

MEETING AGENDA
SOUTH DAKOTA BOARD OF MASSAGE THERAPY

Wednesday, January 22, 2025
9:00 am CST

The meeting will be held via Microsoft Teams
Click here to join the meeting:

[Join Teams Meeting](#)

Or Call: 1-605-679-7263, ID 278 006 025#

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Open Forum
5. Approval of the Draft Minutes (December 5, 2024)
6. Executive Secretary Report
 - Financial Report for the Month Ending December 31, 2024
 - Office Procedures & Policies
 - Request for Board Approval of a Policy for Investigative Committee to Dismiss a Complaint in Compliance with SDCL 36-1C-4
7. Review of Complaint Process – Steve Blair
8. Report of Round-Table Discussions Regarding Possible Legislation for 2025 – Fallon Helm & Kallyn Reinert
9. Executive Session
 - Review Application T10978 (SDCL 1-25-2(3) & 1-27-1.5(5))
 - Dismissal of Complaint 2025-001
 - Communication with legal counsel (SDCL 1-25-2(3))
10. Upcoming Meetings
 - Applicant Requested a Hearing - Set Hearing Date
 - Next Regularly Scheduled Meeting – April 23, 2025 -- Proposed Agenda Items
11. Adjourn

SOUTH DAKOTA BOARD OF MASSAGE THERAPY MEETING MINUTES

Wednesday, December 5, 2024

Via Microsoft Teams

1. Call to Order

President Fallon Helm called the meeting to order at 9:08 am CST. Members of the public could join the meeting via Microsoft Teams or tele-conferencing.

2. Roll Call

President Fallon Helm read the roll and a quorum was established.

Members Present: Fallon Helm – via Teams Meeting
Kallyn Reinert – via Teams Meeting
Thor Thonvold – via Teams Meeting

Members Absent: Al Trace

Others Present: Kate Boyd, Executive Secretary – via Teams Meeting
Steve Blair Staff Legal Counsel – via Teams Meeting

Guests Present: N/A

3. Approval of Agenda

A motion was made by Kallyn Reinert, seconded by Thor Thonvold, to approve the agenda as presented. **MOTION PASSED.** Roll Call Vote (Helm yea; Reinert yea; Thonvold yea)

4. Open Forum

No members of the public were present to address the board during open forum.

5. Approval of November 20, 2024 Meeting Minutes

Kallyn Reinert made a motion, seconded by Thor Thonvold, to approve the minutes of the November 20, 2024 meeting. **MOTION PASSED.** Roll Call Vote (Helm yea; Reinert yea; Thonvold yea)

6. Executive Session

Application T-10965

Fallon Helm made a motion, seconded by Kallyn Reinert, to go into Executive Session for purposes of reviewing Application T-10965 for approval or denial. **MOTION PASSED.** Roll Call Vote (Helm yea; Reinert yea; Thonvold yea)

Executive Session began at 9:10 am.

Executive Session ended at 9:14 am.

Fallon Helm made a motion, seconded by Thor Thonvold, to approve application T10965. **MOTION PASSED.** Roll Call Vote (Helm yea; Reinert yea; Thonvold yea)

7. Next Meeting

It was noted that the next Board meeting will be held via Teams on January 22, 2025 at 9:00 am.

8. Adjourn

Kallyn Reinert made a motion, seconded by Thor Thonvold to adjourn. **MOTION PASSED.** Roll Call Vote (Helm yea; Reinert yea; Thonvold yea)

The meeting was adjourned at 9:15 am.

Respectfully submitted,

Executive Secretary Kate Boyd and Secretary Thor Thonvold

Dec 2024

BA20JB60

MONTHLY

PAGE 1,623

BUDGET UNIT 09211

DATE 01/04/2025

AVAILABLE FUNDS
AS OF: 12/31/2024
FY YEAR REMAINING: 50.0%
PAY DAYS REMAINING: 12

BUDGET UNIT NAME BOARD OF MESSAGE THERAPY - INFO

COMP	ORIGINAL APPROPRIATION	APPROPRIATION TRANSFERS	YEAR-TO-DATE COMMITMENTS	YEAR-TO-DATE ENCUMBRANCES	YEAR-TO-DATE EXPENDITURES	AVAILABLE APPROPRIATIONS	CASH BALANCE
6503-I	128,763.00	0.00	0.00	39,703.92	45,719.90	43,339.18	38,811.66
BUDGETED TOT	128,763.00	0.00	0.00	39,703.92	45,719.90	43,339.18	
ALL COMP TOT	128,763.00	0.00	0.00	39,703.92	45,719.90	43,339.18	

TOTAL BUDGETED:

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101 EMPLOYEE SALARIES	50,019.00	0.00	0.00	498.00	5,492.00	44,527.00	89.0
5102 EMPLOYEE BENEFITS	9,147.00	0.00	0.00	38.10	420.13	8,726.87	95.4
5203 TRAVEL	3,371.00	0.00	0.00	0.00	0.00	3,371.00	100.0
5204 CONTRACTUAL SVCS	63,226.00	0.00	39,703.92	1,236.90	38,230.64	14,708.56	0.0
5205 SUPPLIES & MATRLS	2,700.00	0.00	0.00	429.64	1,577.13	1,122.87	41.6
5207 CAPITAL OUTLAY	300.00	0.00	0.00	0.00	0.00	300.00	100.0
TOTALS	128,763.00	0.00	39,703.92	2,202.64	45,719.90	43,339.18	33.7

BREAKOUT BY COMPANY:

COMPANY 6503-I PROFESSIONAL & LICENSING BOARDS

OBJECT OF EXPENDITURE	AMOUNT BUDGETED	COMMITMENTS YEAR-TO-DATE	ENCUMBRANCES YEAR-TO-DATE	MONTHLY EXPENDITURES	YEAR-TO-DATE	BUDGET AVAILABLE	PCT AVL
5101000 EMPLOYEE SALARIES	50,019.00	0.00	0.00	498.00	5,492.00	44,527.00	89.0
5102000 EMPLOYEE BENEFITS	9,147.00	0.00	0.00	38.10	420.13	8,726.87	95.4
5203000 TRAVEL	3,371.00	0.00	0.00	0.00	0.00	3,371.00	100.0
5204000 CONTRACTUAL SVCS	63,226.00	0.00	39,703.92	1,236.90	38,230.64	14,708.56	0.0
5205000 SUPPLIES & MATRLS	2,700.00	0.00	0.00	429.64	1,577.13	1,122.87	41.6
5207000 CAPITAL OUTLAY	300.00	0.00	0.00	0.00	0.00	300.00	100.0
PS SUBTOTALS	59,166.00	0.00	0.00	536.10	5,912.13	53,253.87	90.0
OE SUBTOTALS	69,597.00	0.00	39,703.92	1,666.54	39,807.77	9,914.69	0.0
COMPANY 6503-I TOT	128,763.00	0.00	39,703.92	2,202.64	45,719.90	43,339.18	33.7

AGENCY: 09 HEALTH
BUDGET UNIT: 09211 BOARD OF MESSAGE THERAPY - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	092100061840	1140000	38,811.66	DR	BOARD OF MESSAGE THERAPY
COMPANY/SOURCE TOTAL 6503 618			38,811.66	DR *	
COMP/BUDG UNIT TOTAL 6503 09211			38,811.66	DR **	
BUDGET UNIT TOTAL 09211			38,811.66	DR ***	

STATE OF SOUTH DAKOTA
REVENUE SUMMARY BY BUDGET UNIT
FOR PERIOD ENDING: 12/31/2024

AGENCY	09	HEALTH	BOARD OF MASSAGE THERAPY - INFO			YEAR-TO-DATE
BUDGET UNIT	09211	09211	09211	09211	09211	09211
CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
COMPANY NO	6503					
COMPANY NAME	PROFESSIONAL & LICENSING BOARDS					
092110061840	6503	4293101	RENEWAL FEES	430.00-	57,785.00	
092110061840	6503	4293102	INACTIVE FEES	.00	1,000.00	
092110061840	6503	4293103	TEMPORARY FEES	.00	200.00	
092110061840	6503	4293104	REACTIVATION FEE	65.00	130.00	
092110061840	6503	4293106	APPLICATION FEES	1,000.00	3,300.00	
092110061840	6503	4293990	LICENSING FEES	585.00	2,145.00	
ACCT: 4293			BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	1,220.00	64,560.00	*
ACCT: 42			LICENSES, PERMITS & FEES	1,220.00	64,560.00	**
092110061840	6503	4595001	MISC INCOME COPIES-LISTS	.00	300.00	
ACCT: 4595				.00	300.00	*
ACCT: 45			CHARGES FOR SALES & SERVICES	.00	300.00	**
092110061840	6503	4920045	NONOPERATING REVENUES	.00	1,643.13	
ACCT: 4920			NONOPERATING REVENUE	.00	1,643.13	*
ACCT: 49			OTHER REVENUE	.00	1,643.13	**
CNTR: 092110061840				1,220.00	66,503.13	***
CNTR: 092110061				1,220.00	66,503.13	****
CNTR: 0921100				1,220.00	66,503.13	*****
COMP: 6503				1,220.00	66,503.13	*****
B UNIT: 09211				1,220.00	66,503.13	*****

STATE OF SOUTH DAKOTA
MONTHLY REVENUE AND JOURNAL VOUCHER REPORT
FOR PERIOD ENDING: 12/31/2024

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

COMP CENTER	ACCOUNT	DOCUMENT ID	POST DATE	APPROVAL, VENDOR, OR PO #	EFFECT DATE	AMOUNT	DR CR	
COMPANY NO 6503								
COMPANY NAME PROFESSIONAL & LICENSING BOARDS								
6503	092110061840	4293101	12/18/2024	387097	12/13/2024	890.00	DR	
6503	092110061840	4293101	12/18/2024	387097	12/13/2024	890.00	CR	
6503	092110061840	4293101	12/18/2024	387097	12/13/2024	890.00	CR	
6503	092110061840	4293101	12/27/2024	387751	12/20/2024	165.00	DR	
6503	092110061840	4293101	12/27/2024	387751	12/20/2024	165.00	CR	
6503	092110061840	4293101	12/27/2024	387798	12/20/2024	165.00	DR	
6503	092110061840	4293101	12/27/2024	387798	12/23/2024	165.00	CR	
6503	092110061840	4293101	12/27/2024	387798	12/23/2024	165.00	CR	
6503	092110061840	4293101	12/04/2024		12/04/2024	430.00	DR	
6503	092110061840	4293106	12/04/2024		12/04/2024	300.00	CR	
6503	092110061840	4293990	12/04/2024		12/04/2024	130.00	CR	
6503	092110061840	4293101	01/03/2025		12/31/2024	1,220.00	DR	
6503	092110061840	4293104	01/03/2025		12/31/2024	65.00	CR	
6503	092110061840	4293106	01/03/2025		12/31/2024	700.00	CR	
6503	092110061840	4293990	01/03/2025		12/31/2024	455.00	CR	
TOTAL ACCOUNT GROUP NET CHANGE							1,220.00	CR *
6503	092110061840	520531000000000000	12/11/2024		12/03/2024	263.75	DR	
6503	092110061840	520418000000000000	12/27/2024		12/18/2024	321.25	DR	
6503	092110061840	520496000000000000	12/06/2024	F25984	12/02/2024	9.30	DR	
6503	092110061840	520496000000000000	12/06/2024	F25984	12/02/2024	9.30	DR	
6503	092110061840	520496000000000000	12/06/2024	F25984	12/02/2024	9.30	DR	
6503	092110061840	520420000000000000	12/11/2024		12/02/2024	313.19	CR	
6503	092110061840	520420000000000000	12/11/2024		12/02/2024	406.76	DR	
6503	092110061840	520535000000000000	12/27/2024		12/16/2024	165.89	DR	
6503	092110061840	520453000000000080	01/01/2025		12/24/2024	7.50	DR	
6503	092110061840	520420700000000000	12/11/2024		12/03/2024	178.90	DR	
TOTAL ACCOUNT GROUP NET CHANGE							1,666.54	DR *
TOTAL COMPANY--NET CHANGE							446.54	DR **

STATE OF SOUTH DAKOTA
MONTHLY EXPENDITURE REPORT
FOR PERIOD ENDING: 12/31/2024

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

COMP	CENTER	ACCOUNT	DOCUMENT NUMBER	POSTING DATE	JV APPVL #, OR PAYMENT #	SHORT NAME	VENDOR NUMBER	VENDOR GROUP	AMOUNT	DR/ CR
	COMPANY NO 6503									
	COMPANY NAME PROFESSIONAL & LICENSING BOARDS									
6503	092110061840	510103000000000000	CGEX241211	12/18/2024					498.00	DR **
	OBJSUB: 5101030								498.00	DR ***
	OBJECT: 5101 EMPLOYEE SALARIES								498.00	DR ***
6503	092110061840	510201000000000000	CGEX241211	12/18/2024					38.10	DR **
	OBJSUB: 5102010								38.10	DR ***
	OBJECT: 5102 EMPLOYEE BENEFITS								38.10	DR ***
	GROUP: 51 PERSONAL SERVICES								536.10	DR ***
6503	092110061840	520418000000000000	DP5111088	12/27/2024					321.25	DR **
	OBJSUB: 5204180								321.25	DR **
6503	092110061840	520420000000000000	FM509072	12/11/2024					313.19	DR **
	OBJSUB: 5204200								313.19	DR **
6503	092110061840	520420000000000000	FM509073	12/11/2024					406.76	DR **
	OBJSUB: 5204200								406.76	DR **
6503	092110061840	520420700000000000	PL5111055	12/11/2024					178.90	DR **
	OBJSUB: 5204207								178.90	DR **
6503	092110061840	520453000000000000	PCEX006005	01/01/2025					7.50	DR **
	OBJSUB: 5204530								7.50	DR **
6503	092110061840	520496000000000000	D0950435	12/06/2024	F25984				9.30	DR **
	OBJSUB: 5204960				F25984				9.30	DR **
6503	092110061840	520496000000000000	D0950435	12/06/2024	F25984				9.30	DR **
	OBJSUB: 5204960				F25984				9.30	CR
	OBJECT: 5204960								9.30	CR
	GROUP: 5204 CONTRACTUAL SERVICES								9.30	DR **
6503	092110061840	520531000000000000	CD511030	12/11/2024					1,236.90	DR ***
	OBJSUB: 5205310								1,236.90	DR ***
6503	092110061840	520535000000000000	MS511041	12/27/2024					263.75	DR **
	OBJSUB: 5205350								263.75	DR **
	OBJECT: 5205 SUPPLIES & MATERIALS								165.89	DR **
	GROUP: 52 OPERATING EXPENSES								165.89	DR **
	COMP: 6503								429.64	DR ***
	CNTR: 092110061840								429.64	DR ***
	CNTR: 092110061								1,666.54	DR ***
	CNTR: 0921100								1,666.54	DR ***
	B. UNIT: 09211								2,202.64	DR *
									2,202.64	DR *****
									2,202.64	DR *****
									2,202.64	DR *****
									2,202.64	DR *****

STATE OF SOUTH DAKOTA
 MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
 FOR PERIOD ENDING: 12/31/2024

BA0215V1 01/04/2025

AGENCY BUDGET CENTER-5	09 09211	HEALTH BOARD OF MASSAGE THERAPY - INFO	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
COMPANY NO 6503 COMPANY NAME PROFESSIONAL & LICENSING BOARDS								
092110061840	6503	510103000000000000	6503	510103000000000000	BOARD & COMM MBRS FEES	498.00	5,492.00	*
ACCT: 5101		EMPLOYEE SALARIES				498.00	5,492.00	*
092110061840	6503	510201000000000000	6503	510201000000000000	OASI-EMPLOYER'S SHARE	38.10	420.13	**
ACCT: 5102		EMPLOYEE BENEFITS				38.10	420.13	**
ACCT: 51		PERSONAL SERVICES				536.10	5,912.13	**
092110061840	6503	520408000000000000	6503	520408000000000000	LEGAL CONSULTANT	.00	747.50	
092110061840	6503	520409000000000000	6503	520409000000000000	MANAGEMENT CONSULTANT	.00	32,247.85	
092110061840	6503	520418000000000000	6503	520418000000000000	COMPUTER SERVICES-STATE	321.25	1,927.50	
092110061840	6503	520420000000000000	6503	520420000000000000	CENTRAL SERVICES	719.95	1,286.94	
092110061840	6503	520420400000000000	6503	520420400000000000	RECORDS MGMT SERVICES	.00	224.92	
092110061840	6503	520420700000000000	6503	520420700000000000	HUMAN RESOURCES SERVICES	178.90	357.82	
092110061840	6503	520453000000000080	6503	520453000000000080	TELECOMMUNICATIONS SRVCS	7.50	65.00	
092110061840	6503	520496000000000000	6503	520496000000000000	OTHER CONTRACTUAL SERVICE	9.30	1,373.11	
ACCT: 5204 CONTRACTUAL SERVICES 092110061840 6503 520502000000000000 OFFICE SUPPLIES 092110061840 6503 520531000000000000 PRINTING-STATE 092110061840 6503 520535000000000000 POSTAGE								
ACCT: 5205		SUPPLIES & MATERIALS				429.64	1,577.13	*
ACCT: 52		OPERATING EXPENSES				1,666.54	39,807.77	**
COMP: 6503		PROFESSIONAL & LICENSING BOARDS				2,202.64	45,719.90	***
CENTER: 092110061840						2,202.64	45,719.90	****
B UNIT: 09211						2,202.64	45,719.90	*****

AGENDA ITEM 6 – DISMISSAL OF A COMPLAINT

As Executive Secretary, I, Kate Boyd, request that the Board pass a motion to allow the investigative committee to dismiss a complaint in compliance with the second paragraph of SDCL 36-1C-4, shown below.

Note: As required, a member of the board is appointed as the investigator on each complaint.

36-1C-4. Investigation--Dismissal permitted.

Upon completion of the investigation, the investigating committee shall recommend to the agency whether the complaint should be dismissed for lack of probable cause, resolved by informal disposition, or settled by a formal hearing. The failure of an applicant or licensee to comply with the investigation is grounds for denial of the application or disciplinary action.

An agency may allow the investigative committee to dismiss a complaint. Any dismissal by the investigative committee must be reported to the agency at its next scheduled meeting or within thirty days, whichever is shorter.

An investigative committee includes the agency's legal counsel.

Source: SL 2021, ch 168, § 4.