELECTION RESULTS	
Board Chair	Elizabeth Krizenesky
Vice Chair	Carole Ostendorf
Secretary	Barbara Yetter

APPOINTMENT OF LIAISONS, ALTERNATES, AND DELEGATES

MOTION: Barbara Yetter moved, seconded by Cindy Spitzza, to approve the following appointments made by the Chair:

- a) **Credentialing Liaison:** **John Anderson;**
(Cindy Spitzza as the Alternate)
- b) **DLSC Liaison** **John Anderson;**
(Barbara Yetter as the Alternate)
- c) **Monitoring Liaison:** **Barbara Yetter;**
(John Anderson as the Alternate)
- d) **Education & Exams Liaison:** **Carole Ostendorf;**
(John Anderson as the Alternate)
- e) **Legislative Liaison** **Barbara Yetter**
- f) **Travel Liaison:** **Elizabeth Krizenesky;**
(Carole Ostendorf as the Alternate)
- g) **Website Liaison** **Elizabeth Krizenesky**
- h) **Rules Liaison:** **Elizabeth Krizenesky;**
(Carole Ostendorf as the Alternate)
- i) **Professional Assistance Procedure Liaison:** **Barbara Yetter;**
(John Anderson as the Alternate)
- j) **Screening Panel:** **Carole Ostendorf; Cindy Spitzza; Barbara Yetter**

Motion carried unanimously.

DELEGATED AUTHORITY MOTIONS

MOTION: Cindy Spitzza moved, seconded by Barbara Yetter, that the Board delegates authority to the Chair (or order of succession) to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair delegates the authority to a Department representative to sign the name of the Chair (or order of succession), or any and all Board members, on documents as necessary. Motion carried unanimously.

MOTION: Carole Ostendorf moved, seconded by Barbara Yetter, that, in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, to appoint liaisons to the Department to act in urgent matters and to act when knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

MOTION: Barbara Yetter moved, seconded by John Anderson, to adopt the Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor document as presented in today's agenda packet. Motion carried unanimously.

LEGISLATIVE/ADMINISTRATIVE RULE MATTERS

ADOPTION OF RULEMAKING ORDER CR 13-055

MOTION: John Anderson moved, seconded by Carole Ostendorf, to approve the Adoption Order for Clearinghouse Rule 13-055. Motion carried unanimously.

MOTION: Barbara Yetter moved, seconded by Cindy Spitzza, to authorize the Executive Director to sign the Adoption Order for Clearinghouse Rule 13-055. Motion carried unanimously.

165-MTBT 5 UNPROFESSIONAL CONDUCT – REVIEW OF INITIAL DRAFT

MOTION: Cindy Spitzza moved, seconded by John Anderson, to delegate Barbara Yetter and Elizabeth Krizenesky to approve the revisions to 165-MTBT 5, relating to Unprofessional Conduct, as amended during the April 11, 2014 Board meeting, for posting for economic impact comments and submission to the Clearinghouse. Motion carried unanimously.

FEDERATION OF STATE MASSAGE THERAPY BOARDS (FSMTB) MATTERS

REPORT ON THE FSMTB 2013 ANNUAL MEETING – JOHN ANDERSON

MOTION: Barbara Yetter moved, seconded by Cindy Spitzza, to authorize John Anderson or an alternate selected by the Chair from the Board or the Department in the event the Delegate is unavailable, to attend and to represent the Board as its delegate at the FSMTB 2014 Annual Meeting, October 2-4 in Tucson, AZ. Motion carried unanimously.

CLOSED SESSION

MOTION: Cindy Spitzza moved, seconded by Barbara Yetter, to convene to Closed Session to deliberate on cases following hearing (§ 19.85(1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats. and § 440.205, Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.). The Chair read the language of the motion aloud for the record. The vote of each member was ascertained by voice vote. Roll Call Vote: John Anderson - yes; Elizabeth Krizenesky - yes; Carole Ostendorf - yes; Cindy Spitzza - yes; Barbara Yetter - yes. Motion carried unanimously.

The Board convened into Closed Session at 3:08 P.M.

Carole Ostendorf left the meeting at 3:09 P.M.

RECONVENE TO OPEN SESSION

MOTION: Cindy Spitzza moved, seconded by John Anderson, to reconvene in Open Session at 3:22 P.M. Motion carried unanimously.

PROPOSED STIPULATIONS, FINAL DECISIONS AND ORDERS

13 MAB 012 SHUYING DING

The Board did not have a quorum sufficient to act in the above matter. No action was taken.

CASE CLOSINGS

MOTION: Cindy Spitzza moved, seconded by Barbara Yetter, to close case 12 MAB 013 (E.L.S.) for no violation (NV). Motion carried unanimously.

MOTION: Barbara Yetter moved, seconded by Cindy Spitzza, to close case 13 MAB 002 (R.A.S.) for no violation (NV). Motion carried unanimously.

MOTION: Cindy Spitzza moved, seconded by Elizabeth Krizenesky, to close case 13 MAB 005 (X.Z.) for no violation (NV). Motion carried unanimously.

MOTION: Elizabeth Krizenesky moved, seconded by John Anderson, to close case 12 MTB 017 (L.L.M.) for prosecutorial discretion (P2). Motion carried unanimously.

MOTION: Barbara Yetter moved, seconded by Cindy Spitzza, to close case 13 MAB 008 (J.W.) for prosecutorial discretion (P2). Motion carried unanimously.

VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE

MOTION: Cindy Spitzza moved, seconded by John Anderson, to affirm all Motions made and Votes taken in Closed Session. Motion carried unanimously.

RATIFICATION OF LICENSES AND CERTIFICATES

MOTION: Barbara Yetter moved, seconded by Cindy Spitzza, to delegate ratification of examination results to DSPS staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

ADJOURNMENT

MOTION: Barbara Yetter moved, seconded by John Anderson, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 3:28 P.M.