



**WASHINGTON STATE**  
**CHIROPRACTIC QUALITY ASSURANCE COMMISSION**  
**BUSINESS MEETING MINUTES**  
**July 13, 2023 – 9:00 a.m.**

**This is a public meeting and was held in person and 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, and Benjamin Zepeda, DC. Commission Members absent: Judge Julie Spector (ret.), Public Member

**Staff Present:**

Bob Nicoloff, Executive Director  
Tammy Kelley, Deputy Executive Director  
Jenny Yeam, Projects and Compliance Manager  
Betty Moe, Regulatory Analyst  
Heather Carter, Assistant Attorney General  
Sheryl Hilt, Department of Health Budget Management Analyst

**OPEN SESSION – Thursday, July 13, 2023**

**9:47 a.m.**

**1. CALL TO ORDER – Dr. Clum, Chair**

1.1 The agenda was approved as written.

**2. EXECUTIVE SESSION**

2.1 The Commission went into executive session to review the performance of the Commission’s Executive Director pursuant to [RCW 42.30.110\(1\)\(g\)](#). The Commission met for 10 minutes.

**3. RETURN TO OPEN SESSION – The Commission meeting resumed at 10:04 a.m.**

**4. EXECUTIVE DIRECTOR PERFORMANCE REVIEW AND GOALS MOTIONS– Dr. Clum**

4.1 The Commission moved to approve the Executive Director’s performance review and goals. The motion carried.

A second motion was made that the Executive Director be given a 10% salary increase. The motion carried.

**5. MESSAGES FROM COMMISSION LEADERSHIP - Dr. Dana Clum, DC, Chair; Dr. Jas Walia, DC, Vice-Chair; Dr. Vanessa Wise, DC, Vice-Chair; Susan Bogni, MPA, Executive Committee Public Member; David Folweiler, DC, Immediate Past Chair**

**5.1** Commission leadership had the opportunity to provide comments.

Dr. Clum shared that she is excited to be in-person again. She also expressed gratitude for the Department of Labor & Industries and Department of Health Technical Teams. She said that hybrid meetings are not easy, but the Commission is committed to providing a hybrid option. Dr. Clum also welcomed Heather Carter, Assistant Attorney General, who was filling in for Commission Legal Advisor Christopher Gerard, Assistant Attorney General.

Dr. Walia noted that he enjoys working with the staff and his fellow Commission members.

Dr. Wise echoed the sentiments of the others.

Dr. Clum shared a message from Susan Bogni, MPA, who would be arriving later in the day. Susan Bogni, MPA, extends gratitude to her fellow Commission members who are devoting their time and expertise to Committee work. It is a lot of time and effort in addition to their regular duties and is an important contribution toward the vitality of the Commission.

Dr. Folweiler stated that it was great to see everyone in person.

**6. APPROVAL OF MEETING MAY 18, 2023 MEETING MINUTES – Dr. Clum**

**6.1** The Commission moved to correct the draft minutes to reflect that Judge Julie Spector and Dr. Brian Chan were not present at the May meeting. The Commission moved to approve the minutes with these changes. The motion carried.

**7. ADDITIONAL COMMISSION LEADERSHIP NOMINATIONS**

**7.1** At the May 18, 2023 meeting, current members of leadership were nominated for an additional year beginning July 13, 2023. Before holding the elections, Commission members had another opportunity to nominate additional members for leadership positions.

There were no additional nominations.

**8. COMMISSION ELECTIONS**

**8.1** The Commission approved a motion to elect the current slate of the Executive Committee for another year. The Commission members elected to Executive Committee for the one-year term beginning July 13, 2023 were:

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

## 9. RULES WORKSHOP – Betty Moe, Regulatory Analyst

### 9.1 Chiropractic Health Equity Continuing Education Rules

The Commission filed a CR-101 on November 1, 2022, under [WSR 22-22-088](#) for [WAC 246-808-150](#) and other relevant continuing education (CE) rules sections. The Commission has discussed adoption of the minimum standards established in the health equity continuing education model rules, [WAC 246-12-800](#) through [WAC 246-12-830](#), to comply with [RCW 43.70.613](#).

The Commission approved language to file a CR-102 during its meeting on May 18, 2023. The language approved by the Commission adopts the health equity requirements and does not change the number of CE hours that must be completed in-person.

The Commission is on track to have a rules hearing as part of the September 14<sup>th</sup> Commission meeting.

### 9.2 WAC 246-808-201 and WAC 246-808-215- Chiropractic X-ray Technicians

The Commission filed a CR-101 on March 24, 2023, under [WSR 23-08-021](#). The Commission is considering adopting health equity continuing education (CE) model rules, [WAC 246-12-800](#) through [WAC 246-12-830](#), to comply with [RCW 43.70.613](#) for Chiropractic X-ray Technicians. The Commission is also considering making changes to the requirements to obtain, maintain, and reactivate a Chiropractic X-ray Technician credential.

The Commission reviewed proposed changes which include:

- Housekeeping throughout the sections and the creation of new sections specific to Chiropractic X-ray Technicians.
- Providing definitions for ‘classroom hour’ as well as ‘in-person.’
- Increasing the number of training hours to obtain the credential from 48 hours to 72 hours, 30 of which must be in person.
- Changes to the examination from a written examination only to a written and practical examination.
- Additional exceptions for regarding who may obtain the Chiropractic X-ray Technician credential without completing the required training or examination.
- Changes to the course content requirements.
- Changes to who eligibility requirements to teach the course.
- Proposing adopting the health equity CE model rules WAC 246-12-800 through 246-12-830, for Chiropractic X-ray Technicians to comply with RCW 43.70.631.
  - The proposed rule does not change the total hours. Instead, it adopts the model health equity CE rules by including the required two hours in health equity CE every four years in the current number of CE hours required for Chiropractic X-ray Technicians.
  - The goal of health equity CE is to equip health care workers with the skills to recognize and reduce health inequities in their daily work. The content of health equity training includes instruction on skills to address structural factors such as bias, racism, and poverty that manifest as health inequities.

The Commission approved the draft language, with the caveat that section [WAC 246-808-215](#) can be moved as necessary based on agency recommendations.

**10. BUDGET REPORT - Betty Moe, Regulatory Analyst, and Budget Committee Members - Dr. Clum, Dr. S. Chan, Dr. Davis, Dr. Long, and Judge Spector (ret.)**

**10.1** Bob Nicoloff shared information from the Budget Committee meeting. The main topic was reviewing expenditures for conference participation. As the Commission transitions back to having in-person meetings, this also affects the availability of allotment for conferences. The Committee discussed if a policy is needed related to conference attendance, but decided to recommend that a policy is not necessary. The Committee suggested that two members could generally go to each conference, with exceptions when the costs are already covered by another organization, or if members wish to attend using their own resources. Staff attendance at conferences will be based on the Commission's need and the current travel budget.

Betty Moe provided an overview of the Commission's current budget and finances. She also shared data regarding license counts for other professions during the last few years, as requested during the May meeting.

**11. OTHER COMMISSION COMMITTEE REPORTS**

**11.1** Training/Mentoring Committee - Meeting held on June 8th

- Members participating: Dr. Clum, Dr. Folweiler, Susan Jensen, JD, and Dr. Wise

Tammy Kelley noted that there are several outdated items in the current manual, that are being replaced with the newer versions. The Committee recommended that a basic fact sheet and a list of commonly used acronyms be added. The mentor check list has been updated and a timeline for new member training has been drafted. Updates will be discussed at the September meeting.

**11.2** Animal Manipulation Committee – Meeting held on July 10<sup>th</sup>

- Members participating: Dr. Folweiler, Susan Jensen, JD, Dr. Wise, and Dr. Waldron (Protem Member)

Dr. Matthew Waldron provided an update on the Animal Manipulation Committee. He noted that Dr. Sellon with the Veterinary Board of Governors participated in the last Committee meeting and provided helpful feedback. Other states have regulatory models that may be useful as a starting point.

Dr. Waldron asked if AAG Christopher Gerard could devote time additional ideas and concepts on this topic. A motion was made to request that AAG Christopher Gerard be involved as needed. The motion carried. Dr. Waldron also asked for additional support from public members and noted that their involvement would be valued.

A motion was made to appoint Susan Jensen, JD to be Vice-Chair of the Animal Manipulation Committee and have Susan Bogni, MPA join the Committee. The motion carried.

There was also discussion about offering Judge Spector an appointment to the Committee, but without her being present, this discussion was tabled.

- 11.3** Rules Committee – Meetings held on May 25<sup>th</sup>, June 8<sup>th</sup>, and June 22<sup>nd</sup>.
- Members participating: Dr. Clum, Dr. Folweiler, Susan Jensen, JD, Dr. Wise, and Judy Colenso (Protem Member)

Betty Moe shared that the Committee has been meeting regularly to work on rules. The Committee will start working on the credentialing-related rules project.

- 11.4** Examination Committee - - Next meeting not yet scheduled.
- Members participating: Dr. B. Chan, Dr. S. Chan, Dr. Davis, and Dr. Wise

The Examination Committee did not meet but is working to schedule a time to work on the jurisprudence examination.

## **12. 2023 NATIONAL AND STATE ACTIVITIES AND MEETINGS – Dr. Clum**

- 12.1** The Commission discussed the following activities and meetings:

- NBCE Spring Part IV Examinations, May 20<sup>th</sup> – 21<sup>st</sup>, various locations including Portland, Oregon, attended by Dr. B. Chan and Dr. Davis

Dr. B Chan shared that he participated in the examination in Florida. The experience gave him a lot of confidence that the students are coming out of their programs prepared for practice.

Dr. Davis noted that he participated in the examination at the University of Western States in Portland. Dr. Davis also drafted a newsletter article that summarizes the upcoming changes to the Part IV examination.

- National Board of Chiropractic Examiners (NBCE) Part IV Test Committee, June 23-24, Greeley, Colorado, attended by Dr. Clum

Dr. Clum stated that the meeting was essentially an exam writing workshop, and that regulators from many states and faculty attended to help with the examination review.

- Council on Licensure Enforcement and Regulation (CLEAR) annual conference, September 27<sup>th</sup> – 30<sup>th</sup>, Salt Lake City, Utah, to be attended by Dr. Walia and Dr. Zepeda
- FCLB Districts I & IV meeting, October 5<sup>th</sup> – 8<sup>th</sup>, Keystone, South Dakota, to be attended by Dr. Davis and Dr. Wise
- NBCE Fall Part IV Examinations, November 11<sup>th</sup> -12<sup>th</sup>, various locations including Portland, Oregon, to be attended by Dr. S. Chan and Dr. Wise

## **13. OVERVIEW OF THE WASHINGTON CHIROPRACTIC COLLEGE – Randy Baze, DC, Chair, WCC Board of Trustees**

- 13.1** Dr. Baze attended the Commission meeting remotely to provide an overview of the new Washington Chiropractic College. He mentioned that they will be using the New Zealand Education Model at the college. There will be one group of 75 students per year. Currently the school is in the early fundraising process and working on accreditation.

Bob Nicoloff noted that under the Commission accreditation rules there are two paths to accreditation, either by applying directly to the Commission or through the Council on Chiropractic Education. Dr. Baze indicated that they plan to obtain accreditation through the Council on Chiropractic Education.

Dr. Baze shared there has been a desire to open a college in Washington for a long time. They already have heard from dozens of students who want to enroll and stay in the Seattle area.

**14. TRAINING AND RESOURCES AVAILABLE FROM THE COUNCIL ON LICENSURE, ENFORCEMENT, AND REGULATION (CLEAR) - Bob Nicoloff, Executive Director**

**14.1** Bob Nicoloff shared the various resources provided by CLEAR for training purposes and continuing education on the work of regulatory boards.

**15. SCOPE OF PRACTICE QUESTION FROM THE FEDERATION OF LICENSURE BOARDS - Tammy Kelley, Deputy Executive Director**

**15.1** The FCLB conducts “PowerPolls” to informally survey board policies and practices across the US. A new poll requests information regarding whether “Y-strap adjustment” and “Ring Dinger Adjustment” are in the chiropractic scope of practice in Washington, [RCW 18.25.005](#).

The Commission determined that both procedures they are within the scope of practice for chiropractors in Washington.

**16. COMMISSION NEWSLETTER AND TRAINING PLANNING - Tammy Kelley, Deputy Executive Director**

**16.1** The Commission reviewed and updated the future newsletter articles list and future training topics list. Tammy Kelley asked that any comments on the draft newsletter articles be sent directly to her.

Dr. Clum asked that any trainings be recorded for future use.

**17. STAFF REPORT AND PLANS - Tammy Kelley, Deputy Executive Director, and Bob Nicoloff, Executive Director**

**17.1** Tammy Kelley shared that the new Commission position, Director of Operations and Policy, has been approved by the Department of Health Office of People Services, commonly called Human Resources. We will be working on recruitment for the position and getting this position filled.

As of July 10<sup>th</sup>, the Commission received 18 chiropractor preceptor applications to approve. Staff worked diligently to complete the processing of the applications on schedule.

Department of Health meeting rooms officially re-opened July 3<sup>rd</sup>. However, because group reservations are subject to cancellation if needed by the Department, at this time it is not advisable for the Commission to plan to use these meeting rooms.

**18. NEW BUSINESS REQUESTS – Commission Members**

**18.1** Commission members were provided the opportunity to request agenda items for future meetings.

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

**19. PUBLIC COMMENT**

**19.1** Members of the public had an opportunity to address the Commission.

Lori Grassi, Washington State Chiropractic Association (WSCA), Executive of Legislation and Policy, stated that she is working with Association members on the animal manipulation topic.

**20. CORRESPONDENCE AND REPORTS**

The Commission acknowledged receipt of the item without discussion.

**20.1** Licensee Statistical Report as of July 3, 2023

**21. ADJOURNMENT**

**21.1** The meeting adjourned at 1:57 p.m.



September 14, 2023

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**Prepared By: Robert Nicoloff, Executive Director**

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**Date**



September 14, 2023

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**Approved By: Dana Clum, DC, Chair**

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**Date**