



**State Board of Massage Therapy Examiners**  
METRO EXECUTIVE BUILDING  
4201 PATTERSON AVENUE • SUITE 301  
BALTIMORE, MARYLAND 21215

**OPEN SESSION MINUTES**  
**Virtual**  
**December 22, 2021, 10:02 a.m. – 10:30 a.m.**

**Members Present**

Caitlin M. Thompson, LMT, Board Chair  
Kirsten Bodnarchuk, LMT, Vice Chair  
Margaret Hayes, MS, Secretary/Treasurer  
Eric Newdom, LMT, Board Member  
Paula Jilanis, LMT, Past Board Chair  
Diane Jones Richards, BS, Consumer Member  
Stephen Conti, LMT, Board Member

**Non-Members Present**

Sharon Oliver, MBA, Executive Director  
Christopher Hawkins, Licensing Unit Manager  
Tony DeFranco, AAG, Board Counsel  
Marc Ware, Senior Investigator  
Pamela Alston, Admin. Specialist  
Lillian Reese, Legislative Coordinator  
Kimberly Link, MDH Boards Liaison

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**Board Chair's Opening Remarks, Reading of the Board's Mission & Call to Order at 10:02 a.m. by Caitlin Thompson, LMT.**

The regularly scheduled Open Session meeting of the Maryland State Board of Massage Therapy Examiners was held virtually on December 22, 2021. The meeting was called to order at 10:02 a.m. by Board Chair Caitlin M. Thompson, LMT. Roll call was taken and all Board Members were present.

**Review/Approval of the Amended Open Session Agenda** – Kirsten Bodnarchuk motioned to accept the Open Session Agenda; 2<sup>nd</sup> by Paula Jilanis. The motion passed. Board Vote: 7/0/0.

**Review/Approval of the Open Session Minutes for November 17, 2021** – Paula Jilanis motioned to accept the Open Session Minutes; 2<sup>nd</sup> by Margaret Hayes. The motion passed. Board Vote: 7/0/0.

**OLD BUSINESS - MATTERS FOR REPORTING**

**BOARD CHAIR REPORTS** – Nothing to report.

**EXECUTIVE DIRECTOR'S REPORT** – (*Sharon J. Oliver*) – Nothing to report.

**LICENSING UNIT MANAGER'S REPORT** – (*Christopher Hawkins*) – Nothing to report.

**COMMITTEE REPORTS**

**Advisory Committee** – (*Kirsten Bodnarchuk*) – Nothing to report.



**Licensing Committee – (Eric Newdom)** – Nothing to report.

**Ad-Hoc JP Exam Committee – (Paula Jilanis)** – Nothing to report.

## **NEW BUSINESS – MATTERS FOR DISCUSSION**

**BOARD CHAIR REPORTS – (Caitlin Thompson)** – Nothing to report.

**EXECUTIVE DIRECTOR’S REPORT – (Sharon J. Oliver)**

**Security Incident: Workarounds** – A security incident occurred on or about December 4, 2021. This ransomware attack has affected all of the MDH Boards and Commissions. Other agencies have also been impacted. The Massage Board staff was unable to access the licensing system, network servers, and work files stored on their desktop or laptop computers used prior to the incident. Working with the IT department, the Board has implemented and will continue to identify workarounds to ensure continuity of operations. Two new laptops were purchased. Additionally, staff was able to secure two loaner laptops and can now process applications make deposits and issue licenses/registrations. No short-term solutions to mitigate the impact of the security incident on the operations of the Board were identified at this time.

**Staff Update** – Interviews have been completed for the Investigator position. A candidate of choice has been identified. Once the HR vetting process has been completed, the individual’s start date will be finalized. Marc Ware has been the sole investigator working for both boards since mid-September 2021.

Bernice Berger, a 20-year employee with the Chiropractic Board has submitted her resignation effective January 25, 2022.

**Bylaws Committee** – Bylaws are reviewed annually at the first Board meeting of the calendar year. Ms. Oliver will identify individuals willing to serve on the Ad Hoc Bylaws Committee. Board Members were requested to review the current Bylaws and to submit recommended changes to the Committee.

**2022 Legislative Session Dates of Interest: January 12 - April 11, 2022** – The 2022 legislative session begins January 12, 2022. A copy of the Legislative Calendar has been included in the Board packets for review. Board Members were reminded to check emails for upcoming bills that require a vote.

**2022 FARB Forum on Professional Regulation - In Person or Virtual Attendance** – The 2022 FARB Forum will take place January 27-29, 2022 in person in Ft. Worth, Texas and virtually. The Board was reminded that the 2022 Massage Bill is likely to be reviewed very early in the legislative session. Therefore, Board members wishing to attend the FARB Forum should monitor their emails and be prepared to testify. Motion was made to approve expenses for virtual conference fees (\$625 per person) by Kirsten Bodnarchuk; 2<sup>nd</sup> by Stephen Conti. The motion passed. Board Vote: 7/0/0.



**PMTI Student Enrollment Modification - Informational Only** – A letter was received from MHEC regarding PMTI's application to reduce enrollment to a maximum of 31 students. There is no program change.

**2022 Proposed Departmental Bill – Health Occupations Boards - Authority Over Staffing & Infrastructure Operations** – A copy of the Secretary's proposed 2022 bill was provided to the Board members in the board packet. This proposed bill if passed, would authorize the Governor and the Secretary, among other things, to appoint the Board Chair and select the Executive Director.

Caitlin Thompson thanked the staff for their flexibility and ability to work around the cybersecurity challenges. She also thanked Kimberly Link and Lillian Reese for their continued hard work and assistance to the Board.

Kimberly Link informed the Board of the staff's stellar efforts to operate, given the challenges presented by the security incident. She reiterated that there were no short-term or immediate solutions. The Department's priorities are to restore functionality to life-saving operations.

**LICENSING UNIT MANAGER'S REPORT** – (*Christopher Hawkins*) – Mr. Hawkins expressed his thanks to Ms. Oliver, the staff, as well as the IT team for their efforts in identifying workable solutions for the continuity of the Board's operations. The staff was able to successfully implement alternative strategies for processing incoming revenue, applications and issuing licenses/registrations. Staff will continue communicating with licensees/registrants and the public via emails and the telephone.

#### **COMMITTEE REPORTS**

**Advisory Committee** – (*Paula Jilanis*) – The Advisory Committee is still working on regulations.

**Licensing Committee** – (*Eric Newdom*) – The Licensing Committee is working with the Advisory Committee.

**Actions from the November 27, 2021 Closed Session** – The Board did not conduct a closed session meeting.

#### **PETITION(S)/PORTFOLIO REVIEWS/ PETITIONS/ACTIONS TO BE TAKEN** – None

#### **Applicant(s) Ratifications**

#### **Ratification of Board Issued Licenses and Registrations for wLMT's & RMP's – November 2021**

Information Unavailable Due to Security Incident

#### **REVIEW ACTIONS TO BE TAKEN** – None



## MISCELLANEOUS

**Next Meeting – January 26, 2022 at 10:00 a.m.**

**Open Session Meeting Adjourned** – Motion to adjourn Open Session Meeting at 10:30 a.m. was made by Kirsten Bodnarchuk; 2<sup>nd</sup> by Diane Jones Richards. The motion passed. Board Vote: 7/0/0.

Respectfully Submitted,

*Margaret Hayes by SW*

Margaret Hayes, Consumer Member  
Secretary/Treasurer



**STATE OF MARYLAND**  
**BOARD OF MASSAGE THERAPY EXAMINERS**  
**OPEN SESSION BOARD MEETING**  
**December 22, 2021 – 10:02 a.m. to 10:30 a.m.**

**CALL IN PARTICIPANTS**

1. Amelia Mitchell, AMTA
2. Lynne Brummitt
3. Michelle England