

**CHIROPRACTIC EXAMINING BOARD
MEETING MINUTES
January 15, 2015**

PRESENT: Kelly Brown; John Church, D.C.; Jodi Griffith, D.C.; Jeffrey Mackey, D.C.; and Patricia Schumacher, D.C.

EXCUSED:

STAFF: Tom Ryan, Executive Director; Gretchen Mrozinski, Legal Counsel; Taylor Thompson, Bureau Assistant; and other Department staff

CALL TO ORDER

Patricia Schumacher, Chair, called the meeting to order at 8:30 A.M. A quorum of five (5) members was confirmed.

ADOPTION OF AGENDA

MOTION: Jeffrey Mackey moved, seconded by Kelly Brown, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

Corrections:

- Under Education and Examination Matters, “John Church abstained from voting in the above matter.” should be corrected to read “John Church opposed.”

MOTION: Jeffrey Mackey moved, seconded by Jodi Griffith, to approve the minutes of November 6, 2014 as corrected. Motion carried unanimously.

ADMINISTRATIVE UPDATES

ELECTION OF OFFICERS

BOARD CHAIR

NOMINATION: Jeffrey Mackey nominated Patricia Schumacher for the Office of Board Chair. Nomination carried by unanimous consent.

Tom Ryan called for other nominations three (3) times.

Patricia Schumacher was elected as Board Chair.

VICE CHAIR

NOMINATION: Jodi Griffith nominated John Church for the Office of Vice Chair. Nomination carried by unanimous consent.

Tom Ryan called for other nominations three (3) times.

John Church was elected as Vice Chair.

SECRETARY

NOMINATION: John Church nominated Jodi Griffith for the Office of Secretary.
Nomination carried by unanimous consent.

Tom Ryan called for other nominations three (3) times.

Jodi Griffith was elected as Secretary.

2015 ELECTION RESULTS	
Board Chair	Patricia Schumacher
Vice Chair	John Church
Secretary	Jodi Griffith

2015 LIAISON APPOINTMENTS	
Preceptor Liaison	Jodi Griffith <i>Alternate: John Church</i>
Monitoring Liaison	Jeffrey Mackey <i>Alternate: Jodi Griffith</i>
Credentialing Liaison	Jodi Griffith <i>Alternate: Kelly Brown</i>
Exams, Education and Continuing Education Liaison	Patricia Schumacher <i>Alternate: Kelly Brown, John Church</i>
Travel Liaison	Patricia Schumacher <i>Alternate: John Church</i>
Rules Liaison	John Church <i>Alternate: Kelly Brown</i>
Screening Panel	John Church, Kelly Brown, Jodi Griffith <i>Alternate: Patricia Schumacher</i>

MOTION: Jeffrey Mackey moved, seconded by Kelly Brown, to affirm the Chair's appointments of liaisons. Motion carried unanimously.

DELEGATED AUTHORITY MOTIONS

MOTION: Jeffrey Mackey moved, seconded by Jodi Griffith, that, in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, to appoint liaisons to the Department to act in urgent matters, make appointments to vacant liaison, panel and committee positions, and to act when knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

MOTION: Jeffrey Mackey moved, seconded by Jodi Griffith, that Board Counsel or another Department attorney is formally authorized to serve as the Board's designee for purposes of Wis. Admin. Code § SPS 1.08(1). Motion carried unanimously.

MOTION: Jodi Griffith moved, seconded by Jeffrey Mackey, to delegate authority to the Chair or chief presiding officer, or longest serving member of the Board, by order of succession, to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair, chief presiding officer, or longest serving member of the Board, has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair, chief presiding officer, or longest serving member of the Board delegates the authority to Executive Director or designee to sign the name of any Board member on documents as necessary and appropriate. Motion carried unanimously.

MOTION: Jodi Griffith moved, seconded by Jeffrey Mackey, to adopt the Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor document as presented in today's agenda packet. Motion carried unanimously.

LEGISLATIVE/ADMINISTRATIVE RULE MATTERS

PUBLIC HEARING ON CLEARINGHOUSE RULE 14-069 RELATING TO DUTY TO INFORM PATIENT OF TREATMENT OPTIONS

MOTION: Jeffrey Mackey moved, seconded by John Church, to note that a Public Hearing was held on Clearinghouse Rule 14-069 relating to Duty to Inform Patient of Treatment Options. Motion carried unanimously.

MOTION: Jeffrey Mackey moved, seconded by Jodi Griffith, to authorize the Chair to approve the Legislative Report and Draft for Clearinghouse Rule 14-069 for submission to the Governor's Office and Legislature. Motion carried unanimously.

PUBLIC HEARING ON CLEARINGHOUSE RULE 14-068 RELATING TO PRACTICAL EXAMS FOR CHIROPRACTORS

MOTION: Jeffrey Mackey moved, seconded by John Church, to note that a Public Hearing was held on Clearinghouse Rule 14-068 relating to Practical Exams for Chiropractors. Motion carried unanimously.

MOTION: Jeffrey Mackey moved, seconded by John Church, to authorize the Chair to approve the Legislative Report and Draft for Clearinghouse Rule 14-068 for submission to the Governor's Office and Legislature. Motion carried unanimously.

REVIEW OF PRELIMINARY DRAFT OF 165 – CHIR 4 COURSE OF STUDY FOR CHIROPRACTIC RADIOLOGICAL TECHNICIANS AND CHIROPRACTIC TECHNICIANS

MOTION: Jodi Griffith moved, seconded by Jeffrey Mackey, to request information regarding existing Chiropractic Technician and Chiropractic Radiological Technician courses of study from organizations interested in providing the Board with information about the courses of study including course content, course approval standards, student satisfaction, feedback from the profession, and any other information that may be relevant. Motion carried unanimously.

EDUCATION AND EXAMINATION MATTERS

CONTINUING EDUCATION HARDSHIP EXTENSION REQUEST

MOTION: Kelly Brown moved, seconded by Jeffrey Mackey, to grant the request of Erin Scott for an extension of the deadline to complete her required continuing education credits for the previous biennium to June 1, 2015. These credits or any other credits used to meet the CE requirement for the previous biennium may not be applied to the continuing education requirement for the current or any future biennium. Motion carried unanimously.

CALL FOR DELEGATES AND BOARD AUTHORIZED TRAVEL

NATIONAL BOARD OF CHIROPRACTIC EXAMINERS 2015 ANNUAL MEETING – MAY 8, 2015 – NEW ORLEANS, LA

MOTION: Kelly Brown moved, seconded by Jeffrey Mackey, to designate Patricia Schumacher as a delegate, and John Church as an alternate to attend the National Board of Chiropractic Examiners 2015 Annual Meeting in New Orleans, LA and to authorize travel. Motion carried unanimously.

FEDERATION OF CHIROPRACTIC LICENSING BOARDS 89TH ANNUAL EDUCATIONAL CONGRESS MEETING – MAY 6-10, 2015 – NEW ORLEANS, LA

MOTION: Kelly Brown moved, seconded by Jeffrey Mackey, to designate Patricia Schumacher as a delegate, and John Church as an alternate to attend the Federation of Chiropractic Licensing Boards 89th Annual Educational Congress Meeting in New Orleans, LA and to authorize travel. Motion carried unanimously.

EXECUTIVE ORDER 61

MOTION: Jodi Griffith moved, seconded by Jeffrey Mackey, to note that the Executive Order 61 review was completed and no rule changes are recommended at this time. Motion carried unanimously.

CLOSED SESSION

MOTION: Jeffrey Mackey moved, seconded by John Church, to convene to Closed Session to deliberate on cases following hearing (§ 19.85(1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats. and § 440.205, Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.). The Chair read the language of the motion aloud for the record. The vote of each member was ascertained by voice vote. Roll Call Vote: Kelly Brown - yes; John Church - yes; Jodi Griffith - yes; Jeffrey Mackey - yes; Patricia Schumacher - yes. Motion carried unanimously.

The Board convened into Closed Session at 1:04 P.M.

RECONVENE TO OPEN SESSION

MOTION: Jeffrey Mackey moved, seconded by Kelly Brown, to reconvene in Open Session at 1:56 P.M. Motion carried unanimously.

VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE

MOTION: Jodi Griffith moved, seconded by Jeffrey Mackey, to affirm all Motions made and Votes taken in Closed Session. Motion carried unanimously.

CREDENTIALING MATTERS

CONSIDERATION OF CPR REQUIREMENTS

MOTION: Jodi Griffith moved, seconded by Jeffrey Mackey, to deny the request of J.L.G. for waiver of the cardio pulmonary resuscitation certification requirement found in CHIR 3.02 (1)(d). **Reason for denial:** J.L.G. did not establish that he unable to meet this requirement. Motion carried unanimously.

MONITORING

JAMES FINK, D.C. – REQUESTING FULL LICENSURE

MOTION: Jeffrey Mackey moved, seconded by John Church, to grant the request of James Fink, D.C. for full licensure. Motion carried.

PRESENTATION AND DELIBERATION ON ADMINISTRATIVE WARNING(S)

MOTION: Jeffrey Mackey moved, seconded by Kelly Brown, to issue an Administrative Warning in the matter of DLSC case number **11 CHI 031 (C.J.S.)**. Motion carried unanimously.

MOTION: Jeffrey Mackey moved, seconded by John Church, to issue an Administrative Warning in the matter of DLSC case number **11 CHI 031 (S.R.S.)**. Motion carried unanimously.

MOTION: Jodi Griffith moved, seconded by Jeffrey Mackey, accept the Stipulation and issue an Administrative Warning in the matter of DLSC case number **12 CHI 029 (H.N.)**. Motion carried unanimously.

CASE CLOSING(S)

MOTION: Kelly Brown moved, seconded by Jeffrey Mackey, to close DLSC case number 14 CHI 005, against K.A.A., for **insufficient evidence (IE)**. Motion carried unanimously.

MOTION: Jeffrey Mackey moved, seconded by John Church, to close DLSC case number 14 CHI 026, against D.S., for **insufficient evidence (IE)**. Motion carried unanimously.

RATIFICATION OF LICENSES AND CERTIFICATES

MOTION: Kelly Brown moved, seconded by Jeffrey Mackey, to delegate ratification of examination results to DSPS staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

ADJOURNMENT

MOTION: Kelly Brown moved, seconded by Jodi Griffith, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 1:58 P.M.