



WASHINGTON STATE  
CHIROPRACTIC QUALITY ASSURANCE COMMISSION  
BUSINESS MEETING MINUTES  
September 11, 2025

This was a public meeting that was held both in person and online.

**Commission Members:**

Vanessa Wise, DC, Chair; William Davis, DC, Vice-Chair; Jas Walia, DC, Vice-Chair; 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; and Judge Julie Spector (ret.) Members absent: Susan Bogni, MPA, Executive Committee Public Member; and Benjamin Zepeda, DC.

**Staff Members:**

Bob Nicoloff, Executive Director  
Betty Moe, Deputy Executive Director  
Ericka Brown, Director of Operations and Policy  
Jenny Yeam, Projects and Compliance Manager  
Christopher Gerard, Assistant Attorney General

**OPEN SESSION – Thursday, September 11, 2025**

**9:08 a.m.**

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

**1.1** The agenda was approved as written.

**2. MESSAGES FROM COMMISSION LEADERSHIP - Dr. Wise, Chair; Dr. Davis, Vice-Chair; Dr. Walia, Vice-Chair; and Dr. Clum, Immediate Past Chair**

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

Dr. Wise welcomed everyone to the September meeting and thanked those who joined in person and virtually. Dr. Wise thanked Commission members and staff for their grace and patience as we all continue to find our footing in these new roles. Transitioning isn't easy, and your efforts are genuinely appreciated.

Dr. Wise acknowledged that HELMS continues to present challenges and acknowledged staff efforts in helping both the Commission and our licensees work through these complications.

Dr. Davis and Dr. Clum echoed Dr. Wise's sentiments.

**3. APPROVAL OF MEETING MINUTES – Dr. Wise**

**3.1** The July 10, 2025 Commission business meeting minutes were approved as written.

## 4. PUBLIC COMMENT

### 4.1 Members of the public had an opportunity to address the Commission.

Dr. St. Martin spoke on behalf of the Chiropractic Freedom Coalition. The oral testimony provided was meant to supplement the formal written submission to the Commission. Dr. St. Martin's request was to remove the National Board of Chiropractic Examiners (NBCE) Part IV from WAC 246-808-105 and WAC 246-808-115. Dr. St. Martin expressed concerns that NBCE has recently centralized and materially altered Part IV — without any notice, public comment, or rulemaking in Washington State. She requested the following:

1. Move today to CR-102 rulemaking, with strike-and-replace language removing NBCE Part IV from the two cited WAC sections.
2. Include an applicability clause specifying that the change applies to applications received on or after the effective date of the new rule; and attach a brief staff memo outlining the access and cost impacts resulting from the centralization of Part IV.

As this agenda item was for public comments only, no action was taken by the Commission on this item.

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

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

- FCLB District I & IV meeting, September 25<sup>th</sup>–28<sup>th</sup>, Omaha, Nebraska
  - Members interested in attending:
    - Dr. Davis
    - Dr. Wise has received an FCLB scholarshipDr. Davis and Dr. Wise agree that the last two have been very informative, and they look forward to bringing information back from the meeting.
- NBCE Part IV Examination, November 8<sup>th</sup>–9<sup>th</sup>, Various Locations. Including Portland
  - Members nominated to participate:
    - Dr. S. Chan
    - Dr. Davis

## 6. RULES COMMITTEE REPORT AND RULES WORKSHOPS - Betty Moe, Deputy Executive Director, and Committee Members – Susan Bogni, MPA; Dr. Clum; Judy Colenso, ProTem Public Member, Dr. S. Chan, and Dr. Wise

### 6.1 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 may approve proceeding to the next stage in the rule-making process during this workshop.

Prior to the meeting, the Commission received a few written comments regarding the NBCE Part IV examination.

The core question raised in the comments was whether licensing examinations, particularly the Part IV examination, are essential if chiropractic colleges are already ensuring clinical competency.

The Commission discussed the following:

- If colleges are doing a good job, what additional role does the national exam serve, particularly regarding public safety?
- Is this exam (Part IV) adding unnecessary burden and potentially acting as a barrier to licensure?
- The need for data on how the requirement to travel for part IV impacts students.

The Commission decided to consider these questions at its meeting on November 13th.

The Commission also received written comments related to the draft rules on delegation.

A motion was made to delegate the review of part IV of the examination and the comments related to the draft delegation rules to the Rules Committee for additional research and suggested changes. The motion carried. The rules committee will present any suggestions to the Commission for decision-making.

The Commission discussed having someone from the Washington Recovery and Monitoring Program (WRAMP) attend the meeting to discuss the program and sit in for rule review.

- 6.2 Rules Workshop** - The Commission is considering amending [WAC 246-808-505](#), *Classification of chiropractic procedures and instrumentation*, to better align the rule language with the statutory language and to modernize and streamline current language. The Commission may also consider further amendments based on research and input from interested parties.

The Commission reviewed draft rule language and reviewed draft revisions and potential updates to policy CH-6-12-14 – Policy for Considering Requests for Additions or Changes to the Commission Classified List of Chiropractic Procedures and Instrumentation (WAC 246-808-505).

A motion was made to send draft language rules to Gov delivery. The motion carried.

A motion was made to approve the draft policy as presented, contingent upon the completion of implementing the rules. The motion carried.

## **7. BUDGET COMMITTEE REPORT & BUDGET UPDATES - Betty Moe, Deputy Executive Director, and Committee Members – Dr. Long, Dr. Clum, Dr. Davis, Dr. Roybal, and Judge Julie Spector, Public Member**

- 7.1** An update was provided on the Department of Health and Commission’s rulemaking project related to licensing and renewal fees for Chiropractors and Chiropractic X-Ray Technicians. This project aims to generate the revenue necessary to support licensing, discipline, and other regulatory activities that are required to protect patient safety.

The CR-103 was filed on August 1, 2025, under WSR 25-16-076. The new fee changes will take effect on December 1, 2025.

We were the first to implement a fee change using the new system. To align with renewal notice timelines (which are emailed 90 days before license expiration), renewal fees needed to be updated in the system by September 1, 2025.

The Department will continue to monitor the program’s financial health over a six-year outlook and will propose additional fee adjustments as needed to comply with statutory requirements.

An internal meeting is scheduled for October 13th to review the Commission's final projection and discuss next steps.

**8. MEMORANDUM OF UNDERSTANDING (MOU) WITH OFFICE OF THE INSURANCE COMMISSIONER (OIC) – Bob Nicoloff, Executive Director**

**8.1** The Commission reviewed an MOU regarding the sharing of disciplinary information with OIC. A motion was approved for the Commission to sign the MOU. The motion carried.

**9. THE ROLE OF COMMISSION MEMBERS IN CONTACTS WITH LEGISLATORS - Christopher Gerard, Assistant Attorney General**

**9.1** The Commission received an overview of the provisions in [RCW 18.25.0181 Commission - Information to legislature](#) and other relevant statutes.

**10. COMMISSION DRAFT STRATEGIC PLAN REVIEW – Bob Nicoloff, Executive Director, and Members of the Executive Committee: Dr. Clum, Dr. Davis, Dr. Walia, and Dr. Wise.**

**10.1** The Commission reviewed and discussed proposed changes to the Commission Strategic Plan. A motion was made to approve the first draft of the strategic plan and task it back to the Executive Committee to identify more specific sub-tasks. The motion carried.

**11. COMMISSION NEWSLETTER AND TRAINING PLANNING – Bob Nicoloff, Executive Director**

**11.1** The Commission reviewed and updated the list of future newsletter articles and training topics. A draft newsletter will be included in the November meeting packet.

The Commission discussed the current process for new member orientation and expressed interest in revisiting and improving the onboarding experience for incoming members. Additionally, there was interest in providing training specifically related to leadership roles within the Commission. Betty will reach out to other Commissions to gather information on any leadership-related training or resources they currently offer.

**12. REQUESTS FOR A LIST OF LICENSEES – Bob Nicoloff, Executive Director**

**12.1** The Commission did not have any requests to be reviewed.

**13. STAFF REPORT AND PLANS – Bob Nicoloff, Executive Director**

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

Bob shared that we have welcomed Ericka as part of the continued transition. Betty has taken on as many responsibilities as possible to support the process.

Staff continue to face challenges with HELMS, which are not unique to our team or profession. Difficulties with licensing and renewal processes persist, and while improvements are anticipated, progress has been slow. Despite this, staff have been working extremely hard to manage these issues. Our office has relocated and is now consolidated in the DOH building in Tumwater, having moved out of Building 1. This move represents a consolidation of space and resources.

**14. PUBLIC COMMENT**

**14.1** Members of the public were provided with a second opportunity to address the Commission.

Lori Grassi, Executive of Legislation and Policy, Washington State Chiropractic Association, reported that legislation related to animal chiropractic care has been drafted. The draft has been submitted to the Veterinary Board of Governors (VBOG), which is scheduled to meet next Monday. Lori will attend the meeting to present the bill. She is leading this effort and has already secured sponsors for the legislation.

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

**15.1** Commission members had the opportunity to request agenda items for future meetings. No additional items were requested.

**16. CORRESPONDENCE AND REPORTS**

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

- 16.1** FCLB Regulatory Insights Newsletter
- 16.2** FCLB Quick Regulatory Quiz
- 16.3** CCE Accreditation Actions Announcement
- 16.4** Message from the DOH Secretary-- 100-Day Plan Listen Learn and Lead

**17. TAMMY KELLEY RETIREMENT CELEBRATION**

**17.1** A retirement celebration for Deputy Executive Director Tammy Kelley occurred as part of the open public meeting.

**18. ADJOURNMENT**

**18.1** The meeting adjourned at 1:10 p.m.



November 13, 2025

Prepared By: Robert Nicoloff, Executive Director

Date



November 13, 2025

Approved By: Vanessa Wise, DC, Chair

Date