



WASHINGTON STATE
CHIROPRACTIC QUALITY ASSURANCE COMMISSION
BUSINESS MEETING MINUTES
January 12, 2023

This was a public meeting held online.

Commission Members:

Dana Clum, DC, Chair, Jas Walia, DC, Vice-Chair, Vanessa Wise, DC, Vice-Chair, Susan Bogni, MPA, Executive Committee Public Member, David Folweiler, DC, Immediate Past Chair, Brian Chan, DC, Stephen Chan, DC, William Davis, DC, Michael Long, DC, Susan Jensen, JD, Public Member, Judge Julie Spector (ret.), Public Member, and Benjamin Zepeda, DC.

Staff Present:

Bob Nicoloff, Commission Executive Director
Tammy Kelley, Commission Deputy Executive Director
Jenny Yeam, Commission Licensing and Compliance Manager
Betty J. Moe, Commission Regulatory Analyst
Christopher Gerard, Assistant Attorney General
Stephanie Vaughn, HSQA Regulatory Affairs Manager

OPEN SESSION – Thursday, January 12, 2023

1. CALL TO ORDER – Dr. Clum, Chair

9:00 a.m.

1.1 The agenda was amended to include a correction to item 4. The agenda was approved as amended.

2. MESSAGES FROM COMMISSION LEADERSHIP - Dr. Clum, Chair; Dr. Walia, Vice-Chair; Dr. Wise, Vice-Chair; Susan Bogni, MPA, Executive Committee Public Member; Dr. Folweiler, Immediate Past Chair

2.1 Dr. Clum wished everyone a Happy New Year. She noted that she is looking forward to meeting in person. She thanked the Commission staff for working tirelessly to support the Commission.

Dr. Walia stated that he looks forward to 2023 and meeting everyone in person. He expressed gratitude for how much work the staff does.

Dr. Wise echoed the sentiments of the other members.

Susan Bogni, MPA, said that she is looking forward to supporting the public and the

profession.

Dr. Folweiler thanked staff and his fellow Commission members for continuing to work on the mission of the Commission. Dr. Folweiler noted that he is also looking forward to meeting in person.

3. APPROVAL OF MEETING MINUTES – Dr. Clum, Chair

3.1 The November 17, 2022 Commission meeting minutes were approved as submitted.

3.2 The December 14, 2022 Commission special meeting minutes were approved as submitted.

4. UPDATE ON 2023 NATIONAL ACTIVITIES AND MEETINGS

4.1 The Commission discussed Commission member participation in the following activities and meetings:

- National Board of Chiropractic Examiners (NBCE) Part IV Test Committee, February 23rd – 26th, Greeley, Colorado
 - Member Participating: Dr. Clum
- National Board of Chiropractic Examiners (NBCE) Part III Test Committee, March 2nd – 6th, Greeley, Colorado
 - Member Participating: Dr. Wise
- Federation of Chiropractic Licensing Boards (FCLB) annual conference and the NBCE delegate meeting, April 26th – 30th, West Palm Beach, Florida
 - Members Participating: Susan Bogni, MPA, Dr. Wise, Dr. Folweiler, Dr. Davis, Dr. Walia, Dr. Clum, Dr. S. Chan, Dr. Zepeda, and Dr. B. Chan
- NBCE Spring Part IV Examinations, May 20th – 21st, various locations including Portland, Oregon
 - Members Participating: Dr. B. Chan and Dr. Davis
- Council on Licensure Enforcement and Regulation (CLEAR) annual conference, September 27th – 30th, Salt Lake City, Utah
 - Members and Staff Participating: Dr. Zepeda, Dr. S. Chan, Dr. Walia, Susan Bogni, MPA, Susan Jensen, JD, and Tammy Kelley
- FCLB District I & IV meeting, October 5th – 8th, Keystone, South Dakota
 - Members and Staff Participating: Dr. Davis, Dr. Wise, Susan Bogni, MPA, Dr. Zepeda, Dr. Long, Dr. S. Chan, Dr. Folweiler, Dr. B. Chan, and Tammy Kelley
- NBCE Fall Part IV Examinations, November 11th -12th, various locations including Portland, Oregon
 - Members Participating: Dr. Wise and Dr. S. Chan

**5. BRIEFING ON THE HEAL ACT (SB 5141) ACTIVITIES IN DOH
- Leah Wood, DOH Equity and Environmental Justice Consultant**

5.1 Leah Wood joined to discuss [Senate Bill 5141](#), The HEAL Act, that was enacted in 2021. The goal of the HEAL Act is to reduce environmental and health disparities across the state. The Commission received an overview on how the Act is being implemented at DOH.

6. LEGISLATIVE UPDATE – Betty Moe, Regulatory Analyst, Susan Bogni, MPA, and Dr. Wise

6.1 Betty Moe, Susan Bogni, MPA, and Dr. Wise discussed relevant bills being considered during the 2023 session of the Washington State Legislature.

Betty Moe shared that she had been monitoring [HB 1009](#) related to Military Spouse Employment.

Lori Grassi, Executive of Legislation and Policy, Washington State Chiropractic Association, shared the legislative agenda for the WSCA.

7. RULES UPDATE AND DISCUSSION – Betty Moe, Regulatory Analyst

7.1 Betty Moe reviewed the status of rule packages in process.

- Rules form CR101, related to the adoption of the health equity continuing education rules, has been opened. An implementation plan was presented as part of item 7.2.
- Rule Package 2 was withdrawn on November 18, 2022.
- Rule Package 5 was withdrawn on December 14, 2022.
- Two rules packages are in the process of being re-opened:
 - One package focuses on the Chiropractic X-ray technician.
 - One package focuses on the credentialing requirements from package 2. This package also includes updates to substance abuse monitoring as required by SSB 5496, Chapter 43, Laws of 2022.

7.2 The Commission is considering adopting health equity continuing education rules, including the model health equity rules developed by the Department of Health. Betty Moe presented an implementation plan for this rule and clarified the process for the March meeting.

8. COMMISSION COMMITTEES UPDATE – Bob Nicoloff, Executive Director

8.1 Bob Nicoloff discussed plans for the newly-established Commission committees. In addition to the Executive Committee, committees include the:

- Rules Committee
- Budget Committee
- Training/Mentoring Committee
- Examination Committee, and the
- Animal Manipulation Committee.

Bob Nicoloff stated that staff would attempt to schedule committee meetings in even months and during weeks that do not include disciplinary panel calls.

9. BUDGET REPORT - Betty Moe, Regulatory Analyst, and Budget Committee Members

9.1 Betty Moe presented the Commission's current budget.

9.2 The first meeting of the new Commission Budget Committee took place on January 9th. The Committee reviewed the current Commission's budget report. This session focused on educating members on the types of costs included in each line item of the board report. The Committee also reviewed the current Budget Committee policy. The next meeting is scheduled for April 13th.

10. COMMISSION STRATEGIC PLANNING – Bob Nicoloff, Executive Director, and Dr. Folweiler

10.1 Bob Nicoloff and Dr. Folweiler reviewed the 2018-2021 Commission Strategic Plan.

Bob Nicoloff stated that the Commission has developed many strategic plans over the years. He prefers the layout of this plan, as it highlights Commission values and identifies relevant specific projects and activities.

The Commission committees will identify their goals and future projects and bring them to the full Commission for consideration as part of the strategic plan.

11. COMMISSION NEWSLETTER AND TRAINING PLANNING

- Tammy Kelley, Deputy Executive Director

11.1 The Commission reviewed and updated the future newsletter articles list and future training topics list.

The Commission discussed attendance at a presentation on trauma-informed sexual assault investigations. Dr. Clum, Dr. Wise, and Susan Jensen, JD, will be attending. Susan Bogni, MPA, and Judge Spector will serve as alternates if needed.

Dr. Clum expressed interest in presentations from FCLB and NBCE regarding the value to Commission members and staff of attending of their meetings.

12. STAFF REPORT

– Bob Nicoloff, Executive Director, Tammy Kelley, Deputy Executive Director, and Betty Moe, Regulatory Analyst

12.1 Current projects and activities in the Commission office were discussed.

Bob Nicoloff discussed documents from DOH concerning plans for employee transitions back to the office.

Tammy Kelley shared that DOH conference facilities are not yet available for meetings.

Commission employees have been focused on:

- in-house record keeping. We have completed approximately 2/3 of our archive project.
- meeting preparations for future meetings.
- committee planning.
- additional focus on HELMS and staffing changes impacting the project.
- asset management.

Some Commission members have been using Box.com to access case files. This is a secure way of obtaining and reviewing documents. It is used by other functional areas within DOH. It appears to be working well and meeting our needs.

13. NEW BUSINESS REQUESTS – Commission Members

Dr. Folweiler requested a presentation at a future meeting from Craig Little, Council on Chiropractic Education.

Susan Bogni, MPA, and Judge Spector asked if public members could serve as participants in the NBCE examinations. Bob Nicoloff will research this question.

14. MARCH COMMISSION MEETING PLANNING – Dr. Clum, Chair

14.1 The Commission discussed plans for the March 9, 2023 Commission meeting, including whether the meeting will be held virtually or in person.

Dr. Clum reminded members that the Commission can hold an in-person meeting only if it can be held with reasonable safety. If it cannot be held with reasonable safety, the meetings must continue to be virtual.

A motion was made to have the March meeting in person and delegate any decisions about meeting in person to the Executive Committee. The motion passed.

15. PUBLIC COMMENT

15.1 No additional comments were received.

16. CORRESPONDENCE AND REPORTS

The Commission acknowledged receipt of the items below by a single motion without discussion.

16.1 Regulatory Insights From FCLB, Winter 2022

16.2 DOH Memo on Governor's Proposed 2023-25 Biennium Budget

16.3 Licensee Statistical Report as of January 4, 2023

17. ADJOURNMENT

17.1 The meeting adjourned at 11:08 a.m.