



Podiatric Medical Board Regular Meeting
Proposed Agenda
July 20, 2023

Time: 9:00 a.m.

Location: Zoom webinar (see [last page](#) for access)
Labor & Industries Headquarters
[7273 Linderson Way SW, Tumwater, WA 98501, room S130](https://www.wa.gov/locations/7273-linderson-way-sw-tumwater-wa-98501-room-s130)

Board Members: DJ Wardle, DPM, Chair
Jacqueline Buckley, DPM, Vice Chair
Zarko Kajgana, DPM
Lotchie Kerch, DPM
Civillia Winslow Hill, Public Member
Deborah Wright, Public Member

AAG Representative: Noelle Chung, Assistant Attorney General

Contact: Tommy Simpson, Program Manager
(360) 490-4910
tommy.simpson@doh.wa.gov

In accordance with the Open Public Meetings Act, the agenda for this regular meeting was made available online at least 24 hours prior to the start time of the meeting pursuant to RCW 42.30.077.

For more information, please see [last page](#) of this agenda.

Please Note: Comments from the public in attendance may be solicited after each agenda item.

Open Session:

1. Call to Order/Introductions—DISCUSSION/ACTION— DJ Wardle, DPM, Chair

- 1.1. Introduction of board and supporting staff members
- 1.2. Approval of agenda
- 1.3. Approval of April 20, 2023 business meeting minutes

2. Public Comment—DJ Wardle, DPM, Chair

- 2.1. The board will hear comments from the public. The public may request items to be placed on a future meeting agenda.

3. Open Public Meetings Act Presentation - Noelle Chung, AAG

- 3.1. Ms. Chung will share a presentation to the board regarding the Open Public Meetings Act (OPMA).

4. Rules Workshop – Health Equity Continuing Education— DJ Wardle, DPM, Chair

The board will continue its review and discussion of proposed rule language to implement [ESSB 5229](#), which requires the department to establish minimum standards for health equity CE programs.

- 4.1. Public Comment – Members of the public will be given the opportunity to address the board on this agenda item.
- 4.2. The board will review a draft of amended rule language approved at the April 2023 meeting and authorize staff to submit a CR-102 to continue the rulemaking process).

5. Old Business—DISCUSSION/ACTION— DJ Wardle, DPM, Chair

- 5.1. Signature Delegation - The board will review and update the Delegation of Signature Authority agreement as part of the biennial review of signature delegation.

6. New Business—DISCUSSION/ACTION— DJ Wardle, DPM, Chair

- 6.1. 2024 Meeting Dates and Locations - The board will determine the dates and locations for the 2024 regular business meetings.
- 6.2. Election of Officers - The board will elect a new chair and vice chair.
- 6.3. Correspondence & Inquiries - The board will review and discuss any correspondence received since the last meeting.

7. Program Reports—DISCUSSION—James Chaney, Executive Director; Tommy Simpson, Program Manager

Mr. Chaney and Mr. Simpson will give updates regarding matters specific to the podiatric medical profession.

- 7.1. Budget report

- 7.2. Credentialing statistics report
- 7.3. Rules update - CR-105 Health Professional Monitoring Program
- 7.4. Recruitment update

8. Future Business—DISCUSSION— DJ Wardle, DPM, Chair

The board will discuss agenda items identified or suggested for future meetings.

- 8.1. Follow-up on opioid prescribing exclusions.

9. Settlement Presentations—DISCUSSION/ACTION— DJ Wardle, DPM, Chair

Settlement and/or Agreed Order presentations are contingent upon agreements being reached between the parties prior to a board meeting. Discussions are held in closed session; however, decisions are made during open session.

10. Adjournment of public meeting—ACTION— DJ Wardle, DPM, Chair

11. Discipline & Licensing

The board will attend to licensing and disciplinary matters.

Meeting Access

Virtual Attendance:

This meeting is being held via Zoom webinar. Please mute your microphone/phone if you are not speaking.

Join on your computer, mobile app or room device.

[Click here to register to attend the meeting.](#)

After registering, you will receive a confirmation email containing information about joining the webinar

Times and Order:

Times are approximate. The meeting will continue until all agenda items are complete. This agenda schedule may change, and items may not be taken in order of the agenda.

This meeting will be recorded for the purpose of drafting accurate minutes.





**Podiatric Medical Board
Meeting Minutes**

April 20, 2023
9:00 a.m.

On Thursday, April 20, 2023, the Podiatric Medical Board held a hybrid business meeting at the Radisson Hotel Seattle-Tacoma Airport, 18118 International Blvd., Seattle, WA 98188, San Juan 3 room with webinar access via Zoom. In accordance with the Open Public Meetings Act, notices were published with the agenda and login information on the DOH website and through GovDelivery.

BOARD MEMBERS:

DJ Wardle, DPM, Chair
Jacqueline Buckley, DPM, Vice Chair
Lotchie Kerch, DPM, Secretary
Zarko Kajgana, DPM (absent)
Civillia Winslow Hill, Public Member
Deborah Wright, Public Member

GUEST SPEAKER:

Chris Bundy, MD - WPHP

STAFF PRESENT:

Megan Maxey, Program Manager
Lana Crawford, Program Manager
Harold Wright, Jr., Executive Director
Davis Hylkema, Assistant Program Manager
Joan Simmons, Board Support
Noelle Chung, Assistant Attorney General
Heather Cantrell, Policy Analyst

GUEST PRESENT:

Gail McGaffick, JD – WSPMA
Heidi Hughes
Lynn Kovacevich Renne, DPM – WSPMA,
Executive Director
Marlon Basco
Nadine Rosete
Rebecca Villarreal
Shani Hue

1. **Call to Order/Introductions**

Vice Chair Jacqueline Buckley, DPM, called the meeting of the Washington State Podiatric Medical Board to order at 9:09 a.m. on April 20, 2023. The board made the following actions for these agenda items:

1.1 Introductions

The board members and staff introduced themselves.

1.2 Open Public Comment

(This item was skipped and then was brought back after Dr. Bundy's presentation.)

Comments received from the public included:

- Gail McGaffick with WSPMA, expressed gratitude to Dr. Bundy and his presentation. She shared Dr. Lynn Kovacevich Renne sends her regrets to miss this meeting and asked on her behalf as to when the newsletters will recommence. Lastly, she provided a brief update on legislation based on previous meeting minutes sharing HB 1038 did not pass, HB 1073 passed and HB 5181 was incorporated with that bill, HB 5036.

1.3 Approval of Agenda

MOTION: A motion was made to approve the April 20, 2023, business meeting agenda. The motion was seconded and approved.

1.4 Approval of January 19, 2023, business meeting minutes

MOTION: A motion was made to approve the January 19, 2023, business meeting minutes. The motion was seconded and approved.

2. **Presentation – Washington Physicians Health Program (WPHP) Annual Report**

Dr. Bundy presented the WPHP annual report to the board and answered questions.

3. **Signature Delegation**

Ms. Crawford provided a brief overview of what signature delegation is and will work with Dr. Wardle to complete the process.

4. **Old Business**

4.1 Rule – Health Professional Monitoring Programs

The board reviewed the language and voted to file CR-105 to implement Substitute Senate Bill 5496, which has changed the term substance abuse to substance use disorder.

MOTION: A motion was made to approve the department to file the CR-105. The motion was seconded and approved.

4.2 Rule Workshop - Health Equity Continuing Education

- 4.2.1 The board reviewed and discussed proposed rule language to implement Substitute Senate Bill SSB 5229, which requires the department to establish minimum standards for health equity CE programs.

Ms. Crawford will update the proposed rule language after today's discussion and will bring it back to the next meeting for the board to review. She invited additional comments to be emailed to the profession's email.

- 4.2.2 Memo from Washington State Podiatric Medical Association (WSPMA) Gail McGaffick with WSPMA spoke to the memorandum submitted by Dr. Lynn Kovacevich Renne, Executive Director, WSPMA and provided more background.

- 4.2.3 Public Comment

Members of the public were given the opportunity to address the board on this agenda item.

No comments were received.

MOTION: A motion was made to approve the department to draft amended rule language to present to the board for review at the next meeting. The motion was seconded and approved.

5. **New Business**

- 5.1 Correspondence/Inquires

The board reviewed and discussed any correspondence received since the last meeting.

No correspondence or inquiries were received.

6. **Program Reports**

- 6.1 Budget report - Ms. Crawford shared the current budget report, as of February 28, 2023. The beginning fund balance of \$700,385, revenue of \$473,369, expenses of \$565,187 with an estimated ending fund balance of \$621,567. She mentioned the board's decision to hold two virtual meetings per year as well as two hybrid meetings per year in the Seattle area where holding the meeting in the Seattle area cost significantly more, which is not a problem if people are going to attend in person.

Mr. Hylkema explained under the OPMA laws, a physical location needs to be provided for members of the public to attend.

MOTION: A motion was made to discuss locations for upcoming meetings at the next board meeting. The motion was seconded and approved.

- 6.2 Statistics reports - The current credential count report shows 359 total active licensees. As for disciplinary cases, there are 6 pending service, 2 in adjudication, 1 in disposition, none in assessment, and none marked for closure.

- 6.3 Recruitment update

Ms. Crawford shared that two applicants for the professional position were interviewed. The appointment packet is being processed at the department to be forwarded to the governor's office.

7. **Future Business**

The board discussed agenda items identified or suggested for future meetings.

- Follow up on opioid prescribing exclusions.

8. **Settlement Presentations**

Settlement and/or Agreed Order presentations are contingent upon agreements being reached between the parties prior to a board meeting. Discussions are held in closed session, however, decisions are made during open sessions.

None.

9. **Adjournment of public meeting**

The public portion of the meeting adjourned by approved motion at 11:13 a.m.

MOTION: A motion was made to adjourn the meeting. The motion was seconded and approved.

10. **Discipline and Licensing**

This item was cancelled as there were no licensing or disciplinary matters to discuss.



PREPROPOSAL STATEMENT OF INQUIRY

CR-101 (October 2017) (Implements RCW 34.05.310)

Do NOT use for expedited rule making

CODE REVISER USE ONLY

OFFICE OF THE CODE REVISER
STATE OF WASHINGTON
FILED

DATE: February 07, 2023

TIME: 10:56 AM

WSR 23-05-029

Agency: Department of Health- Podiatric Medical Board

Subject of possible rule making: Podiatric physician and surgeon health equity continuing education. The Podiatric Medical Board (board) is considering amending WAC 246-922-300 and 246-922-310 to adopt the health equity continuing education (CE) model rules, WAC 246-12-800 through 246-12-830, to comply with RCW 43.70.613. The board will also consider whether additional CE hours and course topics should be included.

Statutes authorizing the agency to adopt rules on this subject:

RCW 18.22.015, 43.70.040, 43.70.615, 18.130.040 and Engrossed Substitute Senate Bill 5229 (Chapter 276, Laws of 2021) codified as RCW 43.70.613.

Reasons why rules on this subject may be needed and what they might accomplish:

By January 1, 2024, RCW 43.70.613(1) requires each health profession credentialed under RCW 18.130.040 with a CE requirement to adopt rules requiring completion of health equity CE training at least once every four years.

RCW 43.70.613(3)(b) also directed the Department of Health (department) to create model rules establishing minimum standards for health equity CE programs. The department adopted rules for health equity CE minimum requirements as WSR 22-23-167 on November 23, 2022. Any rules developed by the board for licensed podiatric physicians must meet or exceed the minimum standards in the model rules found in WAC 246-12-800 through 246-12-830.

The goal of health equity CE training is to ensure that health care professionals complete health equity training and that the content of the health equity trainings include instruction on skills to address structural factors, such as bias, racism, and poverty, which manifest as health inequities

Identify other federal and state agencies that regulate this subject and the process coordinating the rule with these agencies: None

Process for developing new rule (check all that apply):

- Negotiated rule making
- Pilot rule making
- Agency study
- Other (describe) Collaborative rulemaking

Interested parties can participate in the decision to adopt the new rule and formulation of the proposed rule before publication by contacting:

Name: Megan Maxey	(If necessary) Name:
Address: PO Box 47852, Olympia, WA 98504-7852	Address:
Phone: 360-236-4945	Phone:
Fax: 360-236-2901	Fax:
TTY: 711	TTY:
Email: megan.maxey@doh.wa.gov	Email:
Web site: www.doh.wa.gov/podiatry	Web site:
Other: https://public.govdelivery.com/accounts/WADOH/subscribe/r/new	Other:

Additional comments:

Interested parties can participate in the drafting of the proposed rules. The board will be conducting rules workshops with interested parties and subject matter experts. The department will use existing GovDelivery lists and other known contact information to inform interested parties of opportunities to provide input on proposed rule language. A broad approach to engagement was used in the development of the health equity model rules which will be used to include community members, community organizations, and health equity experts in the further development of these rules. To find out more information about our rulemaking, visit www.doh.wa.gov. To subscribe to GovDelivery, please visit www.doh.wa.gov, and select the "Subscribe" button at the bottom of the page. After signing in, click open the box labeled "Health Systems Quality Assurance." Next click open the box labeled "Health Professions" and then click on the "Podiatry Program". You may also check the box next to one or more of the other professions listed to received information related to that specific profession

Date: 2/3/2023

Name: Harold Wright, Jr, M.Ed

Title: Executive Director

Signature:



WAC 246-922-300 Podiatric continuing medical education

required. (1) The board requires a ~~licensed~~ podiatric physician and surgeon to participate in podiatric continuing medical education as a mechanism to maintain and enhance competence and stay informed of recent developments within podiatric medicine and related fields. A resident in an approved postgraduate residency training program is not required to participate in podiatric continuing medical education.

(2) A podiatric physician and surgeon must complete 100 hours of continuing medical education every two years and comply with WAC 246-12-170 through 246-12-240 and WAC 246-922-310.

(3) To satisfy the continuing medical education requirements identified in subsection (2) of this section, a podiatric physician and surgeon may:

~~(a) Serve as a resident in an approved postgraduate residency training program; such individuals shall be credited 50 hours for each year of training completed during their continuing medical education cycle;~~

~~(ba)~~ Certify or recertify within the previous four years with a specialty board recognized by the Council on Podiatric Medical Education (CPME); or

~~(eb)~~ Meet the requirements for participation in a maintenance of certification program for a specialty board recognized by the CPME.

~~(4) Beginning with continuing medical education reporting cycles on or after As of January 1, 2024, if If a podiatric physician and surgeon uses subsection (3) to comply with podiatric continuing medical education requirements, the podiatric physician and surgeon must assure that they have taken a minimum of two hours of health equity continuing medical education training for every four years reporting cycle as required by RCW 43.70.613 and as described in pursuant to WACs 246-12-800 through 830-922-310(4).~~

[Statutory Authority: RCW 18.22.015. WSR 22-20-092, § 246-922-300, filed 10/4/22, effective 11/4/22. Statutory Authority: RCW 18.22.005, 18.22.015, and 18.130.050. WSR 16-01-106, § 246-922-300, filed 12/16/15, effective 10/1/17. Statutory Authority: RCW 18.22.015. WSR 99-20-096, § 246-922-300, filed 10/5/99,

effective 11/5/99. Statutory Authority: RCW 43.70.280. WSR 98-05-060, § 246-922-300, filed 2/13/98, effective 3/16/98.

Statutory Authority: RCW 18.22.015. WSR 94-05-051, § 246-922-300, filed 2/10/94, effective 3/13/94; WSR 91-10-041 (Order 158B), § 246-922-300, filed 4/25/91, effective 5/26/91.]

WAC 246-922-310 Categories of creditable podiatric

continuing medical education activities. To meet the requirements of WAC 246-922-300, a podiatric physician and surgeon shall earn continuing medical education in the following board-approved categories; such activities may be obtained through in-person or remote attendance, or through interactive online or prerecorded courses:

(1) Category 1 - A minimum of 40 hours; ~~however, all 100 credit hours may be earned in this category.~~ Category 1

activities include:

(a) Scientific courses or seminars approved, offered, or sponsored by the American Podiatric Medical Association and its component societies and affiliated and related organizations;

(b) Scientific courses or seminars offered or sponsored by entities such as the American College of Foot and Ankle Surgery,

the American Medical Association, the American Osteopathic Association, the American Heart Association, the American Diabetes Association, or the American Physical Therapy Association when offering or sponsoring continuing medical education programs related to podiatric medicine; and

(c) Scientific courses or seminars accredited by the Council on Podiatric Medical Education or the Accrediting Council for Continuing Medical Education.

(2) Category 2 - A maximum of 50 hours. Category 2 activities include courses or seminars related to health care delivery offered or sponsored by entities such as nonprofit organizations, other proprietary organizations, and individuals when offering or sponsoring continuing medical education in health care delivery.

(3) Category 3 - A maximum of 60 hours. Category 3 credit hours and activities include:

(a) Up to 30 hours through teaching, lecturing, and publishing in a peer-reviewed, scientific journal or textbook;

(b) Up to 30 hours through online prerecorded or remote-attended study and programs not otherwise specified in subsection (1) or (2) of this section;

(c) Up to 30 hours through self-study including, but not limited to, specialty board examination preparation, reading books, papers, and publications, participating in journal clubs, or viewing or attending exhibits; and

(d) Up to 30 hours for participation in a health care institution or government agency:

(i) Peer-review committee;

(ii) Staff committee for subjects including, but not limited to, quality of care, utilization review, credentialing, bylaws, and medical records;

(iii) Surgical privilege credentialing to include proctoring activity; or

(iv) Serving as a board member on the podiatric medical board.

~~(4) Category 4. Beginning with continuing medical education reporting cycles on or after As of January 1, 2024, a minimum of two hours of health equity continuing medical education~~

training offered by entities listed in subsections (1) or (2) or listed or offered by the department of health must be obtained every four years as follows:

(a) The first training must be completed by the end of the first full continuing medical education reporting cycle after January 1, 2024, or by the end of the first full continuing medical education reporting cycle after initial licensure, whichever is later; and.

(b) Health equity continuing medical education training must meet the minimum standards under as required by RCW 43.70.613 and as described in WACs 246-12-800 through 246-12-830.

(45) One contact hour is defined as a typical 50-minute classroom instructional session or its equivalent.

(56) The board will not give prior approval for any continuing medical education. The board will accept any continuing medical education that reasonably falls within these regulations and relies upon the integrity of each individual podiatric physician and surgeon to comply with these requirements.

[Statutory Authority: RCW 18.22.015. WSR 22-20-092, § 246-922-310, filed 10/4/22, effective 11/4/22. Statutory Authority: RCW 18.22.005, 18.22.015, and 18.130.050. WSR 16-01-106, § 246-922-310, filed 12/16/15, effective 10/1/17. Statutory Authority: RCW 18.22.015. WSR 99-20-096, § 246-922-310, filed 10/5/99, effective 11/5/99; WSR 94-05-051, § 246-922-310, filed 2/10/94, effective 3/13/94; WSR 91-10-041 (Order 158B), § 246-922-310, filed 4/25/91, effective 5/26/91.]

**Form 1-1-19A: Delegation of Signature Authority
(Credentialing, Disciplinary Functions, and Rules)
(For Board/Commission Authority Professions)**

On _____, the **Podiatric Medical Board** delegated signature authority for each of the documents indicated as follows:

Credentialing

	Document	DOH Staff Title(s)
<input type="checkbox"/>	Approval of Routine Credentialing Applications	
<input type="checkbox"/>	Notice of Decision – Denial of Credential	
<input type="checkbox"/>	Notice of Determination New	
<input type="checkbox"/>	Notice of Required Mental, Physical, or Psychological Evaluation	

Disciplinary

	Document	DOH Staff Title(s)
<input type="checkbox"/>	Citation and Notice (for failure to produce records, documents or other items)	
<input type="checkbox"/>	Declaration for Failure to Answer or Appear	
<input type="checkbox"/>	Notice of Correction	
<input type="checkbox"/>	Notice of Intent New	
<input type="checkbox"/>	Notice of Decision New	
<input type="checkbox"/>	Notice of Determination	

<input type="checkbox"/>	Notice of Opportunity for Prompt Hearing, Regularly Scheduled Hearing or Settlement	
<input type="checkbox"/>	Notice of Opportunity for Settlement and Hearing	
<input type="checkbox"/>	Withdrawal of: Statement of Charges, Statement of Allegations or Notice of Correction New	
<input type="checkbox"/>	Notice of Required Mental, Physical, or Psychological Evaluation New	
<input type="checkbox"/>	Statement of Allegations	
<input type="checkbox"/>	Statement of Charges	
<input type="checkbox"/>	Subpoenas	

Rules

<input type="checkbox"/>	Document	DOH Staff Title(s)
<input type="checkbox"/>	CR-101	
<input type="checkbox"/>	CR-102	

Compliance

<input type="checkbox"/>	Document	DOH Staff Title(s)
<input type="checkbox"/>	Release from Stipulation to Informal Disposition (STID)	

This delegation shall remain in effect until revoked, terminated, or modified during the effective period. This delegation shall be reviewed and updated biennially.

Dated this day, _____

Chairperson

(Signature of the Chair)

Executive Director

(Executive Director's Signature)

- For the purposes of this document, signature authority means authorization to sign associated documents after the Board / Commission makes a decision.



Form 1-1-19C: Delegation of Decision- Making

I, _____, Chair of the Washington State

_____ (the board or commission), acting upon authorization of the board or commission and under the authority of RCW 18.130.050(10), delegates each of the functions indicated below:

- Legal Services: (Boards and Commission only)**
Brief Adjudicative Proceedings (Initial Orders) – Office of Investigative and Legal Services
Office Director and Supervising Staff Attorney
- Legal Services: (Secretary Professions)**
Brief Adjudicative Proceedings (Initial Orders) – Office of Investigative and Legal Services
Office Director and Deputy Director
- Review Officer:**
Brief Adjudicative Proceedings (review of initial orders) – Review Officer in the Office of the Secretary

Adjudicative Services (Delegated to presiding officer serving in the Adjudicative Service Unit)
– RCW 18.130.050(10)

- To serve as the final decision-maker in response to an ex parte motion for summary suspension of a license in which the respondent is alleged to have violated RCW 18.130.400.
- To serve as the final decision-maker in response to an ex parte motion for summary suspension of a license in which the respondent is alleged to have violated RCW 18.130.370.
- To serve as the final decision-maker in response to a motion for an investigative mental health or physical health examination under RCW 18.130.170(2)(b).
- To serve as the final decision-maker in adjudicative proceedings in which a respondent is in default for failure to submit a request for adjudicative proceeding. This delegation does not include cases pertaining to standards of practice or where clinical expertise is necessary.
- To serve as the final decision-maker in adjudicative proceedings in which the respondent is alleged to have violated RCW 18.130.180(5).
- To serve as the final decision-maker in adjudicative proceedings where the board or commission has brought a motion for noncompliance.

- To serve as the final decision-maker in adjudicative proceedings in which the respondent is charged with violation of RCW 18.130.180(9).
- To serve as the final decision-maker in adjudicative proceedings in which the respondent is alleged to have violated RCW 18.130.180(17).
- Notwithstanding RCW 18.130.062 to serve as the final decision-maker in adjudicative proceedings in which the respondent is alleged to have violated RCW 18.130.180(24).
- To serve as the final decision-maker in adjudicative proceedings in which the respondent is alleged to have violated RCW 18.130.180(23).
- To serve as the final decision-maker in adjudicative proceedings in which the respondent is alleged to have violated RCW 18.130.180(6).
- To serve as the final decision-maker in adjudicative proceedings in which the respondent is alleged to have violated RCW 18.130.170.
- To approve or deny proposed settlements in all cases other than those that pertain to standards of practice or where clinical expertise is necessary, that are filed nine (9) calendar days before the scheduled hearing.
- To serve as the final decision-maker in proceedings related to reinstatement of a license previously suspended, revoked, or restricted by the board or commission.

This delegation remains in effect until revoked, terminated or modified. To the extent that this delegation conflicts with prior delegations to presiding officers at the Adjudicative Service Unit, this delegation prevails.

DATE: _____

(Signature) _____

(Name) _____

Chairperson

(Board/Commission) _____



**Form 1-1-19A: Delegation of Signature Authority
(Credentialing, Disciplinary Functions, Compliance and Rules)
(For Board/Commission Authority Professions)**

On **August 1, 2021** the **Podiatric Medical Board** delegated signature authority for each of the documents indicated as follows:

Credentialing

Document	DOH Staff Title(s)
Approval of Routine Credentialing Applications	OCS Credentialing Lead Worker
	OCS Credentialing Supervisor
	OCS Credentialing Manager
Notice of Decision – Denial of Credential	OCS Credentialing Manager
	OILS Case Management Administrator
	OILS Case Manager
Notice of Required Mental, Physical, or Psychological Evaluation	OILS Case Manager
	OILS Case Management Administrator
	OHP Executive Director

Disciplinary

	Document	DOH Staff Title(s)
<input checked="" type="checkbox"/>	Citation and Notice (for failure to produce records, documents or other items)	OILS Case Manager
		OILS Case Management Administrator
		OHP Executive Director
<input checked="" type="checkbox"/>	Declaration for Failure to Answer or Appear	OILS Case Manager
		OILS Case Management Administrator
		OHP Executive Director
<input checked="" type="checkbox"/>	Notice of Correction	OHP Executive Director
		OILS Case Manager
		OILS Case Management Administrator
<input checked="" type="checkbox"/>	Notice of Determination	OHP Executive Director
		OILS Case Manager
		OILS Case Management Administrator

<input checked="" type="checkbox"/>	Notice of Opportunity for Prompt Hearing, Regularly Scheduled Hearing or Settlement	OHP Executive Director
		OILS Case Manager
		OILS Case Management Administrator
<input checked="" type="checkbox"/>	Notice of Opportunity for Settlement and Hearing	OHP Executive Director
		OILS Case Manager
		OILS Case Management Administrator
<input checked="" type="checkbox"/>	Statement of Allegations	OHP Executive Director
		OILS Case Manager
		OILS Case Management Administrator
<input checked="" type="checkbox"/>	Statement of Charges	OHP Executive Director
		OILS Case Manager
		OILS Case Management Administrator
<input checked="" type="checkbox"/>	Subpoenas	Chief Investigator
		Supervising Investigator
		Supervising Staff Attorney

Rules

	Document	DOH Staff Title(s)
<input checked="" type="checkbox"/>	CR-101	OHP Executive Director
<input checked="" type="checkbox"/>	CR-102	OHP Executive Director

Compliance

	Document	DOH Staff Title(s)
<input checked="" type="checkbox"/>	Release from Stipulation to Informal Disposition (STID)	OHP Executive Director
		OILS Compliance Manager

This delegation shall remain in effect until revoked, terminated or modified. This delegation shall be reviewed and updated biennially.

Dated this 1st day of August, 2021.

Chairperson

(Signature of the Chair)

Executive Director

(Director's Signature)



**Form 1-1-19C: Delegation of Decision-Making
(RCW 18.130.050 (10))**

The **Podiatric Medical Board** delegates decision-making for the following activities as follows:

- Adjudicative Services – For proceedings related to:**
 - RCW 18.130.090 – Default orders (on a case-by-case basis)
 - Reinstatement orders
 - Agreed orders
 - Modifications and clarifications
 - Brief Adjudicative Proceedings (review of initial orders)

- Adjudicative Services – For proceedings following charges related to:**
 - RCW 18.130.370 – Mandatory summary suspension based upon action in another jurisdiction (ex parte orders)
 - RCW 18.130.180(5) – Action in another jurisdiction (on a case-by-case basis)
 - RCW 18.130.180(9) – Failure to comply with specific conditions of an order or a STID: Failure to pay a fine or cost recovery, failure to provide proof of mandated continuing education, failure to adhere to practice restriction by prescribing a restricted medication or by authorizing medical marijuana
 - Failure to comply with an order or a STID
 - Practice on an expired credential
 - Criminal conviction
 - Abuse of a client or patient
 - Sexual contact with a client or patient
 - Drug or alcohol abuse
 - Inability to practice with reasonable skill and safety by reason of any mental or physical condition
 - RCW 18.130.400 – Mandatory summary suspension based upon a final finding of abuse/neglect/financial exploitation of a vulnerable adult, or abuse/neglect of a child issued, by DSHS (ex parte orders)
 - RCW 18.130.180 – Final findings of abuse/neglect/financial exploitation of a vulnerable adult, or abuse/neglect of a child, issued by DSHS (on a case by case basis)

- Proceedings related to Citation and Notice under RCW 18.130.230**

This delegation, under RCW 18.130.050(8), shall remain in effect until August 2023, or until revoked, terminated, or modified by the board.

Dated this 1st day of August, 2021.

(Signature of Chairperson)
Randy Anderson, DPM, Chair

Chairperson, Acting on behalf of
Podiatric Medical Board

(Board/Commission)



**Addendum to Delegation of Signature Authority
(Red Jacket Correspondence and Continuing Education)**

Podiatric Medical Board

On August 1, 2021, the Podiatric Medical Board (board) delegated signature authority for each of the following:

Red Jacket Correspondence

- 1. *Health Services Consultant 4*
- 2. *OHP Executive Director*

Continuing Education Audits

Letter to solicit compliance – Initiate correspondence with licensee when no materials have been submitted, or where the submitted materials appear to be insufficient for the audit.

- 1. *Health Services Consultant 4*
- 2. *OHP Executive Director*

Completions – Approval of materials submitted for routine continuing education audits.

- 1. *Health Services Consultant 4*
- 2. *OHP Executive Director*

Extension Completions – Approval of materials submitted for continuing education extensions granted by the board.

- 1. *Health Services Consultant 4*
- 2. *OHP Executive Director*

This delegation shall remain in effect until revoked, terminated, or modified. This delegation shall be reviewed and updated biennially.

Dated this 1st day of August, 2021.

Chairperson

(Signature of the Chair)

Executive Director

(Executive Director's Signature)

Podiatric Medical Board Proposed 2024 Meeting Dates

Date	Location
January 18, 2024	Hybrid, physical location TBD
April 18, 2024	Hybrid, physical location TBD
July 18, 2024	Hybrid, physical location TBD
October 17, 2024	Hybrid, physical location TBD

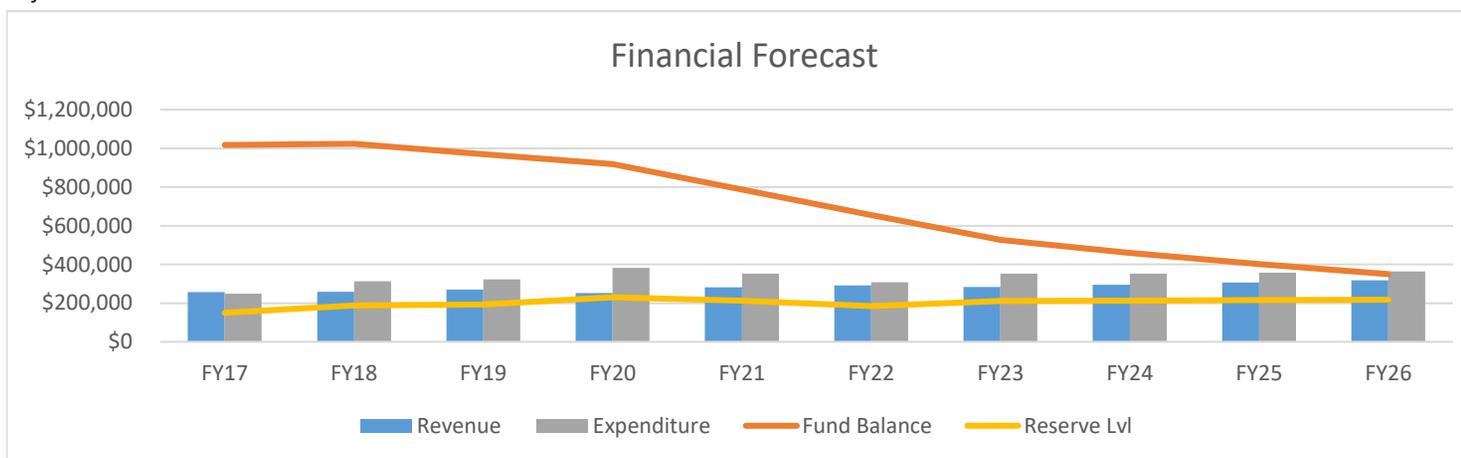
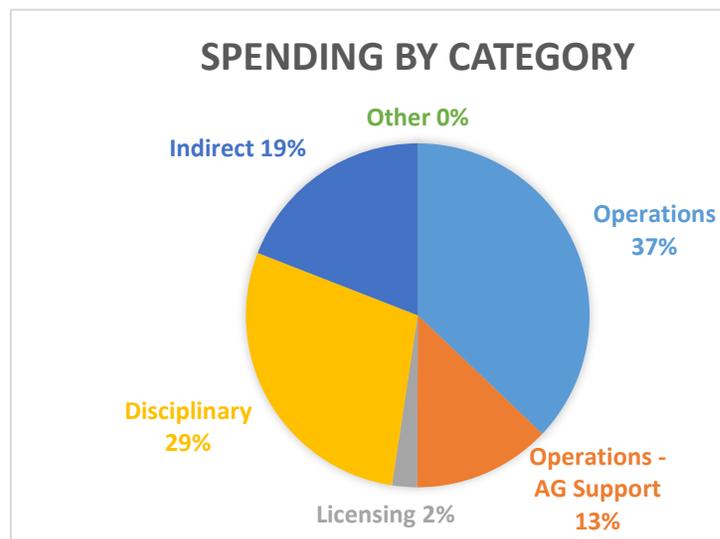
Podiatric Medical Board Budget Status Report

For the period of July 1, 2021 to May 31, 2023

Beginning Fund Balance	703,385
Revenue	584,956
Expenses	661,522
Est. Ending Fund Balance	626,819

	Biennial Budget	BTD Expenses	Balance
Salaries & Benefits	181,470	175,134	6,336
Contracts	15,264	2,100	13,164
Goods & Services	62,970	139,478	(76,508)
Travel	3,689	84	3,605
Equipment	2,468	105	2,363
Grants	35,660	37,821	(2,161)
Intra Agency*	341,117	180,543	160,574
Indirect Charges	147,784	126,257	21,527
Total	790,422	661,522	128,900

* Intra agency charges include expenses such as rent, IT support, enterprise software and communications.





Board Report
62506-PODIATRIC MEDICINE & SURGERY

	Biennium Budget	Current Month May 2023				2023 Biennium-To-Date Jul 01, 2021 Thru May 31, 2023			
		Allotment	Actual	Encumbrance	Variance	Allotment	Actual	Encumbrance	Variance
62506-PODIATRIC MEDICINE & SURGERY									
FTE, Staff and Board	18.30	0.80	0.86	0.00	(0.06)	17.50	21.50	0.00	(4.00)

Expenditures

Direct Charges

Salaries Staff (A)	119,282	4,968	5,536	0	(568)	114,314	117,055	0	(2,741)
Board (AE)	19,015	960	0	0	960	18,055	16,617	0	1,438
Benefits (B)	43,173	1,922	1,984	0	(62)	41,251	41,462	0	(211)
Personal Svcs (C)	15,264	636	0	0	636	14,628	2,100	9,300	3,228
Goods and Supplies (E)	62,970	2,616	22,098	0	(19,482)	60,354	139,478	2,723	(81,848)
Supplies (EA)	1,944	81	264	0	(183)	1,863	264	2,723	(1,124)
Communications (EB)	312	13	0	0	13	299	226	0	73
Bldg/Rent/Utilities (EC/ED)	0	0	0	0	0	0	0	0	0
Repairs, Alterations, & Maint. (EE)	60	3	0	0	3	57	0	0	57
Printing (EF)	0	0	0	0	0	0	459	0	(459)
Training/Dues/Conference (EG)	0	0	0	0	0	0	3,590	0	(3,590)
Rental/Leases (EH)	0	0	1,250	0	(1,250)	0	1,250	0	(1,250)
Subscriptions (EJ)	0	0	0	0	0	0	0	0	0
Consolidated Mail (EK)	0	0	0	0	0	0	0	0	0
Data Processing Services (EL)	188	8	0	0	8	180	0	0	180
AG Support (EM)	58,882	2,533	20,584	0	(18,051)	56,349	133,926	0	(77,577)
Insurance (EP)	0	0	0	0	0	0	0	0	0
Contractual Services (ER)	0	0	0	0	0	0	0	0	0
Vehicle Maint. & Oper Costs (ES)	0	0	0	0	0	0	0	0	0
Software Licenses, Maint. (EY)	1,997	84	0	0	84	1,913	664	0	1,249
Other Goods & Services (EZ)	(2,736)	(114)	0	0	(114)	(2,622)	(901)	0	(1,721)
Travel (G)	3,689	154	84	0	70	3,535	84	0	3,451
Equipment (J)	2,468	0	0	0	0	2,468	105	0	2,363
Grants and Subsidies (N)	35,660	1,486	1,972	0	(486)	34,174	37,821	0	(3,647)
Inter-Agency Reimb. (S)	0	0	0	0	0	0	0	0	0
Intra-Agency Reimb. (T)	341,117	15,109	5,139	0	9,970	326,008	180,543	0	145,465
Goods and Services (TE)	0	0	0	0	0	0	0	0	0
G & S-Rent (TE 6740)	8,160	340	274	0	66	7,820	6,181	0	1,639
G & S-IT Support (TE E350 & TE E360)	3,240	139	225	0	(86)	3,101	3,088	0	13
G & S-Phone (TE E370)	372	16	57	0	(41)	356	387	0	(31)
Sub Total Direct Charges	310,970	13,229	32,231	0	(19,002)	297,741	364,378	12,023	(78,660)



Board Report
62506-PODIATRIC MEDICINE & SURGERY

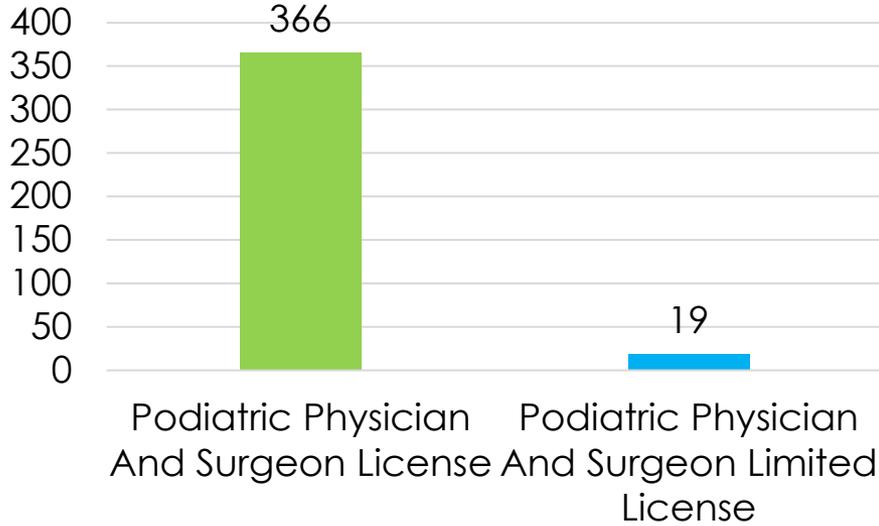
	Biennium Budget	Current Month May 2023				2023 Biennium-To-Date Jul 01, 2021 Thru May 31, 2023			
		Allotment	Actual	Encumbrance	Variance	Allotment	Actual	Encumbrance	Variance
Service Units (TA)									
Adjudicative Clerks Office (A010)	1,332	57	8	0	49	1,275	185	0	1,090
Adjudicative Services Unit (A020)	0	0	787	0	(787)	0	6,183	0	(6,183)
WRAMP (A230)	0	0	0	0	0	0	0	0	0
HP Investigations (A100)	151,215	6,728	1,018	0	5,710	144,487	36,738	0	107,749
Self Insurance (A220)	0	0	0	0	0	0	0	0	0
Legal Services (A150)	72,983	3,292	0	0	3,292	69,691	55,793	0	13,898
Call Center (A030)	3,209	143	132	0	11	3,066	2,922	0	144
Public Disclosure (A180)	50,424	2,162	267	0	1,895	48,262	20,999	0	27,263
Online Licensing Project (A130)	888	38	27	0	11	850	893	0	(43)
Investigations Case Mgt (A070)	8,400	360	347	0	13	8,040	7,636	0	404
Complaint Intake (A040)	6,913	320	283	0	37	6,593	5,937	0	656
Legal Compliance (A140)	6,408	275	282	0	(7)	6,133	5,813	0	320
HP & Director (A110)	13,782	650	873	0	(223)	13,132	15,198	0	(2,066)
Credentialing (A060)	8,751	375	373	0	2	8,376	7,953	0	423
Home Care Aide (A240)	0	0	0	0	0	0	0	0	0
Renewal Unit (A190)	2,880	122	101	0	21	2,758	2,651	0	107
Revenue Unit (A200)	624	27	23	0	4	597	589	0	8
FBI Background Check (A090)	960	41	62	0	(21)	919	523	0	396
HP Suicide Assessment (A120)	0	0	0	0	0	0	0	0	0
OS Review Officer (A210)	0	0	0	0	0	0	0	0	0
Sub Total Service Units (TA)	328,769	14,590	4,583	0	10,007	314,179	170,012	0	144,167
Sub Total Expenditures	639,739	27,819	36,814	0	(8,995)	611,920	534,390	12,023	65,507
Indirect Charges									
Agency Management	90,444	3,933	5,350	0	(1,417)	86,511	76,100	0	10,411
Assistant Secretary	57,340	2,493	3,380	0	(886)	54,847	50,157	0	4,690
Sub Total Indirect Charges	147,784	6,426	8,730	0	(2,304)	141,358	126,257	0	15,101
Total Charges	787,524	34,245	45,544	0	(11,298)	753,278	660,647	12,023	80,608
						Beginning Balance	703,385		
						Revenue	559,956		
						Fines	25,000		
						Total Revenue	584,956		
						Current Balance		615,671	



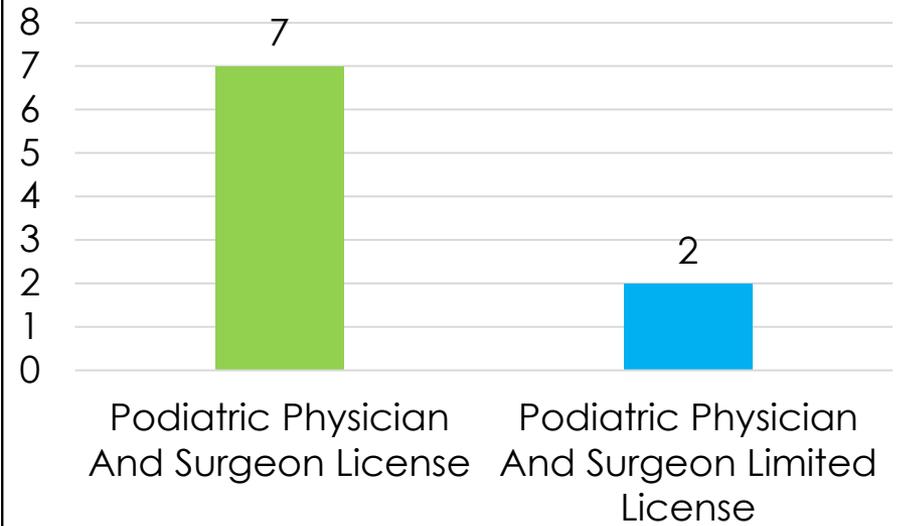
PODIATRIC MEDICAL BOARD

July 20, 2023

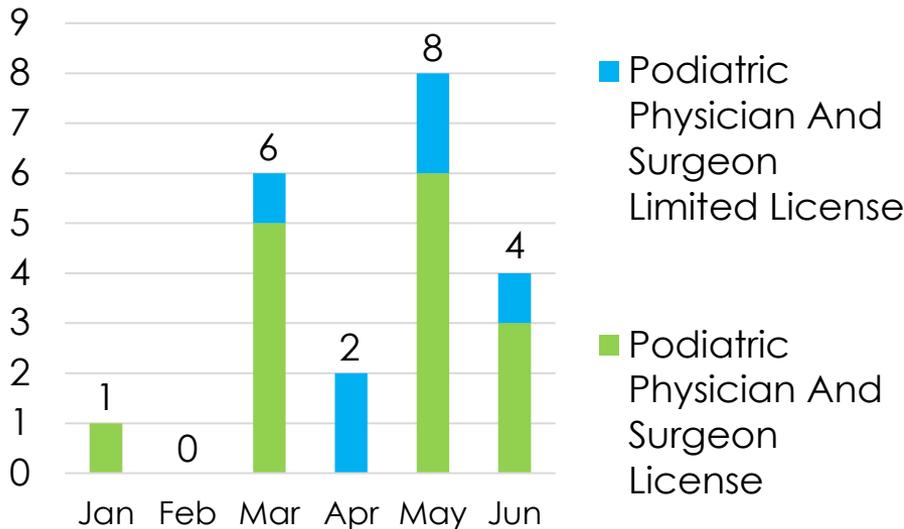
Active Status Counts



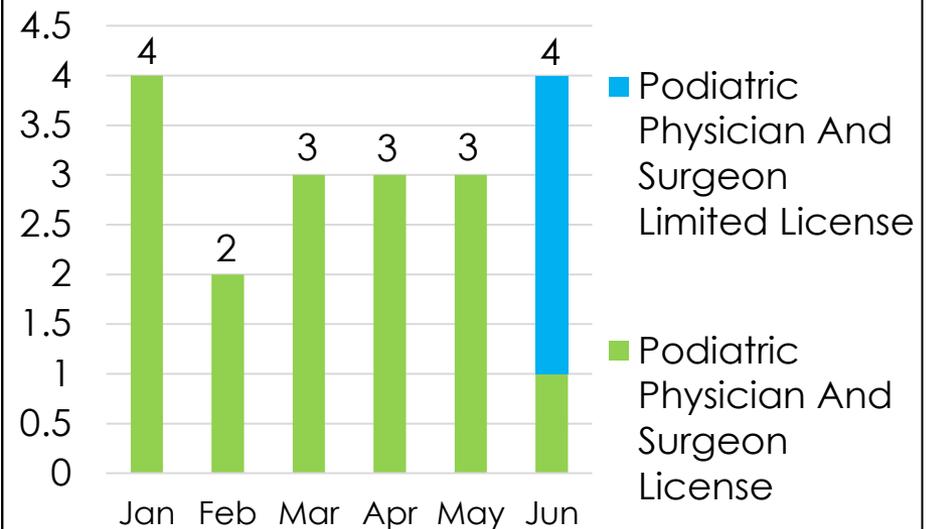
Pending Status Counts



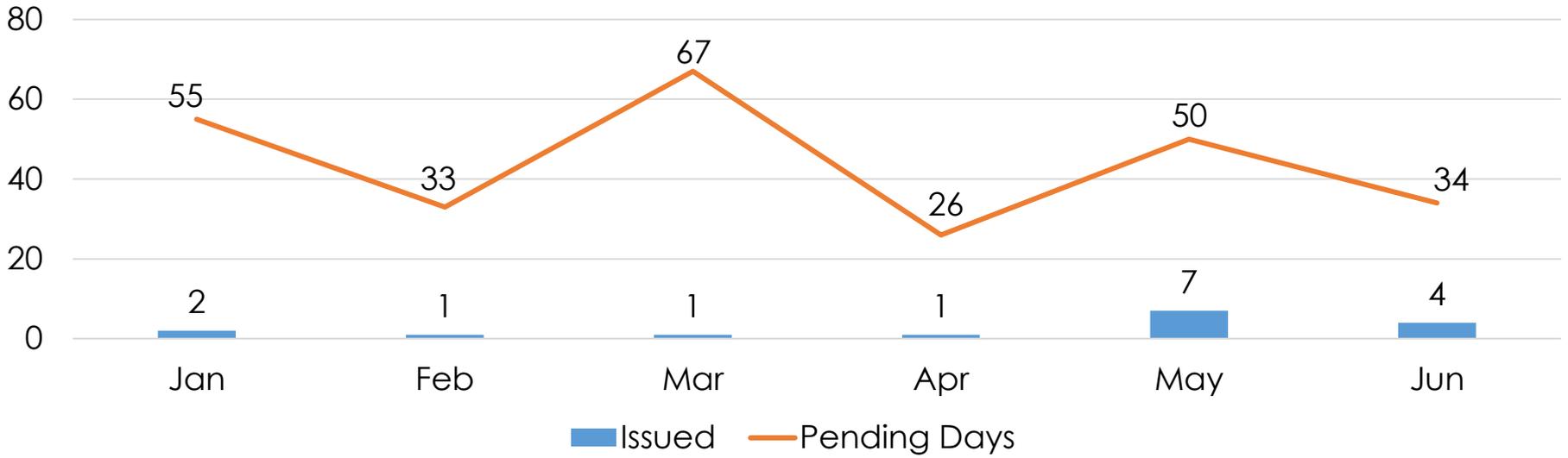
Applications Received



Credentials Expiring by Month



Overall Application Processing Time



Updates:

Contact Information

DOH website: www.doh.wa.gov

Licensing/Certification link for requirements and forms and the
Provider Credential Search link for credential status

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