

**Board of Chiropractic Examiners
TELECONFERENCE MEETING MINUTES
Licensing, Continuing Education & Public Relations Committee
July 11, 2016
901 P Street, Suite 142A
Sacramento, CA 95814**

Teleconference Meeting Locations:

Board of Chiropractic Examiners 901 P Street, Ste 142A Sacramento, CA 95814 (916) 263-5355	Heather Dehn, DC 4616 El Camino Ave. Sacramento, CA 95821 (916) 488-0242	Dionne McClain, DC 6360 Wilshire Blvd., Ste 410 Los Angeles, CA 90048 (323) 653-1014	Corey Lichtman, DC 538 Stevens Ave. Solana Beach, CA 92075 (858) 481-1889
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Committee Members Present

Heather Dehn, D.C., Chair
Dionne McClain, D.C.
Corey Lichtman, D.C.

Staff Present

Robert Puleo, Executive Officer
Marcus McCarther, Policy Analyst
Valerie James, Management Services Technician

Call to Order

Dr. Dehn called the meeting to order at 12:37 P.M.

Roll Call

Dr. McClain called roll. All Board members were present at the locations specified on the Agenda.

Approval of Minutes

**MOTION: DR. MCCLAIN MOVED TO APPROVE THE MINUTES OF THE JUNE 7, 2016 LICENSING, CONTINUING EDUCATION & PUBLIC RELATIONS COMMITTEE MEETING
SECOND: DR. LICHTMAN SECONDED THE MOTION
VOTE: 3-0 (DR. MCCLAIN – AYE, DR. LICHTMAN-AYE, DR. DEHN– AYE)
MOTION CARRIED**

Review and Discussion on Strategic Plan Action Items

Dr. Dehn stated the main focus of this meeting is to review the action items that the licensing committee is responsible for and discuss whether those items have been completed or should be carried over to the new strategic plan. The committee will also discuss three (3) new recommendations the committee would like to see on the new strategic plan.

Goal 1: Licensing

Mr. Puleo stated that action items 1.1-1.4 have all been completed.

Mr. Puleo had a discussion about the status of action item 1.2 collaborate with DCA in relation to BreEze. The Board is in Release 3 and may not switch over to BreEze.

Ms. Linda Shaw and Mr. Puleo have scheduled a meetings\ with DCA's SOLID division for process assessments and DCA's IT unit to discuss options for the Board.

Mr. Puleo plans to meet with the budget office to see if the Board needs to revise their budget to pay for a new operating system.

Dr. Dehn asked if action items 1.1.1-1.1.4 should be reviewed on an annual basis even though they have been completed.

Mr. Puleo stated that a review of processing timeframes could be added to the Board Member Administrative Procedure Manual (BMAPM).

Dr. Dehn requested that processing timeline review be added to the BMAPM.

Dr. Dehn asked whether BreEze has been officially ruled out.

Mr. Puleo explained that the Department of Consumer Affairs has not determined a solution for Boards that are in phase 3. He continues to meet with experts at DCA to go over other options for a new operating system. He would like to see a system that accepts online applications and credit card payments.

Dr. Dehn suggested that goal 1.2 be addressed in the new strategic plan and state that the Board will work together with the DCA to determine its needs.

The committee agreed to move action item 1.2 into the new strategic plan.

Dr. Dehn explained that action item 1.3 (Determine the feasibility of recognizing equivalent educational standards with other countries) was a pathway for international licensees to practice in California. The committee has explored options to allow international licensees to practice in California but determined it is outside the Board's expertise. CCEI is in the middle of a meta-analysis which compares credentials between international colleges and the United States (CA).

Dr. Dehn stated that the meta analysis was supposed to be completed last year but is still in progress. This action item can be re-worded to mention that the Board is waiting on results of the meta analysis from CCEI.

The committee agreed to keep this action item for the new strategic plan.
Dr. Lichtman commented that the Board should give international students/chiropractors options for practicing in California if all standards are met.

Dr. McClain recently attended a meeting at Life Chiropractic College West and talked about developing an international program.

Mr. Puleo stated that CCE must determine if the international credentials are equivalent to ours.

Mr. Puleo mentioned that our Act and regulations prohibit the Board from approving applicants who did not graduate from a CCE accredited school.

Goal 3: Professional Qualifications and Continuing Education

Dr. Dehn stated the committee is currently working on goal 3 and needs to reword the action items for the new strategic plan.

The committee discussed action item 3.2 (Develop a continuing education course auditing system to ensure providers are delivering quality instruction to licensees and take action against those providers who fail to meet these standards).

The committee discussed requiring assessment forms to be completed by each licensee after every CE course. These assessment forms would be randomly audited to gather information on CE courses and providers.

The committee agreed to combine action items 3.1 (establish CE provider standards) & 3.2- (ensure the quality of CE courses) with revisions including implementation of CE course assessments.

Mr. Puleo suggested adding “develop an audit process” to the strategic plan.

Dr. Dehn addressed action item 3.3 (Evaluate effectiveness of compliance with continuing education regulations to ensure competency).

Dr. Dehn talked about whether the distribution of the Top 10 Violation flyer at CE courses has contributed to a decrease of these types of violations.

The committee decided to keep this action item in the new strategic plan.

Mr. Puleo suggested addressing this item in the regulations rather than as an action item in the strategic plan. The Board can specify in the regulation that ethic courses are required to educate on common violations. It would be the Board’s responsibility to ensure the flyer is kept current and up to date.

The committee had a discussion about CE providers educating licensees on the Top 10 Violations and its consequences and how it affects a DC’s license.

Mr. Puleo talked about providing statistical information on probation, citations and relating to common violations for CE providers to share with students.

Dr. Dehn would like to create an outreach pamphlet on discipline probation for CE providers to use along with the Top 10 Violations handout.

Dr. Dehn moved onto action item 3.4 (Establish and document protocols for ongoing communication with chiropractic oversight organizations to ensure consistent standards).

Mr. Puleo stated that it doesn't make sense to have a liaison due to the travel restrictions the Board must follow.

Mr. Puleo suggested adding to the BMAPM that Board members can express interest in events and ask to represent the Board.

Dr. Dehn stated action item 3.4 should not be moved to the new strategic plan but rather to the BMAPM.

Goal 5: Public Relations and Outreach

Dr. Dehn stated that action item 5.1 and 5.2 (Communicate with consumers, licensees, and stakeholder about the current and evolving practice of chiropractic and regulation of the profession) has been successful and does not need to be added to the new strategic plan.

Mr. Puleo stated that the Government Affairs committee and licensing committee will be recommending moving the public relations and outreaching responsibilities to the BMAPM.

Dr. Dehn suggested adding steps to create a publication to the BMAPM.

The committee had a discussion about action item 5.3 (Collaborate with DCA to optimize the Board's website).

Dr. Dehn asked if changes can be made to the Board's website.

Mr. Puleo stated the Board uses templates created by DCA and the website is user friendly. Our staff has the capability to add and change some information on the website.

Dr. Dehn stated this item has been addressed in our committee and Dr. Lichtman agreed that it was not necessary to carry forward in the strategic plan.

Mr. Puleo shared with the committee that information has been added to the website as issues have come up. The newsletters and publications are available online. The primary complaints received about the Board website is that our licensees are unable to submit applications and make payments online. These matters are being considered.

Discussion and Possible Action on Creating a Consumer Publication Related to Chiropractic Training and Education Requirements

Dr. Dehn asked Mr. Puleo if he spoke to legal about using the graphics and information included in the packet.

Mr. Puleo explained that we would have to justify how this information helps protect consumers.

Dr. Dehn stated the goal of this handout would be to educate policy makers on a chiropractor's education. The public should be educated on a chiropractor's background and requirements.

Mr. Puleo stated that the source of this information would have to be verified and continually reviewed for updates.

Mr. Puleo asked the committee whether this information should be shared with consumers or for internal use. He explained it might be better for internal use to share with legislators.

Mr. Puleo stated that the Board members can direct staff to work with CCA and other schools to gather this information on compiling a comparison of education and training with other professions.

Mr. Puleo will ask Brianna Lauziere, Licensing Analyst, to reach out to schools and associations for information and we can present it to the committee and decide what should be added to the handout for internal use.

Marcus McCarther, Policy Analyst, suggested that this information could also be shared on the Board's website.

Public Comment

No public comment.

Future Agenda Items

The next committee meeting is scheduled for August 30th, 2016 at 12:30P.M.

Adjournment

Dr. Dehn adjourned the meeting at 1:49 p.m.