



**TELECONFERENCE/VIRTUAL MEETING
MASSAGE THERAPY AND BODYWORK THERAPY
AFFILIATED CREDENTIALING BOARD
Room 121C, 1400 East Washington Avenue, Madison
Contact: Tom Ryan (608) 266-2112
February 2, 2016**

The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Board.

AGENDA

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A) Adoption of Agenda (1-3)**
- B) Approval of Minutes of November 17, 2015 (4-6)**
- C) Administrative Updates**
 - 1) Appointments/Reappointments/Confirmations
 - 2) Department and Staff Updates
 - 3) Board Members – Term Expiration Dates
 - a) Darlene Campo – 07/01/2018
 - b) Elizabeth Krizenesky – 07/01/2018
 - c) Sharon Pollock – 07/01/2018
 - d) Mark Richardson – 07/01/2018
 - e) Barbara Yetter – 07/01/2014
 - 4) Wis. Stat. s 15.085 (3)(b) – Biannual Meeting with the Medical Examining Board
 - 5) Informational Items
- D) Elections, Appointments, Reappointments, Confirmations, and Committee, Panel and Liaison Appointments (7-11)**
- E) Legislative/Administrative Rule Matters**
 - 1) Assembly Health Committee Informational Hearing Report – Review of Betsy Krizenesky’s Comments (**12**)
 - 2) Senate Bill 568 – Board Review (**13**)
 - 3) Update on Pending Legislation and Possible and Pending Rulemaking Projects
- F) National Conference of State Legislatures (NCSL) Partnership Project on Telehealth: Telehealth Policy Trends and Considerations (14)**
- G) Federation of State Massage Therapy Boards (FSMTB) Matters (15-22)**

- 1) FSMTB Strategic Planning Survey
- H) Speaking Engagements, Travel, or Public Relation Requests, and Reports
- I) **Informational Items (23)**
 - 1) White House Report on Occupational Licensing
- J) Items Added After Preparation of Agenda:
 - 1) Introductions, Announcements and Recognition
 - 2) Administrative Updates
 - 3) Education and Examination Matters
 - 4) Credentialing Matters
 - 5) Practice Matters
 - 6) Legislation/Administrative Rule Matters
 - 7) Liaison Report(s)
 - 8) Nominations, Elections, and Appointments
 - 9) Informational Item(s)
 - 10) Disciplinary Matters
 - 11) Presentations of Petition(s) for Summary Suspension
 - 12) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
 - 13) Presentation of Proposed Decisions
 - 14) Presentation of Interim Order(s)
 - 15) Petitions for Re-Hearing
 - 16) Petitions for Assessments
 - 17) Petitions to Vacate Order(s)
 - 18) Petitions for Designation of Hearing Examiner
 - 19) Requests for Disciplinary Proceeding Presentations
 - 20) Motions
 - 21) Petitions
 - 22) Appearances from Requests Received or Renewed
 - 23) Speaking Engagement(s), Travel, or Public Relation Request(s), and Reports
- K) Public Comments

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.).

- L) **Credentialing Matters**
 - 1) Full Board Review – Claire Morkin **(24-39)**
- M) **Deliberation on Division of Legal Services and Compliance (DLSC) Matters**
 - 1) Monitoring
 - 2) Administrative Warnings
 - 3) **Proposed Stipulations, Final Decisions and Orders**
 - a) 14 MAB 008 – Libo Liu **(40-45)**
 - 4) Case Closures
- N) Deliberation of Items Added After Preparation of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) Disciplinary Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petition(s) for Summary Suspensions
- 7) Proposed Stipulations, Final Decisions and Orders
- 8) Administrative Warnings
- 9) Proposed Decisions
- 10) Matters Relating to Costs
- 11) Complaints
- 12) Case Closings
- 13) Case Status Report
- 14) Petition(s) for Extension of Time
- 15) Proposed Interim Orders
- 16) Petitions for Assessments and Evaluations
- 17) Petitions to Vacate Orders
- 18) Remedial Education Cases
- 19) Motions
- 20) Petitions for Re-Hearing
- 21) Appearances from Requests Received or Renewed

O) Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

P) Open Session Items Noticed Above not Completed in the Initial Open Session

Q) Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

R) Delegation of Ratification of Examination Results and Ratification of Licenses and Certificates

ADJOURNMENT

NEXT MEETING DATE JULY 19, 2016

**MASSAGE THERAPY AND BODYWORK THERAPY
AFFILIATED CREDENTIALING BOARD
TELECONFERENCE/VIRTUAL MEETING MINUTES
November 17, 2015**

PRESENT: Darlene Campo, Elizabeth Krizenesky (*via GoToMeeting,*) Sharon Pollock(*via Phone,*)
Mark Richardson, Barbara Yetter (*via GoToMeeting*)

STAFF: Tom Ryan, Executive Director; Nifty Lynn Dio, Bureau Assistant, and other Department
Staff

CALL TO ORDER

Elizabeth Krizenesky, Chair, called the meeting to order at 9:01 a.m. A quorum of five (5) members was confirmed.

ADOPTION OF AGENDA

Amendments to the Agenda

- *Correction: The Board will be addressing M.2 & M.3 before M.1*

MOTION: Barbara Yetter moved, seconded by Darlene Campo, to adopt the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES

Approval of Minutes

- *Correction: Remove Sharon Pollock and add Mark Richardson to Screening Panel*

MOTION: Darlene Campo moved, seconded by Barbara Yetter, to approve the minutes of September 8, 2015 as amended. Motion carried unanimously.

LEGISLATIVE/ADMINISTRATIVE RULE MATTERS

Potential Scope Statement Regarding Approved Education and Exams

MOTION: Darlene Campo moved, seconded by Mark Richardson, to request DSPTS staff draft a scope statement revising MTBT 2 and 3 relating to Approved Education and Exams, and authorize the Chair to approve for submission to the Governor's Office and publication, and to authorize the Chair to approve the scope statement for implementation no less than 10 days after publication. Motion carried unanimously.

CLOSED SESSION

MOTION: Barbara Yetter moved, seconded by Darlene Campo, 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: Darlene Campo – yes; Elizabeth Krizenesky – yes; Sharon Pollock – yes; Mark Richardson – yes; Barbara Yetter – yes. Motion carried unanimously.

The Board convened into Closed Session at 10:15 a.m.

RECONVENE TO OPEN SESSION

MOTION: Barbara Yetter moved, seconded by Darlene Campo, to reconvene in Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 10:19 a.m.

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

MOTION: Sharon Pollock moved, seconded by Mark Richardson, to affirm all Motions made and Votes taken in Closed Session. Motion carried unanimously.

DELIBERATION ON PROPOSED STIPULATIONS, FINAL DECISIONS AND ORDERS

15 MAB 004 – Kent A. Blystone

MOTION: Darlene Campo moved, seconded by Barbara Yetter, to accept the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Kent A. Blystone, DLSC case number 15 MAB 004. Motion carried unanimously.

15 MAB 010 – Nolan T. Lee

MOTION: Barbara Yetter moved, seconded by Mark Richardson, to accept the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Nolan T. Lee, DLSC case number 15 MAB 010. Motion carried unanimously.

14 MAB 005 – Cynthia A. Mateja

MOTION: Darlene Campo moved, seconded by Mark Richardson, to accept the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Cynthia A. Mateja, DLSC case number 14 MAB 005. Motion carried unanimously.

RATIFICATION OF LICENSES AND CERTIFICATES

MOTION: Mark Richarson moved, seconded by Sharon Pollock, to delegate ratification of examination results to DSPS staff and to delegate and ratify all licenses and certificates as issued. Motion carried unanimously.

ADJOURNMENT

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

The meeting adjourned at 10:21 a.m.

DRAFT

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Nifty Lynn Dio, Bureau Assistant		2) Date When Request Submitted: 12/23/15 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting									
3) Name of Board, Committee, Council, Sections: Massage Therapy and Bodywork Therapy Affiliated Credentialing Board											
4) Meeting Date: 02/02/2016	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Updates 1. Election of Officers 2. Liaison Appointments and Delegated Authorities									
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A									
10) Describe the issue and action that should be addressed: 1. Elect Officers for 2016 2. The Chair Appoints Liaisons 3. The Board should consider continuation or modification of previously delegated authorities											
11) Authorization <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">Nifty Lynn Dio</td> <td style="width: 40%; border-bottom: 1px solid black; text-align: right;">12/23/15</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Signature of person making this request</td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Supervisor (if required)</td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date</td> </tr> </table>				Nifty Lynn Dio	12/23/15	Signature of person making this request	Date	Supervisor (if required)	Date	Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date	
Nifty Lynn Dio	12/23/15										
Signature of person making this request	Date										
Supervisor (if required)	Date										
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date											
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.											

Massage Therapy and Bodywork Therapy

2015 ELECTION RESULTS	
Board Chair	Elizabeth Krizenesky
Vice Chair	Darlene Campo
Secretary	Barbara Yetter

APPOINTMENT OF LIAISONS

2015 LIAISON APPOINTMENTS	
Credentialing Liaison	Darlene Campo <i>Alternate: Sharon Pollock</i>
DLSC Liaison	Barbara Yetter <i>Alternate: Mark Richardson</i>
Monitoring Liaison	Barbara Yetter <i>Alternate: Darlene Campo</i>
Education and Exams Liaison	Darlene Campo <i>Alternate: Mark Richardson</i>
Legislative Liaison	Barbara Yetter <i>Alternate: Elizabeth Krizenesky</i>
Travel Liaison	Elizabeth Krizenesky <i>Alternate: Darlene Campo</i>
Website Liaison	Elizabeth Krizenesky <i>Alternate: Darlene Campo</i>
Rules Liaison	Elizabeth Krizenesky <i>Alternate: Darlene Campo</i>
Professional Assistance Procedure Liaison	Barbara Yetter <i>Alternate: Darlene Campo</i>
Screening Panel	Darlene Campo, Barbara Yetter, Mark Richardson

DELEGATED AUTHORITY MOTIONS

MOTION: Darlene Campo 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, to fill vacant appointment positions,

and to act where 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 Darlene Campo, that the Board delegates authority to the Chair, highest ranking officer, or longest serving member of the Board, 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 to the Board's Executive Director for purposes of facilitating the completion of assignments during or between meetings. Motion carried unanimously.

MOTION: Barbara Yetter moved, seconded by John Anderson, that Board Counsel or another Department attorney is formally authorized to serve as the Board's designee for purposes of Wis. Admin. Code § SPS 1.08(1). Motion carried unanimously.

The Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor document was amended by removing the second part of number 7, "This addition was initiated and approved by the Medical Examining Board in October 2014. The Liaison may choose to defer a particular request to the full Board/Section for review if needed".

MOTION: Darlene Campo moved, seconded by Barbara Yetter, to adopt the 'Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor' document as amended. Motion carried unanimously.

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Kelley Sankbeil Monitoring Supervisor Division of Legal Services and Compliance		2) Date When Request Submitted: January 9, 2016 Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 													
3) Name of Board, Committee, Council, Sections: Massage Therapy and Bodywork Therapy Affiliated Credentialing Board															
4) Meeting Date: February 2, 2016	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Delegation of Authority to Monitoring Liaison and Department Monitor													
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:													
10) Describe the issue and action that should be addressed: Delegated Authority Motion: <i>“ _____ moved, seconded by _____ to adopt/reject the Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor document as presented in today’s agenda packet.”</i>															
<table style="width: 100%; border: none;"> <tr> <td style="width: 10%; border: none;">11)</td> <td style="width: 60%; border: none; text-align: center;"> </td> <td style="width: 30%; border: none; text-align: center;"> Authorization January 9, 2016 </td> </tr> <tr> <td style="border: none;">Signature of person making this request</td> <td style="border: none;"></td> <td style="border: none; text-align: center;">Date</td> </tr> <tr> <td style="border: none;">Supervisor (if required)</td> <td style="border: none;"></td> <td style="border: none; text-align: center;">Date</td> </tr> <tr> <td style="border: none;">Executive Director signature (indicates approval to add post agenda deadline item to agenda)</td> <td style="border: none;"></td> <td style="border: none; text-align: center;">Date</td> </tr> </table>				11)		Authorization January 9, 2016	Signature of person making this request		Date	Supervisor (if required)		Date	Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date
11)		Authorization January 9, 2016													
Signature of person making this request		Date													
Supervisor (if required)		Date													
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Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor

The Monitoring Liaison (“Liaison”) is a Board/Section designee who works with department monitors to enforce Board/Section orders as explained below.

Current Authorities Delegated to the Monitoring Liaison

The Liaison may take the following actions on behalf of the Board/Section:

1. Grant a temporary reduction in random drug screen frequency upon Respondent’s request if he/she is unemployed and is otherwise compliant with Board/Section order. The temporary reduction will be in effect until Respondent secures employment in the profession. The Department Monitor (“Monitor”) will draft an order and sign on behalf of the Liaison.
2. Grant a stay of suspension if Respondent is eligible per the Board/Section order. The Monitor will draft an order and sign on behalf of the Liaison.
3. Remove the stay of suspension if there are repeated violations or a substantial violation of the Board/Section order. In conjunction with removal of any stay of suspension, the Liaison may prohibit Respondent from seeking reinstatement of the stay for a specified period of time. The Monitor will draft an order and sign on behalf of the Liaison.
4. Grant or deny approval when Respondent proposes continuing/remedial education courses, treatment providers, mentors, supervisors, change of employment, etc. unless the order specifically requires full-Board/Section approval.
5. Grant a maximum of one 90-day extension, if warranted and requested in writing by Respondent, to complete Board/Section-ordered continuing education.
6. Grant a maximum of one extension or payment plan for proceeding costs and/or forfeitures if warranted and requested in writing by Respondent.
7. Grant full reinstatement of licensure if Respondent has fully complied with all terms of the order without deviation. The Monitor will draft an order and obtain the signature or written authorization from the Liaison.
- 8. Grant or deny a request to appear before the Board/Section in closed session.**

Current Authorities Delegated to the Department Monitor

The Monitor may take the following actions on behalf of the Board/Section, draft an order and sign:

1. Grant full reinstatement of licensure if CE is the sole condition of the limitation and Respondent has submitted the required proof of completion for approved courses.
2. Suspend the license if Respondent has not completed Board/Section-ordered CE and/or paid costs and forfeitures within the time specified by the Board/Section order. The Monitor may remove the suspension and issue an order when proof completion and/or payment have been received.

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request:		2) Date When Request Submitted: 1/5/2016	
		Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Massage Therapist and Bodywork Therapist Affiliated Credentialing Board			
4) Meeting Date: 2/2/2016	5) Attachments: x Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Assembly Health Committee Informational Hearing Report – Betsy Krizenesky	
7) Place Item in: x Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing? No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Report from Assembly Health Committee’s Informational Hearing, Wednesday, Jan. 13, re: Massage Therapy and Bodywork Therapy Affiliated Credentialing Board MTBT 1 Authority, intent and definitions MTBT 2 Application MTBT 3 Education MTBT 4 Requirements for renewal			
11) Authorization			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Bureau Director signature (indicates approval to add post agenda deadline item to agenda)		Date	

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request:		2) Date When Request Submitted: 1/21/2015	
		Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Massage Therapy and Bodywork Therapy Affiliated Credentialing Board			
4) Meeting Date: 2/2/2016	5) Attachments: x Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Senate Bill 568 – Board Review	
7) Place Item in: x Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing? No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Board Review: http://docs.legis.wisconsin.gov/2015/related/proposals/sb568			
11) Authorization			
Signature of person making this request			Date
Supervisor (if required)			Date
Bureau Director signature (indicates approval to add post agenda deadline item to agenda)			Date

**State of Wisconsin
Department of Safety & Professional Services**

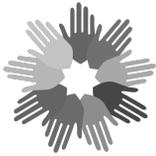
AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Nifty Lynn Dio, Bureau Assistant		2) Date When Request Submitted: 12/14/2015 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections: Massage Therapy & Bodywork Therapy Affiliated Credentialing Board			
4) Meeting Date: 02/02/2016	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? National Conference of State Legislatures (NCSL) Partnership Project on Telehealth: Telehealth Policy Trends and Considerations	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A	
10) Describe the issue and action that should be addressed: http://www.ncsl.org/documents/health/telehealth2015.pdf			
11) Authorization Nifty Lynn Dio <hr/> Signature of person making this request Date <hr/> Supervisor (if required) Date <hr/> Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: FSMTB		2) Date When Request Submitted: 1/11/2016 Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Massage Therapy and Bodywork Therapy Affiliated Credentialing Board			
4) Meeting Date: 2/2/2016	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? FSMTB Strategic Planning Survey	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both		8) Is an appearance before the Board being scheduled? If yes, who is appearing? No	9) Name of Case Advisor(s), if required:
10) Describe the issue and action that should be addressed: The FSMTB asks that the Board complete the attached survey.			
11) Authorization			
Signature of person making this request			Date
Supervisor (if required)			Date
Bureau Director signature (indicates approval to add post agenda deadline item to agenda)			Date



FSMTB
FEDERATION OF STATE
MASSAGE THERAPY BOARDS

FSMTB 2016 Strategic Plan Input

1. Introduction

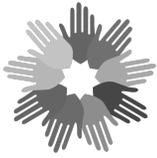
The FSMTB board and staff have recently started a process to update the FSMTB strategic plan. One of the most important inputs to that plan is YOUR opinion.

We want and need stakeholder input to enable a thoughtful board discussion about the future direction of the organization.

To that end, please complete the following survey. It's short and it's confidential. We have asked for some demographics in order to assess participation patterns; individual responses will not be revealed or linked to each participant.

PLEASE NOTE: We'll be closing the survey at the end of the day on Thursday, March 31, 2016 so we can begin to use your thoughts to shape our discussion. Anything submitted after that date may not get included in the information the board will use.

Thank you in advance for your time and your thoughtful responses as we seek to strategically shape the future direction of the FSMTB with you.



FSMTB 2016 Strategic Plan Input

2. Demographics

1. Please indicate your role:

- State / Jurisdictional - Executive Director, Staff or Board Member
- FSMTB - Board Member
- FSMTB - Staff Member
- Other (if none of the options above apply)

Other (please indicate your organization)



FSMTB
FEDERATION OF STATE
MASSAGE THERAPY BOARDS

FSMTB 2016 Strategic Plan Input

3. Jurisdiction

1. With which state / jurisdiction are you affiliated? (fill in)



FSMTB 2016 Strategic Plan Input

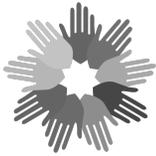
4. Your Priorities

1. What are the top three key issues you anticipate will have a significant impact on your state / jurisdictional board over the next three years?

1.

2.

3.



FSMTB 2016 Strategic Plan Input

5. S.W.O.T. Input

1. Please share the top four FSMTB (internal) Strengths that should be maintained / improved.

1.

2.

3.

4.

2. Please share the top four FSMTB (internal) Weaknesses that should be mitigated.

1.

2.

3.

4.

3. Please share the top four FSMTB (external) Opportunities that should be capitalized upon.

1.

2.

3.

4.

4. Please share the top four FSMTB (external) Threats that should be addressed.

1.

2.

3.

4.



FSMTB 2016 Strategic Plan Input

6. FSMTB Strategic Planning Considerations

1. What are the top five potential initiatives we should consider as we update our strategic plan?

1.

2.

3.

4.

5.

2. What would you like the FSMTB to consider as we update our strategic plan?

1.

2.

3.

Thank you for your input.

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request:		2) Date When Request Submitted: 12/4/2015	
		Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Massage Therapy and Bodywork Therapy Affiliated Credentialing Board			
4) Meeting Date: 2/2/2016	5) Attachments: x Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Informational Item – White House Report on Occupational Licensing	
7) Place Item in: x Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? If yes, who is appearing? No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Item is informational only. If the Board would like to discuss it, it could be added as a separately listed item on a future agenda. https://community.nabweb.org/system/files/licensing_report_final_nonembargo.pdf			
11) Authorization			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Bureau Director signature (indicates approval to add post agenda deadline item to agenda)		Date	