



**WASHINGTON STATE**  
**CHIROPRACTIC QUALITY ASSURANCE COMMISSION**  
**BUSINESS MEETING MINUTES**  
**November 12, 2020**

**This was a public meeting held via a webinar**

**Commission Members Present:**

David Folweiler, DC, Chair, Judy Colenso, Public Member, Vice-Chair, Michael Bostjancic, DC, Vice-Chair, Susan Jensen, JD, Executive Committee Public Member, Maria Best, DC, Susan Bogni, Public Member, Brian Chan, DC, Stephen Chan, DC, Dana Clum, DC, William Davis, DC, Michael Long, DC, Rebecca Taylor, DC, Jas Walia, DC, and Vanessa Wise, DC.

**Staff Present:**

Bob Nicoloff, Commission Executive Director  
Tammy Kelley, Commission Credentialing and Disciplinary Manager  
Jenny Yeam, Commission Licensing and Compliance Manager  
Cori Tarzwell, Department of Health Policy Analyst  
Marlee O'Neill, Legal Services Deputy Director  
Christopher Gerard, Assistant Attorney General

**OPEN SESSION – Thursday, November 12, 2020**

**9:00 a.m.**

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

1.1 The meeting agenda was approved as drafted, with the addition of agenda item 7.

**2. MESSAGES FROM COMMISSION LEADERSHIP**

2.1 Dr. Folweiler thanked members for attending the meeting, and their hard work in accomplishing the important work of the Commission during the COVID-19 pandemic.

**3. APPROVAL OF MEETING MINUTES**

3.1 The draft September 10, 2020 meeting minutes were approved as submitted.

**4. 2020 NATIONAL ORGANIZATION MEETINGS**

4.1 Members and staff reported on the following meetings:

- September, 2020 Council on Licensure Enforcement and Regulation (CLEAR) annual conference
- October, 2020 Federation of Chiropractic Licensing Boards (FCLB) district meeting

**5. CHIROPRACTIC X-RAY TECHNICIAN REGISTRATION – GUIDANCE STATEMENT REGARDING REQUIRED CLASSROOM INSTRUCTION DURING THE COVID-19 PANDEMIC**

**- Bob Nicoloff, Executive Director, and Christopher Gerard, Assistant Attorney General**

- 5.1 [WAC 246-808-215](#) requires “completion of a course of classroom instruction” to obtain a chiropractic x-ray technician registration. In response to a request to temporarily permit chiropractic x-ray technician coursework to be provided online or virtually during the period of the COVID-19 pandemic, the Commission adopted a guidance statement. The guidance statement states, in part: *“The Chiropractic Quality Assurance Commission (CQAC) will not find X-ray technicians or approved educational programs deficient if “classroom instruction” is provided virtually, with interaction between the instructor and student.”*

This guidance statement will remain effective until it is withdrawn by Commission at an open public meeting, or until the Governor issues a proclamation declaring the termination of the state of emergency declared by [Proclamation 20-05](#), as amended by any subsequent amendatory proclamations, whichever is earlier.

**6. UPDATE ON THE JOINT VETERINARY BOARD - CHIROPRACTIC COMMISSION TASK FORCE - Bob Nicoloff, Executive Director**

- 6.1 A summary of the first the joint Veterinary Board – Chiropractic Commission Task Force in October, 2020 was presented. The next meeting of the Task Force will occur in the first quarter of 2021.

**7. PLANNING ADDITIONAL COMMUNICATIONS WITH LICENSEES REGARDING COVID-19 – Dr. Folweiler, Chair**

- 7.1 The Commission discussed options and plans for additional communications with chiropractic licensees on COVID-19 requirements and precautions. The Commission delegated the work of developing and drafting additional COVID-19 communications to the Executive Committee for the Commission’s review at the next meeting.

**8. CONSIDERATION OF A REQUEST FOR LICENSEE LIST AND LABELS – Tammy Kelley, Deputy Executive Director**

- 8.1 The Commission approved a list and labels request from [EasyWebCE](#).

**9. BUDGET AND FINANCIAL OVERVIEW- Bob Nicoloff, Executive Director**

- 9.1 A review of the Commission’s current budget and finances was provided.

## **10. POLICIES AND RULES REPORT – Bob Nicoloff, Executive Director**

**10.1** The Rules Status Report was presented.

**10.2** Review Of Rules In The Remaining Rules Packages

Proposed changes to the following rules were included in the meeting packet. Because of the limited time remaining for the meeting, Dr. Folweiler asked members to review the proposed changes, and to submit any comments to Bob Nicoloff. Comments will be considered by the Rules Committee before the Commission rules process moves to the next phase.

### **RULES PACKAGE 2 – LICENSURE, APPLICATION AND ELIGIBILITY REQUIREMENTS**

246-808-130 - Temporary Permits – Issuance and duration  
246-808-180 - Expired licenses – Requirements for reactivating a chiropractic license  
246-808-215 - Registration of chiropractic X-ray technicians

### **RULES PACKAGE 4 – BUSINESS PRACTICES**

246-808-540 - Billing  
246-808-560 - Documentation of Care  
246-808-565 - Radiographic Standards  
246-808-570 - Pelvic or prostate examination restricted  
246-808-575 - Intravaginal adjustment restricted  
246-808-580 - Acupuncture

### **RULES PACKAGE 5 – PRACTICE STANDARDS**

246-808-010 - Definitions  
246-808-505 - Classification of Chiropractic Procedures and Instrumentation  
246-808-600 - Prohibited publicity and advertising.  
246-808-620 - Suggestion of need of chiropractic services  
246-808-630 - Full disclosure of cost of services  
246-808-650 - Records and X rays and withdrawal from practice – maintenance and retention of patient records  
246-808-655 - Duties of a chiropractor who retires or withdraws from practice.

## **11. STAFF REPORT – Tammy Kelley, Deputy Executive Director**

**11.1** The license expiration extension due to the pandemic that ended September 30<sup>th</sup> was discussed.

**11.2** Current projects and activities in the Commission office were reviewed.

**11.3** Staffing changes were discussed.

**11.4** The Commission approved the following business meeting dates in 2021:

- Thursday, January 14th
- Thursday, March 11th
- Thursday, May 13th
- Thursday, July 8th
- Thursday, September 9th
- Thursday, November 18th

**12. TRAINING EXERCISE AND NEWSLETTER MATRICIES – Bob Nicoloff, Executive Director**

**12.1** The Commission reviewed and updated the training exercise and newsletter article matrix.

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

**13.1** Members did not indicate any new business requests.

**14. PUBLIC COMMENT**

**14.1** Lori Grassi, WSCA Legislative and External Affairs Director, provided an update regarding Association legislative and board activities.

**15. CORRESPONDENCE AND REPORTS**

Items listed under the consent agenda (informational items) are routine matters. The items were approved by a single motion of the Commission without discussion.

**15.1** Licensee Statistical Report as of November 6, 2020

**15.2** Commission update report submitted for an upcoming Washington State Chiropractic Association magazine

**15.3** Washington State Massage Therapy Association COVID Update

**16. ADJOURNMENT**

**16.1** The meeting adjourned at 11:56 a.m.



January 14, 2021

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

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**Date**



January 14, 2021

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**Approved By: David Folweiler, DC, Chair**

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**Date**