



**WASHINGTON STATE**  
**CHIROPRACTIC QUALITY ASSURANCE COMMISSION**  
**BUSINESS MEETING MINUTES**  
**January 14, 2021**

**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 Deputy Executive Director  
Jenny Yeam, Commission Licensing and Compliance Manager  
Cori Tarzwell, Department of Health Policy Analyst  
Marlee O'Neill, Legal Services Deputy Director  
Lilia Lopez, Senior Counsel, Office of the Attorney General

**OPEN SESSION – Thursday, January 14, 2021**

**9:00 a.m.**

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

**1.1** The draft agenda was approved as submitted.

**2. EXECUTIVE SESSION**

**2.1** The Commission met in executive session to discuss with legal counsel representing the Commission agency litigation or potential litigation to which the Commission is likely to become a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the Commission pursuant to RCW 42.30.110(1)(i). The discussion concerned compliance with COVID-19 related laws, rules and proclamations by chiropractors. The executive session began at 9:03 a.m., and returned to open session at 10:20 a.m.

**3. MESSAGES FROM COMMISSION LEADERSHIP**

**3.1** Dr. Folweiler thanked everyone for attending virtually, and for their efforts to keep people safe.

**4. APPROVAL OF MEETING MINUTES**

**4.1** The draft November 12, 2020 Commission meeting minutes were approved as submitted.

**5. UPDATE ON COVID-19 GUIDANCE TO CHIROPRACTORS  
- Dr. Folweiler, Chair, and Tammy Kelley, Deputy Executive Director**

- 5.1** The Commission reviewed a draft of a new COVID-19 guidance document for chiropractors. Based on the discussion and input from Commission members and staff, the Executive Committee will finalize the document, and staff will send a copy to every licensed chiropractor by US mail.

**6. ATTENDANCE AT 2021 NATIONAL MEETINGS AND ACTIVITIES**

- 6.1** The Commission discussed sending representatives to the following:

- Federation of Chiropractic Licensing Boards (FCLB) annual conference and the National Board of Chiropractic Examiners (NBCE) delegate meeting, April 28 – May 2, Palm Beach, FL

Members interested in attending: Ms. Bogni, Dr. B. Chan, Dr. S. Chan, Dr. Clum, Dr. Folweiler, Dr. Long, Dr. Wise

- NBCE Spring Part IV Examinations, May 21-23, various locations including Portland

Members interested in participating: Dr. B. Chan, Dr. S. Chan, Dr. Davis, Dr. Walia

- NBCE Parts III and IV Test Committees, June 11-12, Greeley, CO

Members interested in participating: Dr. Best (Part IV), Dr. Clum (Part IV), Dr. Davis (Part IV), Dr. Walia (Part IV), Dr. Wise (Part III or IV)

- Council on Licensure Enforcement and Regulation (CLEAR) annual conference, September 22-25, Washington DC

Members interested in attending: Ms. Bogni, Dr. Bostjancic, Dr. Clum, Dr. Davis, Ms. Jensen, Dr. Long, Dr. Walia, Dr. Wise

- FCLB District I & IV meeting, October 7-11, Whitefish, MT

Members interested in attending: Dr. Best, Ms. Bogni, Dr. Folweiler, Ms. Jensen, Dr. Wise

- NBCE Fall Part IV Examinations, November 12 - 14, various locations including Portland

Members interested in participating: Dr. B. Chan, Dr. S. Chan, Dr. Davis, Dr. Walia

**7. UPDATE ON THE JOINT VETERINARY BOARD - CHIROPRACTIC COMMISSION TASK FORCE – Dr. Matt Waldron, Pro Tem Member, and Bob Nicoloff, Executive Director**

- 7.1** An update on activities relating to the Veterinary Board – Chiropractic Commission Task Force on animal manipulation was provided. It is expected that the second task force meeting will occur during the first quarter of 2021.

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

**8.1** A review of the Commission's current budget and finances was provided.

**9. SEXUAL MISCONDUCT RULE REVISIONS - Dr. Wise and Ms. Colenso**

**9.1** The Commission previously drafted revisions to its rule on Sexual Misconduct, [WAC 246-808-590](#). Recently, additional potential improvements to the rule relating to sexual grooming were identified. After consideration and discussion, the Commission passed a motion by a vote of 13 to 1 to include sexual grooming as a violation in the rule. The Rules Committee will make the necessary language changes to the draft rule to incorporate this addition.

**10. STAFF REPORT – Tammy Kelley, Deputy Executive Director**

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

**11. NEWSLETTER ARTICLE AND TRAINING EXERCISE PLANNING – Tammy Kelley, Deputy Executive Director**

**11.1** The Commission reviewed and updated the newsletter article and training exercise matrices.

**11.2** Due to limited time, the Commission members were asked to review the draft newsletter articles included in the packet and to submit any suggested edits to Ms. Kelley.

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

**12.1** Commission members were given the opportunity to request agenda items for future meetings. There were no new requests.

**13. PUBLIC COMMENT**

**13.1** Lori Grassi, Washington State Chiropractic Association Legislative & External Affairs Director, provided an update regarding Association legislative and board activities.

**14. CORRESPONDENCE AND REPORTS**

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

**14.1** Licensee Statistical Report as of December 31, 2020.

**15. ADJOURNMENT**

**15.1** The meeting adjourned at 12:17 p.m.



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

March 11, 2021

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**Date**



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

March 11, 2021

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**Date**