

**Meeting Minutes**  
**South Dakota Board of Massage Therapy**

Wednesday, November 17<sup>th</sup> 2021  
9:00am CDT  
Via Zoom Meeting

President Christine Ellwein called the meeting to order at 9:03 am Central.

**Board Members Present:** Christine Ellwein, Fallon Helm, Lorin Pankratz, Alvin Trace, Kallyn Reinert

**Others in attendance**

Melissa Miller, Executive Secretary, Megan Borchert, Department of Health Legal Counsel, Susan Sporrer, Department of Health, Lorena Haynes, FSMTB and Mai Lin Petrine, FSMTB

**Approval of Agenda**

Lorin Pankratz made a motion to approve Al Trace seconded. **Motion passed.**

**Open Forum**

Bridget Myers and Rhanda Heller addressed the board.

**Financials**

Presented by Melissa Miller

**Secretary Report**

Given by Executive Secretary Melissa Miller

**Meeting Dates 2022**

March 23<sup>rd</sup>, May 25<sup>th</sup>, July 27<sup>th</sup>, and November 16<sup>th</sup> from 9am-12

**Legislation Discussion**

The 2022 legislative session starts January 11<sup>th</sup>. Fallon Helm suggested more communication and consideration to continue moving the profession forward and understanding of the board's role in legislation. Susan Sporrer reminded the board that there is a process state agencies, including boards, must go through for any legislation it wishes to introduce or take a position on during the legislative session. There were questions about election of officers as required by SDCL 36-3-4. Melissa and Susan talked about the decision to not looking at fee increases until we see how this next year goes financially. Melissa said omission of election of officers was an oversight and can be added to a future meeting agenda.

**Report from FSMTB**

Lorena Haynes and Mai Lin Petrine presented FSMTB the role and mission of FSMTB.

### **Executive Session**

Fallon Helm made a motion to go into executive session pursuant to SDCL 1-25-2(3). Al Trace seconded. Motion carried. The board went into Executive Session at 10:16 am

Fallon Helm made a motion to move out of Executive Session. Kallyn Reinert seconded. Motion carried. The board moved out of executive session at 10:59 am.

### **Complaints**

Fallon Helm made a motion to dismiss complaint 2021-002. Kallyn Reinert seconds. Christine Ellwine called for a vote. Lorin Pankratz abstained. **Motion passed.**

Al Trace made a motion to dismiss complaints 2021-003 and 004. Kallyn Reinert seconded. Christine Ellwine called for a vote. Lorin Pankratz and Fallon Helm abstained. **Motion passed.**

### **Adjournment**

Fallon Helm made a motion to adjourn the meeting seconded by Lorin Pankratz. **Motion passed.**

The meeting was adjourned at 11:05am CST.

Fallon Helm, Secretary

**DRAFT**

**Meeting Minutes**  
**South Dakota Board of Massage Therapy**  
Tuesday, December 14, 2021  
1:30 pm CDT  
Via Zoom Meeting

President Christine Ellwein called the meeting to order at 1:33 pm.

**Board Members Present:** Christine Ellwein, Fallon Helm, Lorin Pankratz, Alvin Trace, Kallyn Reinert

**Others in attendance**

Melissa Miller, Executive Secretary, Susan Sporrer, Department of Health, Bridget Meyers

**Approval of Agenda**

Helm made a motion to approve the agenda with adding a discussion about unlicensed activity letters that were mailed. Trace seconded the motion. **Motion Passed.**

**Open Forum**

Bridget Myers addressed the board.

**Discussion of Cease and Desist Letters**

Reinert requested more information about letters being sent to unlicensed individuals before voting on officers. Sporrer said it is standard practice of any licensing board to send letters to individuals who may be practicing without a license when the board becomes aware of it. Miller indicated that she thought board members were aware of that practice but that going forward, she would notify the board if a letter was mailed out. Miller also reminded board members if they receive questions about a letter that has been sent out, they should direct the individual to contact the board office.

**Election of officers**

Ellwein suggested keep board members in place according to previous years positions. Pankratz made a motion to keep current board officers, no second to the motion. Pankratz made a motion to elect Ellwein as President, no second to motion. Ellwein stated that if another motion was not be made the board member would keep the same position. Pankratz suggested voting for other board positions. Helm made a motion to elect Trace as Vice President. Reinert seconded the motion. **Motion Passed.** Trace made a motion to vote Helm Secretary. Reinert seconded the motion. **Motion Passed.**

**Other Business**

Discussion was held about the President position opening in October 2022. Ellwein suggested a mentoring process with who may take over that position and board agreed that it would be a wise decision to revisit in future meetings. Sporrer provided an update on the pending board appointments.

**Adjournment**

Fallon Helm made a motion to adjourn. Reinert seconded the motion. **Motion Passed.**

Meeting was adjourned at 2:10 pm.

Fallon Helm, Secretary

DRAFT

**Meeting Minutes**  
**South Dakota Board of Massage Therapy**  
Wednesday, January 19, 2022  
10:00 pm CDT  
Via Zoom Meeting

President Christine Ellwein called the meeting to order at 10:00 a.m.

**Board Members Present:** Christine Ellwein, Fallon Helm, Lorin Pankratz, Alvin Trace, Kallyn Reinert

**Others in attendance**

Melissa Miller, Executive Secretary, Graham Oey, Legal Counsel, Ali Schaeffbauer, Jessica Doorn, James Johanneson, Bridget Meyers, Olawa Rae Bruhjell, SD School of Massage Therapy, Laura Embleton, Valerie.

**Approval of Agenda**

Pankratz made a motion to approve the agenda. Trace seconded the motion. Ellwein called for a vote. **Motion passed.**

**Open Forum**

Bridget Myers addressed the board. Miller will follow up with Meyers after the meeting.

**Executive Session**

Helm made a motion to go into executive session pursuant to SDCL 1-25-2(3). Trace seconded the motion. Ellwein called for a vote. **Motion passed.**

Board entered executive session at 10:06 a.m. Miller put Ali Schaeffbauer, Jessica Doorn, James Johanneson, Bridget Meyers, Olawa Rae Bruhjell, SD School of Massage Therapy, Laura Embleton, and Valerie into the waiting room.

Board came out of executive session at 10:20 a.m.

Miller put Ali Schaeffbauer, Jessica Doorn, James Johanneson, Bridget Meyers, Olawa Rae Bruhjell, SD School of Massage Therapy, Laura Embleton, and Valerie back into the meeting.

Pankratz made a motion to amend the consent agreement to read as follows. In paragraph 19 sub-section b. Li shall ensure appropriate evidence of completion of the education is submitted to the board with a new application and fee; and. Helm seconded to motion. Ellwein called for a vote. **Motion passed.**

Pankratz made a motion to approved consent agreement with the amendments. Reinert seconded the motion. Ellwein called for a vote. **Motion passed.**

**Adjournment**

Pankratz made a motion to adjourn. Trace seconded the motion. Ellwein called for a vote.  
**Motion passed.**

Meeting adjourned at 10:23 a.m.

Fallon Helm, Secretary

DRAFT

SD Board of Massage Therapy  
February 2022 Report

**Monthly Activity**  
**(Activity Based on Deposits in January)**

Inactive to Active	1
Temporary Permits	0
New Licensees	12
License Denial	0

**Total Licenses and Permits as of 2/24/2022**

Active Licenses	873
Temporary Permits	2
Inactive Licenses	363

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STATE OF SOUTH DAKOTA  
REVENUE SUMMARY BY BUDGET UNIT  
FOR PERIOD ENDING: 02/28/2022

EA0225R5 02/26/2022

AGENCY 09 HEALTH  
BUDGET UNIT 09211 BOARD OF MASSAGE THERAPY - INFO

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE
			COMPANY NO 6503		
			COMPANY NAME PROFESSIONAL & LICENSING BOARDS		
092110061840	6503	4293101	RENEWAL FEES	480.00	54,005.00
092110061840	6503	4293102	INACTIVE FEES	.00	650.00
092110061840	6503	4293103	TEMPORARY FEES	.00	600.00
092110061840	6503	4293104	REACTIVATION FEE	.00	455.00
092110061840	6503	4293106	APPLICATION FEES	.00	4,800.00
092110061840	6503	4293990	LICENSING FEES	65.00	3,495.00
ACCT:	4293		BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	545.00	64,005.00 *
ACCT:	42		LICENSES, PERMITS & FEES	545.00	64,005.00 **
092110061840	6503	4920045	NONOPERATING REVENUES	.00	567.35
ACCT:	4920		NONOPERATING REVENUE	.00	567.35 *
ACCT:	49		OTHER REVENUE	.00	567.35 **
CNTR:	092110061840			545.00	64,572.35 ***
CNTR:	092110061			545.00	64,572.35 ****
CNTR:	0921100			545.00	64,572.35 *****
COMP:	6503			545.00	64,572.35 *****
B UNIT:	09211			545.00	64,572.35 *****

# Remaining Authority by Object/Subobject

Expenditures current through 02/26/2022 01:20:24 PM

HEALTH -- Summary

FY 2022 Version -- AS -- Budgeted and Informational

FY Remaining: 34.2 %

09211 Board of Massage Therapy - Info	Operating	Expenditures	Encumbrances	Commitments	Remaining	PCT AVL
<b>EMPLOYEE SALARIES</b>						
5101010 F-t Emp Sal & Wages	0	20,844	0	0	-20,844	0.0
5101030 Board & Comm Mbrs Fees	1,537	1,140	0	0	397	25.8
<b>Subtotal</b>	<b>1,537</b>	<b>21,984</b>	<b>0</b>	<b>0</b>	<b>-20,447</b>	<b>0.0</b>
<b>EMPLOYEE BENEFITS</b>						
5102010 Oasi-employer's Share	180	1,594	0	0	-1,414	0.0
5102020 Retirement-er Share	0	1,251	0	0	-1,251	0.0
5102060 Health Insurance-er Share	0	4,526	0	0	-4,526	0.0
5102080 Worker's Compensation	0	31	0	0	-31	0.0
5102090 Unemployment Compensation	0	2	0	0	-2	0.0
<b>Subtotal</b>	<b>180</b>	<b>7,404</b>	<b>0</b>	<b>0</b>	<b>-7,224</b>	<b>0.0</b>
<b>51 Personal Services</b>						
<b>Subtotal</b>	<b>1,717</b>	<b>29,388</b>	<b>0</b>	<b>0</b>	<b>-27,671</b>	<b>0.0</b>
<b>TRAVEL</b>						
5203010 Auto-state Owned-in State	0	11	0	0	-11	0.0
5203030 Auto-priv (in-st.) H/rte	1,200	0	0	0	1,200	100.0
5203100 Lodging/in-state	400	0	0	0	400	100.0
5203140 Meals/taxable/in-state	150	0	0	0	150	100.0
<b>Subtotal</b>	<b>1,750</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>1,739</b>	<b>99.4</b>
<b>CONTRACTUAL SERVICES</b>						
5204010 Subscriptions	0	20	0	0	-20	0.0
5204020 Dues & Membership Fees	854	42	0	0	812	95.1
5204050 Computer Consultant	10,400	1,010	8,105	0	1,285	12.4
5204080 Legal Consultant	9,727	121	0	0	9,606	98.8
5204090 Management Consultant	53,500	575	9,425	0	43,500	81.3
5204130 Other Consulting	3,000	2,374	126	0	500	16.7
5204180 Computer Services-state	0	1,089	0	0	-1,089	0.0
5204181 Computer Services-state	0	10	0	0	-10	0.0
5204200 Central Services	0	1,395	0	0	-1,395	0.0
5204204 Central Services	0	276	0	0	-276	0.0
5204207 Central Services	0	690	0	0	-690	0.0
5204220 Equipment Serv & Maint	0	49	0	0	-49	0.0
5204230 Janitorial & Maint Serv	0	3	0	0	-3	0.0
5204360 Advertising-newspaper	1,040	0	0	0	1,040	100.0
5204490 Rents-private Owned Prop.	0	1,177	0	0	-1,177	0.0

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09211 Board of Massage Therapy - Info						PCT
Subobject	Operating	Expenditures	Encumbrances	Commitments	Remaining	AVL
5204530 Telecommunications Svcs	0	374	0	0	-374	0.0
5204540 Electricity	0	84	0	0	-84	0.0
5204550 Garbage & Sewer	0	10	0	0	-10	0.0
5204590 Ins Premiums & Surety Bds	525	0	0	0	525	100.0
5204960 Other Contractual Service	1,200	1,087	0	0	113	9.4
<b>Subtotal</b>	<b>80,246</b>	<b>10,386</b>	<b>17,656</b>	<b>0</b>	<b>52,204</b>	<b>65.1</b>
<b>SUPPLIES &amp; MATERIALS</b>						
5205020 Office Supplies	0	450	0	0	-450	0.0
5205310 Printing-state	0	467	0	0	-467	0.0
5205350 Postage	0	1,178	0	0	-1,178	0.0
5205510 Heating & Cooking Fuels	0	8	0	0	-8	0.0
<b>Subtotal</b>	<b>0</b>	<b>2,103</b>	<b>0</b>	<b>0</b>	<b>-2,103</b>	<b>0.0</b>
<b>52 Operating</b>						
<b>Subtotal</b>	<b>81,996</b>	<b>12,500</b>	<b>17,656</b>	<b>0</b>	<b>51,840</b>	<b>63.2</b>
<b>Total</b>	<b>83,713</b>	<b>41,888</b>	<b>17,656</b>	<b>0</b>	<b>24,169</b>	<b>28.9</b>