



**WASHINGTON STATE  
CHIROPRACTIC QUALITY ASSURANCE COMMISSION  
BUSINESS MEETING MINUTES  
January 30, 2025**

**This was a public meeting held in person and online.**

**Commission Members:**

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

**Staff Members:**

Bob Nicoloff, Executive Director  
Tammy Kelley, Deputy Executive Director  
Jenny Yeam, Projects and Compliance Manager  
Betty Moe, Director of Operations and Policy  
Christopher Gerard, Assistant Attorney General  
Sheryl Hilt, HSQA, Finance Officer  
Rachel Campbell, HSQA, Fee and Data Manager  
Lydia Koroma, HSQA, Supervising Staff Attorney  
Rachel Sahi, HSQA, Policy Analyst

**OPEN SESSION – Thursday, January 30, 2025**

**9:03 a.m.**

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

**1.1** The agenda was amended to include a discussion on the NBCE Part III Test Committee, to item 5.1 and the budget deficit item to 7.3. The agenda was approved as amended.

**2. WELCOME TO NEW COMMISSION MEMBERS**

**2.1** New Commission members Dr. Michael Clifton and Dr. Mario Roybal introduced themselves and shared what led them to the chiropractic profession.

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

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

Dr. Wise welcomed everyone to the meeting. She stated that all the committees have been working diligently during lunch breaks and evenings and thanked the staff for their efforts.

Dr. Davis stated that the last month or two has been very busy and recognized the Commission members for their time.

Dr. Walia thanked everyone. The Commission has been busy for the past few months.

Susan Bogni, MPA, reiterated what everyone had previously said, welcomed new members, and stated, "We are all here to help you; don't be afraid to ask for help."

Dr. Clum echoed her gratitude. She is very excited to have new team members and thanked the licensees for serving their communities.

#### **4. APPROVAL OF MEETING MINUTES – Dr. Wise**

**4.1** The November 14, 2024, Commission business meeting minutes were approved as written.

**4.2** The January 7, 2025, Budget Committee minutes were approved as written.

**4.3** The January 13, 2025, Commission special meeting minutes were approved as written.

**4.4** The January 23, 2025, Classified List Committee meeting minutes were approved as written.

#### **5. 2025 NATIONAL AND STATE ACTIVITIES AND MEETINGS – Dr. Wise**

**5.1** The Commission discussed the following activities and meetings:

- NBCE Part III Test Committee, March 6-9<sup>th</sup> Greeley, CO
  - Opportunities For One or Two Members to Participate
    - Members interested in participating:
      - Dr. S. Chan
- NBCE Part II Test Committee, April 4<sup>th</sup>– 5<sup>th</sup>, Greeley, CO
  - Members interested in participating:
    - Dr. Wise
    - Dr. S. Chan
- NBCE Part IV Examination, May 17th-18th, Various Locations, Including Portland
  - Members interested in participating:
    - Dr. S. Chan
    - Dr. Davis
- Federation of Chiropractic Licensing Boards (FCLB) annual conference and the National Board of Chiropractic Examiners (NBCE) delegate meeting, April 30<sup>th</sup> – May 4<sup>th</sup>, St. Louis, MO
  - Members interested in attending:
    - Dr. Wise applied for a scholarship to attend.
    - Judge Spector – Given the budget shortfall, will only attend if a scholarship is awarded.
    - Christopher Gerard, AAG, has received a scholarship from the FCLB.

Commission members discussed that even with the budget deficit, it is essential that we send one member to attend due to the voting issues being discussed. Commission members also discussed the importance of having staff attend.

- NBCE Part IV Test Development Committee and Part IV Standard Setting Workshop, June 6<sup>th</sup>-7<sup>th</sup>, Greeley, CO
  - Members interested in participating are to be identified
    - Dr. Clum
- Council on Licensure Enforcement and Regulation (CLEAR) annual conference, September 15<sup>th</sup> -18<sup>th</sup>, Chicago, Illinois
  - Members interested in attending:
    - Susan Jensen - Discussed budgetary concerns to continue the discussion at a later meeting.
- FCLB District I & IV meeting, September 25<sup>th</sup>- 28<sup>th</sup>, Omaha, Nebraska
  - Members interested in attending:
    - Dr. Davis
    - Christopher Gerard will be applying for an FCLB scholarship to attend.
- NBCE Part IV Examination, November 8<sup>th</sup>- 9<sup>th</sup>, Various Locations. Including Portland
  - Members interested in participating:
    - Dr. S. Chan
    - Dr. Davis

## **6. COMMISSION MEETING PLANNING – Dr. Wise**

**6.1** The location of the March 13, 2025, Commission business meeting was discussed.

Members discussed the importance of meeting together physically, especially with new members.

A motion was made that the March 13, 2025, meeting be in person, and the Commission will determine whether future meetings will be attended in person or remotely by Commission members at the next meeting. The motion carried.

## **7. BUDGET REVIEW & FEE RULE WORKSHOP - Betty Moe, Director of Operations and Policy; Rachel Campbell, Fee and Data Manager; and Sheryl Hilt, Finance Officer with the Office of Financial Services**

**7.1** The current Commission budget was presented.

Total Revenue Since July 1, 2023 (includes beginning balance, fines, and revenue): \$2,911, 314

Total Expenses: \$2,976,862

HELMS Assessment: \$17,614

Ending Balance on December 31, 2024: -\$83,162

The Commission is currently about ten percent underspent from their allotments.

- 7.2 The Department of Health and the Commission are conducting a rulemaking project related to licensing and renewal fees for Chiropractors and Chiropractic X-Ray Technicians to generate the revenue needed to license, discipline, and complete other regulatory work required to protect patient safety. Potential fee increases were discussed.

Rachel Campbell and Sheryl Hilt, HSQA Finance Staff, presented a disciplinary cost distribution overview to include:

- Overview of Clearing Accounts
- Overview of the disciplinary process to include estimated costs of a disciplinary case closed at intake, closed after investigation, cases with legal action, and cases with hearing – costs did not include Assistant Attorney General costs.
- Disciplinary trends from 2018-2024
- Top disciplinary findings for FY 2024 – including alleged issues and found issues
- Disciplinary costs from 2018-2024
- Overview of overall disciplinary spending
- Fund balance scenarios to best determine the increase of potential fee increases

The Commission had several questions regarding the indirect charges being charged to it. Bob Nicoloff indicated that staff have met internally with the leadership of the Washington Medical Commission and the Washington Board of Nursing and are starting a discussion with Department of Health-level leadership to determine how we might have a process to better understand indirect charges.

The Commission asked about the fees historically for the benefit of new Commission Members. Bob Nicoloff explained that fees were increased and then lowered three times. About five years ago, we increased fees, anticipating that we would need another fee increase in roughly five years.

Tammy Kelley further explained that when we raised the fees in 2019, the increase would support the Commission for about five years. We did not foresee the spike in discipline related to COVID-19 cases and the different paths cases would take regarding the disciplinary process.

Commission Members were presented with three fee increase scenarios:

1. 30% increase
  - Chiropractor Renewal – Increase \$164
  - Chiropractor Inactive Renewal – Increase \$0
  - Chiropractor X-ray Technician Renewal – Increase \$50
2. 38% increase
  - Chiropractor Renewal – Increase \$210
  - Chiropractor Inactive Renewal – Increase \$98
  - Chiropractor X-ray Technician Renewal – Increase \$50
3. 45% increase
  - Chiropractor Renewal – Increase \$250
  - Chiropractor Inactive Renewal – Increase \$118
  - Chiropractor X-ray Technician Renewal – Increase \$50

Commission members discussed the rule-making process needed to change fees to include the cost and time implications of increasing fees again if the increase is not high enough to support the Commission's functions.

A motion was made to implement option 3 and allow Betty to make any necessary fee changes based on the increased fees. The motion carried.

Betty will prepare the rules documents and draft rule language for the Commission to review and potentially approve during the March meeting.

- 7.3** Due to significant budget deficits, Governor Ferguson's cabinet agencies are being asked to identify possible reductions by February 6th. The Commission discussed whether it will also conduct a similar budget reduction process.

The Commission is not considered a cabinet agency, but historically, it has complied with similar reductions or requests. Commission members discussed the importance of complying to the extent possible. The Commission has already been in a fee reduction mode and is already 10% underspent from its allotments.

A motion was made to have staff identify actions already taken to reduce the budget as part of the assessment, looking at fees and communicating that information to OFM by February 6<sup>th</sup>, then having the Commission further look at budget decreases at the next meeting. The motion carried.

## **8. RULES COMMITTEE REPORT - Betty Moe, Director of Operations and Policy and Committee Members - Dr. Clum, Dr. Wise, and Judy Colenso (Protem Member)**

- 8.1** Recent meetings on Fluoroscopic X-ray rule Making were discussed. The Office of Radiation Protection is considering amending WAC 246-225-050 to address technological advancements. These rules were filed under WSR 24-03-137. The next meeting is on February 4, 2025, from 2 to 4 p.m.

- 8.2** Updates on the initial and re-approval of chiropractic x-ray technician courses were provided.

Staff presented a proposed change to the Commission's policy related to initial and re-approval of chiropractic x-ray technician courses that addressed when Commission staff could approve changes to an approved course without obtaining Commission approval, such as changes in the number of hours of in-person learning so long as the course still provides at least 30 hours of in-person learning or an assistant instructor being removed from a course. The proposed change would allow staff to elect to bring such changes to the Commission for review.

A motion was made to approve the proposed changes to the process. The motion carried.

- 8.3 Rules Workshop** - The Commission is considering revisions to [WAC 246-808-010](#), [246-808-105](#) through [246-808-140](#), [246-808-180](#), [246-808-181](#), [246-808-190](#), [246-808-510](#), [246-808-535](#) and [246-808-801](#) through [246-808-830](#) to clarify, streamline, and modernize the rule language, and to be consistent with current laws and practice standards.

The Commission focused this workshop on the definitions section ([WAC 246-808-010](#)) and the levels of supervision required for graduate doctors of chiropractic, postgraduate trainees, senior-year students, chiropractic X-ray technicians, and auxiliary staff.

**9. LEGISLATIVE UPDATE – Betty Moe, Director of Operations and Policy, Susan Bogni, MPA, and Dr. Wise**

**9.1** Relevant bills being considered during the 2025 session of the Washington State Legislature were discussed.

**10. ARTIFICIAL INTELLIGENCE (AI) UPDATE – Susan Bogni, MPA**

**10.1** Susan Bogni, MPA, provided an update on AI efforts locally and worldwide.

**11. COMMISSION CLASSIFIED LIST OF CHIROPRACTIC PROCEDURES AND INSTRUMENTATION – Classified List Committee Members: Dr. Vanessa Wise; Susan Bogni, MPA; Dr. Stephen Chan; Dr. Dana Clum; Dr. Bill Davis; Judge Julie Spector (ret.), Public Member; and Dr. David Folweiler, Pro-Tem Member**

**11.1** The Classified List Committee discussed possible updates to the [Policy for Considering Requests for Additions or Changes to the Commission Classified List of Chiropractic Procedures and Instrumentation](#). This policy has not been updated since June 12, 2014.

Dr. Wise provided an overview of the Committee Meeting that was held on January 23, 2025. Dr. Wise shared that the first meeting focused on RCW 18.25.005(3) and WAC 246-808-505. The committee had a lot of discussion focused on:

- Is mild hyperbaric oxygen therapy (mHBOT) being taught as part of a chiropractic educational program?
- While the information provided was interesting and promising. There wasn't a significant body of evidence showing a clinical benefit to the types of conditions treated by chiropractors.
- The differences between oxygenation levels and atmospheric pressure between HBOT and mHBOT.
- Benefits and risks/side-effects of usage.
- Training requirements to use mHBOT.

The Committee then focused additional research on WAC 246-808-505(1)(a) – the definition of “approved”, which is defined as a “procedure or instrument which is taught by a Commission approved chiropractic college for patient clinical application and not for research or experimental purposes and is allowable by statute. All factors listed under subsection (4) of [WAC 246-808-505] shall be considered before a procedure or instrument is placed in the approved classification.” The Commission then considered whether mHBOT is taught by Commission-approved chiropractic colleges and determined additional research was necessary to make this determination.

**11.2** The Commission considered the Classified List Committee's comments regarding a request from Dr. Jeffrey Word to add mild hyperbaric oxygen therapy (mHBOT) to the list of approved procedures and instrumentation, which is currently listed as investigational.

Dr. Clum shared that she had contacted Dr. Craig Little, CCE President. Training in mHBOT is not a CCE requirement; to his knowledge, it is not being taught at any of the colleges he knows.

A motion was made to keep mHBOT's status as currently listed under research/investigational. The motion carried.

**12. ANIMAL CHIROPRACTIC PROJECT UPDATE - Dr. Matthew Waldron, Pro-Tem Member, Project Chair; Susan Jensen, JD, Project Vice-Chair; Dr. Folweiler, Pro-Tem Member; Dr. Wise, Commission Chair; and Bob Nicoloff, Executive Director**

**12.1** The Commission reviewed an early draft of possible animal chiropractic legislation developed by the Washington State Chiropractic Association.

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

**13.1** The Commission will review the draft 2025, Edition 1 newsletter and update the list of future newsletter articles and training topics.

**14. STAFF REPORT AND PLANS - Tammy Kelley, Deputy Executive Director**

**14.1** Current projects and activities in the Commission office were discussed.

Tammy Kelley shared that the team has been busy with rules, budgets, and legislation, preparing for the launch of HELMS, and focusing on projects to pave the way for HELMS, which will have release 2 in the middle of February. Tammy shared that she is in daily meetings preparing for the release of release 3 later this Fall.

The facilities team is beginning to work on our new physical space.

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

**15.1** Commission members may request agenda items for future meetings. No additional requests were made.

**16. PUBLIC COMMENT**

**16.1** Members of the public had an opportunity to address the Commission. No comments were received.

**17. CORRESPONDENCE AND REPORTS**

The following are informational items. The Commission acknowledged receipt of the items by a single motion without discussion.

**17.1** Licensee Statistical Report

**18. ADJOURNMENT**

**18.1** The meeting adjourned at 2:26 p.m.



March 13, 2025

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

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**Date**



March 13, 2025

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**Approved By: Vanessa Wise, DC, Chair**

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**Date**