

**Board of Naturopathy  
Business Meeting Minutes**

February 9, 2024

8:30 a.m.

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On February 9, 2024, the Board of Naturopathy held a hybrid business meeting at Department of Health, 111 Israel Road SE, Tumwater, WA 98501, Town Center 2, Room 166 with access via Zoom. In accordance with the Open Public Meetings Act, notices were published on the DOH website and through GovDelivery.

**Board Members:**

Krystal Richardson, ND, Chair  
Joanne Hillary, ND, Vice Chair  
Amira Ahdut, ND, LAC  
Chad Aschtgen, ND  
Brooke Fotheringham, Public Member  
Elias Kass, ND  
Vacant, Public Member

**Staff:**

Rachel Phipps, Program Manager  
James Chaney, Executive Director  
Alyssa Brazil, Administrative Assistant  
Davis Hylkema, Program Support  
Jonathan Chamrad, Program Support  
Luke Eaton, Assistant Attorney General  
Maragaret Pagel, Supervising Staff Attorney  
Marlon Basco, Policy Analyst  
Brandon Williams, Project Manager  
Jessica Holloway, Program Manager

**Public Attendees:**

Angela Ross, ND  
Billie Dickinson  
Brad Livingstone  
Cristina Persa  
Justin Steurich

Kristina Conner  
Letitia Dick-Kronenberg  
Mary Clement  
Michelle Brown-Echerd  
Nina Walsh

Rebecca Wynsome  
Sara Alvarado  
Teresa Richter  
Tessa Harvey

## Open Session

### 1. **Call to Order/Introductions**

Dr. Krystal Richardson, Chair, called the meeting of the Washington State Board of Naturopathy to order at 8:37 a.m. on February 9, 2024.

#### 1.1 Introductions

Dr. Krystal Richardson Chair, led roll call of board members, staff, and guests. She then offered an introductory statement explaining the procedure for remote attendance and instructions for public comments.

#### 1.2 Approval of Agenda

**MOTION:** A motion was made to approve the February 9, 2024, business meeting agenda. The motion was seconded and passed.

#### 1.3 Approval of November 17, 2023, regular meeting minutes

**MOTION:** A motion was made to approve the November 17, 2023, regular meeting minutes, with a spelling correction in section 9.2. The motion was seconded and passed.

### 2. **Public Comment— Krystal Richardson, ND, Chair**

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

- **Public Comment**

Members of the public were invited to introduce themselves and share comments not related to an agenda item or to the rules hearing. No public comment was received.

### 3. **Presentation—Luke Eaton, AAG**

Luke Eaton, Assistant Attorney General, shared a presentation on board structure and procedures, which included laws and statutes that govern boards, as outlined in the Governor's Handbook (available at <https://governor.wa.gov/sites/default/files/2023-01/handbook.pdf>)

### 4. **Old Business**

#### 4.1 Substantial Equivalency Committee and JP Exam – Brandon Williams, Project Manager provided an update on SSHB 1724, Section 8 and RCW 18.030.077, with specific information related to the JP Exam.

The board reviewed licensure equivalency from other states and discussed opening a CR101 related to the JP Exam.

**MOTION:** A motion was made to initiate a CR-101 to address WAC 236-836-020 and WAC 246-836-040. The motion was seconded and passed.

#### 4.2 Provider Performed Microscopic PPMP Licensing Changes – Jessica Holloway, program manager, provided an update on licensing changes related to WAC 246-338-020. Ms.

Holloway informed the board that paperwork to initiate rulemaking will be filed and a comment period will be available, prior to the rules hearing.

## 5. New Business

**5.1 Business plan** – The board reviewed the most recent business plan, which was last updated in 2021, and discussed the need to create a new/updated business plan. There was general agreement that a committee was necessary with Dr. Hillary, Dr. Kass, and Dr. Richardson being interested and willing to participate.

**MOTION:** A motion was made to create a committee to update the business plan. The motion was seconded and passed.

**5.2 Newsletter** – The board discussed resuming publication of the newsletter. Program staff shared that the last Naturopathy newsletter was published in 2019 and asked if there was interest from the board in resuming publication. Program staff will coordinate the logistics with input from the board chair and vice-chair.

**MOTION** A motion was made to create a newsletter committee comprised of Dr. Hillary and Dr. Richardson. The motion was seconded and passed.

## 6. Correspondence

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

**6.1 NPLEX Approval Request-** The board reviewed a request for an extension to take the NPLEX for licensure requirements.

**MOTION:** A motion was received to approve the extension request and submit a letter of approval. The motion was seconded and passed.

**6.2 Petition of Rules Amendment**

The board received a petition to amend rule WAC 246-836-080. The board discussed the petition and reviewed the options for responding to the petition. It was clarified that rulemaking related to continuing education was already identified as a future business item that the board is aware of and intending to address at the Board of Naturopathy business meeting on May 17, 2024.

**MOTION:** A motion was received to respond to the petition for rules amendment by alternate means. The motion was seconded and passed.

## 7. Program Reports- James Chaney, Executive Director: Rachel Phipps, Program Manager

**7.1 Budget reports** – Rachel Phipps, Program Manager, provided an overview of the current budget report. A question was raised about the fiscal impact of the rulemaking initiated in this meeting, which is unknown at this time.

**7.2 Credentialing statistics report** – Rachel Phipps, Program Manager, provided an overview of current credentialing statistics. Currently 1637 active naturopathic licenses and 16 pending naturopathic licenses.

7.3 Recruitment update- James Chaney, Executive Director, provided an update on board recruitment. Due to legislative session, board appointments are paused. Mr. Chaney has updated leadership with the board's concerns with filling open positions and will continue to monitor progress.

7.4 Legislative update – Dr. Hillary, vice-chair, provided an overview of the current legislative sessions.

**8. Future Business**

Future business items discussed includes:

8.1 HELMS update

8.2 Presentation on payroll- Alyssa Brazil

8.3 CR101 for Continuing Education

**9. Settlement Presentations- Krystal Richardson, ND, Chair**

There were no settlement presentations.

**10. Adjournment of Public Meeting-**

**MOTION:** A motion was made to adjourn the meeting. The motion was seconded and passed. Dr. Richardson, Chair, adjourned the meeting at 11:58A.M.

**11. Discipline & Licensing-**

The board attended to licensing and disciplinary matters in a closed session.

**Next Scheduled Meeting:**

Date: May 17, 2024

Time: 8:30 A.M

Location: Hybrid - Virtual Zoom Meeting  
with a physical location at the Department of Health.