



**CAMTC Board of Directors Meeting**  
March 9, 2017

Hilton San Francisco Airport Bayfront  
600 Airport Boulevard  
Burlingame, CA 94010  
Meeting Room: Reflection I

**OPEN SESSION MINUTES**

Directors Present: *Ron Bates, Allison Budlong, Mike Callagy, Mark Dixon, Shana Faber, Jeff Forman, Heather Forshey, Minouche Kandel, Raul Quezada, Dixie Wall*

Directors Absent: *Michael Marylander, Stephany Powell*

Staff: *Ahmos Netanel, CEO; Sheryl LaFlamme, Operations Manager; Beverly May, Director of Governmental Affairs; Rick McElroy, Director of PSD; Joe Bob Smith, Director of ESD*

General Counsel: *Jill England*  
Special Counsel: *Alison Siegel*

Guests: *Linda Williams-Coleman, Derek Dolfie, Abby Smith*

**1. Call to Order**

Chairman Dixon called the meeting to order at 9:03am and established a quorum.

Chairman Dixon welcomed Raul Quezada to the Board as the California Police Chiefs Association appointee.

**2. Approval of Minutes from November 10, 2016**

**MOTION 03092017:1** Callagy/Bates – Move to approve the November 10, 2016 open session minutes.

9-0, 1 Abstain MOTION PASSES

ROLL CALL VOTE:

Bates - Yes  
Budlong - Yes  
Callagy – Yes  
Faber - Yes  
Forman – Yes  
Forshey – Yes  
Kandel - Yes  
Marylander – Not Present for Vote  
Powell – Not Present for Vote  
Quezada -Abstain  
Wall – Yes  
Dixon – Yes

**3. Amendment to 2017 Strategic Priorities**

**MOTION 03092017:2** Bates/Callagy – Move to approve the amendment to the 2017 Strategic Priorities and Objectives.

The CEO presented amendments to the 2017 Strategic Priorities to better reflect recent developments related to legislation. Specifically, an additional priority is added as Goal 1 for 2017 to ensure that legislation and related rules are in line with CAMTC’s goal of protecting the public.

10-0 MOTION PASSES

ROLL CALL VOTE:

Bates - Yes  
Budlong - Yes  
Callagy – Yes  
Faber - Yes  
Forman – Yes  
Forshey – Yes  
Kandel - Yes  
Marylander – Not Present for Vote  
Powell – Not Present for Vote  
Quezada -Yes  
Wall – Yes  
Dixon – Yes

#### **4. Amendments to the Policies and Procedures for Approval of Schools**

**MOTION 03092017:3** Bates/Callagy – Move to approve the amendments to CAMTC’s Policies and Procedures for Approval of Schools with a minor change to Section 3.A.a.4) to extend past the proposed extension date of on or before December 30, 2017 to on or before December 31, 2018.

Wall Friendly Amendment – After 2018, application from closed schools will provide proof of current city/county permit or prove education through an education hearing.

Bates/Callagy Accept Friendly Amendment.

9-0, 1 Abstain MOTION PASSES

ROLL CALL VOTE:

Bates - Yes  
Budlong - Abstain  
Callagy – Yes  
Faber - Yes  
Forman – Yes  
Forshey – Yes  
Kandel - Yes  
Marylander – Not Present for Vote  
Powell – Not Present for Vote  
Quezada -Yes  
Wall – Yes  
Dixon – Yes

#### **5. Amendments to the Procedures for Un-Approval of Schools**

**MOTION 03092017:4** Bates/Forshey – Move to approve the amendments to CAMTC’s Procedures for Un-approval of Schools to allow for a 90-day grace period for students who attended un-approved schools that were unapproved on or after April 2, 2016 but before March 10, 2017, and whose applications were received on or after July 1, 2016.

8-0, 1 Abstain MOTION PASSES

ROLL CALL VOTE:

Bates - Yes  
Budlong - Abstain  
Callagy – Yes  
Faber - Yes

Forman – Yes  
Forshey – Yes  
Kandel - Yes  
Marylander – Not Present for Vote  
Powell – Not Present for Vote  
Quezada -Yes  
Wall – Not Present for Vote  
Dixon – Yes

## **6. Amendments to Employee Handbook**

**MOTION 03092017:5** Callagy/Bates – Move to approve the amendments to the Employee handbook with a re-visit to review the average use of sick time and bring back to the Board.

10-0 MOTION PASSES

### ROLL CALL VOTE:

Bates - Yes  
Budlong - Yes  
Callagy – Yes  
Faber - Yes  
Forman – Yes  
Forshey – Yes  
Kandel - Yes  
Marylander – Not Present for Vote  
Powell – Not Present for Vote  
Quezada -Yes  
Wall – Yes  
Dixon – Yes

## **7. CEO Report**

Mr. Netanel stated CAMTC met all of the Board's 2016 strategic goals.

Mr. Netanel stated CAMTC maintained strong fiscal viability throughout 2016. Mr. Netanel also stated the year-end financial results were better than expected.

Mr. Netanel stated that data was produced for an entire year (2016) to track CAMTC disciplinary performance measures. Mr. Netanel stated these measures are found on CAMTC's website.

Mr. Netanel stated CAMTC's number one goal for 2017 was to evaluate the accessibility of massage education in California and review schools-related policies. Mr. Netanel stated a study of geographic data was conducted to produce a drive time map showing areas within a one hour or less drive time and the data shows that in fact 97% of people in California can access massage education in 60 minutes or less.

## **8. Human Trafficking Brochure**

**MOTION 03092017:6** Callagy/Budlong – Move to add the National Human Trafficking tip line number to the CAMTC Human Trafficking Brochure.

10-0 MOTION PASSES

ROLL CALL VOTE:

Bates - Yes  
Budlong - Yes  
Callagy – Yes  
Faber - Yes  
Forman – Yes  
Forshey – Yes  
Kandel - Yes  
Marylander – Not Present for Vote  
Powell – Not Present for Vote  
Quezada -Yes  
Wall – Yes  
Dixon – Yes

## **9. BUDGET - 2017**

**MOTION 03092017:7** Bates/Faber – Move to approve the 2017 proposed budget.

9-0, 1 Abstain MOTION PASSES

ROLL CALL VOTE:

Bates - Yes  
Budlong - Yes  
Callagy – Yes  
Faber - Yes  
Forman – Yes  
Forshey – Yes  
Kandel - Yes  
Marylander – Not Present for Vote

Powell – Not Present for Vote  
Quezada -Abstain  
Wall – Yes  
Dixon – Yes

#### **10. Audit committee appointments and audit firm**

**MOTION 03092017:8** Dixon/Bates – Move to appoint Mike Callagy as Chair of the Audit Committee.

9-0, 1 Abstain MOTION PASSES

ROLL CALL VOTE:

Bates - Yes  
Budlong - Yes  
Callagy – Abstain  
Faber - Yes  
Forman – Yes  
Forshey – Yes  
Kandel - Yes  
Marylander – Not Present for Vote  
Powell – Not Present for Vote  
Quezada -Yes  
Wall – Yes  
Dixon – Yes

**MOTION 03092017:9** Bates/Callagy – Move for the Audit Committee to review potential audit firms, including current audit firm, and with the BOD Chair, interview and select audit firm for the next 3 years.

Callagy Friendly Amendment – Keep current audit firm for the 2017 calendar year. Interview and select audit firm for audit year 2018, for a three year term.

10-0 MOTION PASSES

ROLL CALL VOTE:

Bates - Yes  
Budlong - Yes  
Callagy – Yes  
Faber - Yes  
Forman – Yes  
Forshey – Yes  
Kandel - Yes

Marylander – Not Present for Vote  
Powell – Not Present for Vote  
Quezada -Yes  
Wall – Yes  
Dixon – Yes

**The Board went into Closed Session with CAMTC Legal Counsel Pursuant to California Government Code section 11126(e) at 1:48 pm to discuss lawsuits with counsel and returned to open session at 2:07 pm.**

### **11. Schools Advisory Committee update and recommendations**

Mr. Forman informed the Board of the first Schools Advisory Committee Meeting held the previous day. Mr. Forman stated the Schools Advisory Committee Meeting was very successful with representation from 7 types of schools.

The School Advisory Committee recommends to the Board a proposed change in the Policies and Procedures for Approval of Schools to extend the reapplication time for re-approval of schools to four years after the initial two year approval.

**MOTION 03092017:10** Forman/Bates – Board instructs staff to bring language back to the Board at the June 2017 Board meeting in regard to the recommendation to extend the reapplication period for school approval from two years to four years.

9-0, 1 Abstain MOTION PASSES

#### ROLL CALL VOTE:

Bates - Yes  
Budlong - Abstain  
Callagy – Yes  
Faber - Yes  
Forman – Yes  
Forshey – Yes  
Kandel - Yes  
Marylander – Not Present for Vote  
Powell – Not Present for Vote  
Quezada -Yes  
Wall – Yes  
Dixon – Yes

The School Advisory Committee recommends to the Board for staff to explore the imposition of a reapplication fee in proportion to revenue.

**MOTION 03092017:11** Forman/Bates – Board instructs staff to explore the reapplication fee in proportion to revenue.

6-1, 3 Abstain MOTION PASSES

ROLL CALL VOTE:

Bates - No

Budlong - Abstain

Callagy – Abstain

Faber - Yes

Forman – Yes

Forshey – Yes

Kandel - Yes

Marylander – Not Present for Vote

Powell – Not Present for Vote

Quezada -Abstain

Wall – Yes

Dixon – Yes

## **12. Director of ESD Report**

Mr. Smith stated there are now 83 schools with CAMTC approved programs. Mr. Smith stated five applications have been received since the last Board meeting bringing the total number of school applications to 161. Mr. Smith also stated that ESD has 25 active applications with the remaining being incomplete, closed, previously unapproved, proposed denials or on hold until further notice from the school.

## **13. Director of Governmental Affairs Report**

Ms. May stated there is a trend towards certification. Ms. May stated there are a number of cities trying to reduce the hardship on existing massage professionals when newly requiring certification, such as grandfathering.

## **14. Director of PSD Report**

Mr. McElroy stated PSD outreach continues to grow with over 25 separate agencies responding to the CEO's letters sent out last year to attend local PSD training sessions in their area. Mr. McElroy stated PSD has had a total of 43 agencies attending year to date with anticipated future visits to another seven agencies.



**15. Schedule of Authority - review**

**MOTION 03092017:12** Bates/Callagy – Move to approve the Proposed Schedule of Authority as policy.

9-1 MOTION PASSES

ROLL CALL VOTE:

Bates - Yes  
Budlong - Yes  
Callagy – Yes  
Faber - Yes  
Forman – Yes  
Forshey – Yes  
Kandel - Yes  
Marylander – Not Present for Vote  
Powell – Not Present for Vote  
Quezada -Yes  
Wall – No  
Dixon – Yes

**16. Public Comments Regarding Issues Not on this Agenda/Suggested Items for Future Meetings**

The Board opened the floor for public comments.

**The Chairman adjourned the meeting at 3:11 p.m.**

Minutes Approved: June 8, 2017

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Allison Budlong, Secretary