



CAMTC Board of Directors Meeting

September 15, 2011

Radisson Los Angeles Airport Hotel

6225 West Century Blvd.

Los Angeles, CA

OPEN SESSION MINUTES

In attendance

Directors: Bob Benson, Pamela Blackburn, Judi Calvert, Mark Dixon, Ben Drillings, Keith Grant, Michael Marylander, Michael Schroeder, Paul Schwinghamer, Michael Sheps, Joe Bob Smith, Deb Tuck, Dixie Wall

Directors Absent: William Armour, Michael Callagy, Guy Fuson, Roberta Rolnick

Staff: Ahmos Netanel, CEO; Sheryl LaFlamme, Operations Manager; Beverly May, Director of Governmental Affairs

General Counsel: Jill England

Law Enforcement: Jeanette Chervony, Costa Mesa PD; Cris Gaiennie, Irvine PD; William Jones, Los Angeles PD;

General Public: JoAnn Baiocco, CAMTC Certificate Holder; Michael Neal, CAMTC Certificate Holder

Chairperson Wall called the meeting to order at 9:45am.

1. Approval of Minutes

Motion (1): Schroder/Grant - To approve June 2, 2011 open session minutes

Motion Passes, 13-0

Motion (2): Blackburn/Benson – To approve July 20, 2011 open session minutes

Motion Passes, 12-0, 1 abstain - Marylander

2. CEO Report

Mr. Netanel stated that CAMTC is doing really well in the area of human relations such as collaboration and smooth communication between CAMTC staff and the Board. Mr. Netanel expressed his gratitude in working with a capable group of executives.

Mr. Netanel stated there was a glitch in the first batch of recertification certificates to go out. The expirations dates were incorrect in two mailings. CAMTC immediately sent two eBlasts making the certificate holders aware. CAMTC received positive responses from the certificate holders.

Mr. Netanel stated that the viability of the organization was better than expected. The cash position as of last month was 44% above anticipation and exceeding the number of new applications by 11%. Certificate Holders are renewing early and to date, CAMTC has recertified 550+ certificate holders.

Mr. Netanel stated in 2-3 weeks, we will focus on the 12/31/2011 deadline for CCMP with direct mailings. We are in the process of editing two videos that will be going to schools to show upon graduations. The second video will be uploaded to the website for viewing.

Mr. Netanel would like the Board to send him a wish list on what they would like to see in the 2012 budget.

CAMTC has recalibrated its relationship with the California Police Chiefs Association. There were misconceptions among some police chiefs. SB 731 has cleared up some of those misconceptions, but CAMTC must stay vigilant in their communication with law enforcement.

Mr. Netanel states there are fewer concerns with CCS now that systems are secure. Mr. Netanel stated he is looking at pro's and con's of CCS versus bringing IT in-house.

3. Treasurer's Report

For the period of July 27, 2009 through September 3, 2011, 32,747 applications have been received.

4. Director of Governmental Affairs and Special Project's Report

Beverly May articulated the position of the Direction of Governmental Affairs. Ms. May stated the primary focus is on service to government officials and certificate holders. The primary focus equals 80% of her workload and the remaining 20% is geared towards special projects, such as education issues, website revisions and projects assigned by or in cooperation's with the CEO, Operations Manager, Legal Counsel or PSD Director as needed.

5. PSD Report

Two additional hearing days have been added in October/November. PSD hearings are now booked through the end of January 2012. Two new PSD Hearing Officers were hired. Two PSD staff employees are no longer with CAMTC.

6. Closed Session

The Board went into closed session pursuant to Government Code Section 11126(e) at 11:33am and returned to open session at 1:21pm.

7. Legislator of the Year

Mike Schroeder would like to recognize Senator Correa as Legislator of the Year for all of his hard work on SB285. Mr. Schroeder would like to present Senator Correa with a plaque.

Motion (3) – Schroeder/Smith – To purchase and present Senator Correa with the Legislator of the Year award.

Motion Passes, 13-0

8. Budget

Mr. Netanel presented his recommendations for implementing filing fees for hearings. In preparing the proposed waiver of fees form, Mr. Netanel referred to the American Arbitration Association and the Orange and Sacramento County Superior Court forms.

Motion (4) - Dixon/Schroeder – To adapt waiver of fees form as presented.

Motion Passes, 12-0, 1 abstain - Wall

Form to go into effect on January 1, 2012. Mr. Netanel to give notice.

Motion (5) - Schroeder/Dixon – To add to the waiver form a request for applicants to provide documentation evidencing income level.

Motion Passes, 12-0, 1 abstain - Wall

Mr. Netanel presented his recommendation for hiring in-house counsel

Motion (6) - Schroeder/Schwinghamer – To adopt CEO recommendation of in-house counsel for total compensation package of \$140K. General Counsel Jill England and Special Counsel Alison Siegel to be involved in search.

Benson asked for a friendly amendment to motion for total compensation package, including salary and benefits, to be no more than \$120K. Schroeder and Schwinghamer accept friendly amendment.

Motion Passes, 13-0

Mr. Netanel stated he has found the discrepancy pertaining to the cost of certificates. In the beginning of certification, CAMTC was sending batches to the printers of 400-600 files. In January 2011, batches were sent more frequently in order for certificate to reach new certificate holder quicker. The smaller batch size equaled higher prices.

Motion (7) - Schroeder/Blackburn – To send certificates in batches of 200 or more per week.

Motion Passes, 12-0, 1 abstain - Wall

Mr. Netanel stated new accounting procedures must be put in place to make sure we have mechanism to control spending. Mr. Netanel recommends we change the way we do business with outside vendors.

Motion (8) - Schroeder/Benson – To adopt the CAMTC Accounting Procedures.

Amendment first paragraph on accounting procedures:

Authorized Purchases:

The Board will establish a miscellaneous/contingency item as part of future annual budgets. **Upon the authorization of the Chair**, the CEO is authorized to approve purchase of goods and services for amounts up to the amount budgeted in this item. No Payee will be paid more than \$5,000 from this item in the fiscal year (even if paid in multiple checks) for goods and services unless pre-approved by the Board. **The CEO will notify the Board within 2 business days by email of any expenditures pursuant to this section.**

Consulting Services:

Consultants used frequently by CAMTC are uniquely able to alert the organization when services requested of them in a specific month will exceed established amounts. Contract amendments should be sent to personal service vendors having signed contracts with anticipated annual costs in excess of \$60,000. The amendments should include the specific monthly budget amounts, request that the consultants cease work and contact CAMTC for approval before the monthly limit is exceeded **and provide that services not billed for within 90-days will not be compensated.**

Motion Passes, 12-0, 1 abstain - Wall

Mr. Netanel stated that CAMTC staff is behind in purging. Mr. Netanel stated that purging is very important in that it takes on entire income of fee.

9. Adding New Board Members to Available Seats

Mr. Dixon suggested we add three directors to the CAMTC Board. Two of the Board seats added would be CAMTC certificate holders in good standing and the third would be filled by a general management representative from the hotel and spa industry.

Motion (9) - Dixon/Schroder – To proceed with adding three new seats to the Board.

Motion Passes, 13-0

10. FSMTB Annual Meeting

Mr. Smith stated the planning for the FSMTB conference is going well. Mr. Smith and Ms. Rolnick have collected items for the welcome bag, which will also include a welcome letter from Chairperson Wall.

11. CMT, CMP and CCMP Seal

Mr. Netanel reminded the Board that all Certificate Holders are required to display their certificate numbers on business cards starting 1/1/2012. Certificate Holders are asking if they can display the CAMTC logo as well. Instead of our logo, Mr. Netanel proposed approving the CMT, CMP and CCMP seal. CAMTC certificate holders can download from the CAMTC website.

Motion (10) - Smith/Dixon – To move forward with the concept of a “seal” which certificate holders can download and use for advertising purposes.

Motion Passes, 12-0, 1 abstain - Wall

Motion (11) - Benson/Schroeder – To allow Board to give feedback on design and let staff roll out.

Motion Passes, 12-0, 1 abstain - Wall

12. CAMTC Logo use

Motion (12) - Wall/Schroeder – To allow schools, businesses, and massage professionals to apply for a non-exclusive revocable license to use the CAMTC name and/or logo for legitimate business

purposes relating to the massage profession. The CEO or Chair will review requests for use of the name and/or logo and will determine whether to authorize the license. Licensees must sign the license agreement drafted by CAMTC legal counsel.

Motion Passes, 12-0, 1 abstain – Wall

13. CAMTC’s Transparency – Posting of Minutes

Chairperson Wall stated that the minutes are now posted on the CAMTC website.

14. Employee Handbook

Motion (13) - Schroeder/Dixon – To email comments, edits and suggestions to Jill England by October 15, 2011. Ms. England to send out new draft of Handbook prior to next meeting.

Motion Passes, 12-0, 1 abstain - Wall

15. Closed Session

The Board went into closed session pursuant to Government Code Section 11126(a) at 4:15pm and returned to open session at 4:29pm

16. Return to Open Session

The Chair announced that no action was taken in closed session

17. Issues and Scheduling for next Meeting

Next Board Meeting is scheduled for November 3, 2011 at 9:30am – Radisson Hotel Los Angeles Airport

18. Adjournment

Chairperson Wall adjourned the meeting at 4:31pm.

Minutes Approved: December 7, 2011

Roberta Rolnick, Secretary