OPEN SESSION

1. Call to Order/Introductions—DISCUSSION/ACTION—Chad Aschtgen, ND, Chair
   The meeting was called to order at 8:47 a.m.
   1.1 Introduction of board, staff, guests, and audience
   1.2 Approval of August 16, 2019 agenda
   1.3 Approval of May 17, 2019, business meeting minutes

   MOTION: The motion was made to approve items 1.2 and 1.3. The Motion was seconded and passed.

2. Old Business
   2.1 Rules Project Update
      2.1.1 Non-surgical cosmetic procedures
      The documents and the significant analysis are being revised for the second CR102 to address the concerns expressed at the initial rule adoption hearing. Rule language review will likely take place at the November meeting. These documents will then be submitted for review and approval through the department. Reasonably, a second rule adoption hearing will be scheduled for February 2020.
2.1.2 Continuing education – communication plan
Ms. Gragg is working with the DOH Center for Public Affairs in creating a brochure for messaging the new CE rules. A physical mailing is expected to go out in early September and also be included in the next newsletter.

Public correspondences have been received asking the following:
• “With the CE requirements becoming a two-year cycle, is my license renewal changing to every two years as well?” The answer is “No.”
• “If someone who renews, let’s say, January 1, 2020, and attests to completing the 20 hours in January 2019 to 2020, then in 2021 they are required to take 60 hours, can those 20 hours be rolled into 2021?” The answer is “Yes.”

Comments from public attendees were invited.
• Robert May noted that he has received correspondence concerned that there is not enough available resources in CE category 1, and asking WANP, as a duly certifying entity, to certify all of the ACCME credits in category 2 as category 1.

3. New Business—DISCUSSION/ACTION—Chad Aschtgen, ND, Chair
3.1 2020 Meeting Dates
The board set the dates and locations for their 2020 regular meetings.

MOTION: The motion was made to set February 14th in Kent; May 15th at Bastyr University in Kenmore; August 14th in Kent; and November 20th in Tumwater, as the dates and locations for the 2020 regular meetings of the Board of Naturopathy. The motion was seconded and passed.

3.2 Updates to Bylaws
The board reviewed their Bylaws document and made the following changes:
• Article IV 3. Elections A. – change the election of officers to occur on the second scheduled meeting for the year. At a last sentence to read, “The new officers will function in their new roles following conclusion of this meeting.”
• Article IV 5. Removal/replacement of Officer Positions B. – change to read, “An officer of the Board me be removed by a simple majority vote of the Board of Naturopathy at any regular meeting of the Board at which a quorum is present, and under rules or procedures approved by the Board, or at a special meeting called for that purpose.”
• Article V Meetings 4. – In the first sentence, add “and licensing” after the word “disciplinary.”
• Article V Meetings 5. – Change the last sentence to read, “Such open public meetings will provide public access in at least one location…”
• Article VI Meeting Procedures 1. – Add subsection D. “If none of the officers are anticipated to be present at a meeting or there is no quorum, the meeting shall be
cancelled in accordance with the OPMA. If the cancellation occurs less than 20 days prior to the scheduled meeting, the remaining available board members shall meet but no business can be conducted.”

- Article VI 8. Rules of Procedure – Change to read, “The Board may use modified Robert’s Rules of Order on Parliamentary Procedure as rules of procedure, so far as applicable and not inconsistent with these Bylaws, statutory requirements, or with any other resolution governing Board meetings and protocols.”

- Other changes in the Bylaws were the inclusion of RCW references for clarification.

**MOTION:** The motion was made to accept the Board of Naturopathy Bylaws as amended. The motion was seconded and passed.

3.3 Updates to Signature Delegation
Signature Delegations are to be updated every two years. After reviewing their Signature Delegation document the board determined that no changes were needed to the existing Signature Delegation.

**MOTION:** The motion was made to approve the Signature Delegation without changes. The motion was seconded and passed.

Staff from Legal Services are planning to make presentations to all the boards and commissions that they service with the suggestion that, if all the conditions are met for a disciplinary order, can the staff attorney and the reviewing board member have the authority to sign off and release the individual? Legal Services is expected to make their presentation to the Naturopathy Board in November.

3.4 2019/2021 Business Plan
The board reviewed a draft of their Business Plan document for the 2019/2021 biennium. The draft included, under Goal 3. b., the addition of:

- v. – As funds allow, consider member/staff attendance at multi-profession organizations, such as the Federation of Associations of Regulatory Boards (FARB)
- vi – As funds allow, consider member/staff attendance at multi-profession organizations, such as the Federation of State Medical Boards (FSMB)

Dates and information in the Measures last met and the Next measures due columns were updated.

**MOTION:** The motion was made to accept the draft of the 2019/2021 Business Plan as presented. The motion was seconded and passed.

3.5 Draft Newsletter Summer/Fall Edition
The board reviewed a draft of the next newsletter edition scheduled to be released late summer/early autumn.
MOTION: The motion was made to approve the draft of the next newsletter as presented for publication through the DOH webpage, Govdelivery, and as a hardcopy mailing to practitioners for whom there is no email address on record. The motion was seconded and passed.

3.6 Open Public Meetings Act and Public Records Act training

3.7 Correspondence
One correspondence was received on August 20, 2019, raising a concern about a newly graduated practitioner calling themselves a “medical professional” without modifying it as naturopathic, and posting anti-vaccine messages. The board identified that the author could either seek their own legal attorney to identify if what the practitioner is posting is illegal, or register a complaint against the practitioner in question. Registering a complaint would trigger a review and potentially an investigation.

4. Program Reports—DISCUSSION—Susan Gragg, Program Manager
Ms. Gragg gave updates regarding department issues and issues specific to the naturopathic physician profession.

4.1 Budget – The report provided shows the board is 25% under budget. Though the report is through June 30, 2020, the books have not been closed on the 2019-2020 biennium budget. Account reconciliations have not been finalized. A final report is typically available in October. A 2020-2021 budget is currently being developed with new processes and cost driver information being implemented in its construction.

4.2 Statistics reports – The Credential Count report shows 1472 active licensees. New applicants are expected by the end of September as the current exam was completed last week. The Current Active Cases report shows 42, though 12 of those are marked for closure.

The 95% target for credentials to be issued within 14 days is currently being met. The target for intake and assessments completed within 21 days is also currently being met. The goal for open investigations not going beyond 170 days is not being met due to staffing issues. The report shows board reviews are taking a reasonable time. Board members were encouraged to turn around their case reviews with one or two meeting cycles.

A report comparing the percentage of cases authorized and the authorization rates of the Naturopathic and Osteopathic boards, the WMC, and the ARNP.

4.3 Continuing education audit report – Ms. Gragg provided a document showing 5 routine continuing education audit reports that have met CE requirements. All audits received since the last report have passed. The report is provided to give the board an idea of what kind of course work practitioners are taking to meet their CE requirements.
4.4 Recruitment update
The governor has reappointed both Dr. Aschtgen and Dr. Ahdut to continue to serve on the board.

5. **Open Forum—DISCUSSION—Chad Aschtgen, ND, Chair**
The purpose of the open forum is to provide the public an opportunity to address the board on issues of significance to or affecting the practice of naturopathy and that are not related to topics for which a rules hearing was or will be scheduled.

- Picking up from agenda item 2.1.2, Robert May asked for discussion on how he might respond to his constituent asking for WANP to certify ACCME credits in category 2 as category 1. Interactive discussion identified that there currently are ample credit resources available without the additional certification requested.
- Mr. May reported that the WANP is getting ready to prepare for the next legislative session and asked if the board is able and desired to comment on WANP’s bill language. The board welcomed the WANP to keep it informed of its work and proposals, but would not engage in comment or suggestion unless specifically requested by the legislature.
- Mr. May brought up his awareness of a mobilization on the part of colon hydro-therapists, in reference to an unsubstantiated 2009 dispensation, to practice. Historical information on the subject was shared but, because of current litigations, it was identified to be inappropriate to have further discussion.

6. **Future Business—DISCUSSION—Chad Aschtgen, ND, Chair**
The following agenda items were identified for future meetings:
- Non-surgical cosmetic procedures CR102 progress report and rule language review.

7. **Settlement Presentations—DISCUSSION/ACTION—Chad Aschtgen, ND, Chair**
Settlement and/or Agreed Order presentations are contingent upon agreements being reached between the parties prior to a board meeting. Decisions are made in Closed Session.

- There were no settlement presentations.

8. **Adjournment of public meeting—ACTION—Chad Aschtgen, ND, Chair**
The meeting’s open public session adjourned by approved motion at 10:57 a.m.

9. **Discipline and Licensing**
There were no licensing and disciplinary matters to address.

**Next Meeting:**
- Date: November 22, 2019
- Time: 8:30 a.m.
- Location: Department of Health
  Creekside 2 at Center Point
  Suite 310, Room 307
  20425 72nd Ave South
  Kent, WA 98032