



NOTICE OF TELECONFERENCE **GOVERNMENT AND PUBLIC AFFAIRS COMMITTEE MEETING**

Committee Members

Janette N.V. Cruz, Chair
Rafael Sweet

**The Board of Chiropractic Examiners' (Board) Government and Public Affairs
Committee will meet by teleconference on:**

Monday, September 18, 2023

11:00 a.m. to 1:00 p.m.

(or until completion of business)

Teleconference Instructions: The Government and Public Affairs Committee will hold a public meeting via Webex Events. To access and participate in the meeting via teleconference, attendees will need to click on, or copy and paste into a URL field, the link below and enter their name, email address, and the event password, or join by phone using the access information below:

<https://dca-meetings.webex.com/dca-meetings/j.php?MTID=m6c3ddc1ff496c606bad0d367926efce6>

If joining using the link above

Webinar number: 2492 376 3308

Webinar password: BCE09182023

If joining by phone

+1-415-655-0001 US Toll

Access code: 249 237 63308

Passcode: 22309182

Instructions to connect to the meeting can be found at the end of this agenda.

Members of the public may, but are not obligated to, provide their names or personal information as a condition of observing or participating in the meeting. When signing into the Webex platform, participants may be asked for their name and email address. Participants who choose not to provide their names will be required to provide a unique identifier, such as their initials or another alternative, so that the meeting moderator can identify individuals who wish to make a public comment. Participants who choose not to provide their email address may utilize a fictitious email address in the following sample format: XXXXXX@mailinator.com.

Note: Members of the public may also submit written comments to the Committee on any agenda item by Thursday, September 14, 2023. Written comments should be directed to chiro.info@dca.ca.gov for Committee consideration.

Primary Teleconference Meeting Location

**Department of Consumer Affairs
San Francisco Room
1625 N. Market Blvd., Suite N-318
Sacramento, CA 95834**

Additional Teleconference Meeting Location

4100 W. Alameda Avenue
Third Floor
Burbank, CA 91505

AGENDA

- 1. Call to Order / Roll Call / Establishment of a Quorum**
- 2. Review and Possible Approval of June 16, 2023 Committee Meeting Minutes**
- 3. Update on Board’s Administration Program, Including Budget and Fund Condition, Business Modernization and Implementation of Connect System, and Status of Board’s Pending Rulemaking Packages and 2022–2026 Strategic Plan Objectives**
- 4. Review, Discussion, and Possible Recommendation Regarding Pending Regulatory Proposal to Delegate Certain Functions to the Executive Officer and Make Conforming Changes to the Processes for Appealing Citations and Collecting Assessed Fines from Licensees (amend California Code of Regulations, Title 16, sections 306, 390.4, and 390.5)**
- 5. Review, Discussion, and Possible Recommendation Regarding 2022–2026 Strategic Plan Objective 3.5 to Improve the Board’s Website by Providing Informative Content for Applicants, Licensees, the Public, and Other Stakeholders and Enhancing the Functionality and User Experience**
- 6. Review, Discussion, and Possible Recommendation Regarding 2022–2026 Strategic Plan Objective 5.4 to Re-Design the Board Member Onboarding Procedures and Orientation Process**
- 7. Public Comment for Items Not on the Agenda**
Note: Members of the public may offer public comment for items not on the agenda. However, the Committee may not discuss or take action on any matter raised during this public comment section that is not included on this agenda, except to decide whether to place the matter on the agenda of a future meeting. [Government Code Sections 11125, 11125.7(a).]

8. Future Agenda Items

Note: Members of the Committee and the public may submit proposed agenda items for a future Committee meeting. However, the Committee may not discuss or take action on any proposed matter except to decide whether to place the matter on the agenda of a future meeting. [Government Code Section 11125.]

9. Adjournment

This agenda can be found on the Board's website at www.chiro.ca.gov. The time and order of agenda items are subject to change at the discretion of the Committee Chair and may be taken out of order. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the Board are open to the public.

Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the Committee prior to it taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issue before the Committee, but the Committee Chair may, at their discretion, apportion available time among those who wish to speak. Members of the public will not be permitted to yield their allotted time to other members of the public to make comments. Individuals may appear before the Committee to discuss items not on the agenda; however, the Committee can neither discuss nor take official action on these items at the time of the same meeting (Government Code sections 11125 and 11125.7(a)).

The meeting is accessible to individuals with disabilities. A person who needs a disability-related accommodation or modification to participate in the meeting may make a request by contacting the Board at:

Telephone: (916) 263-5355

Email: chiro.info@dca.ca.gov

Telecommunications Relay Service: Dial 711

Mailing Address:

Board of Chiropractic Examiners

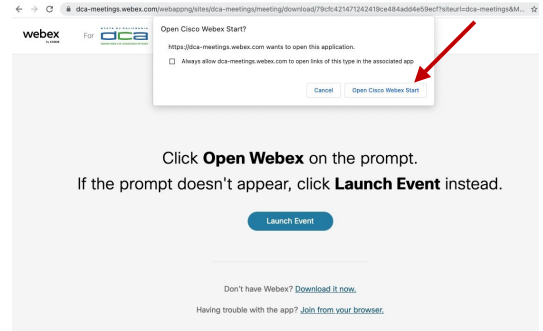
1625 N. Market Blvd., Suite N-327

Sacramento, CA 95834

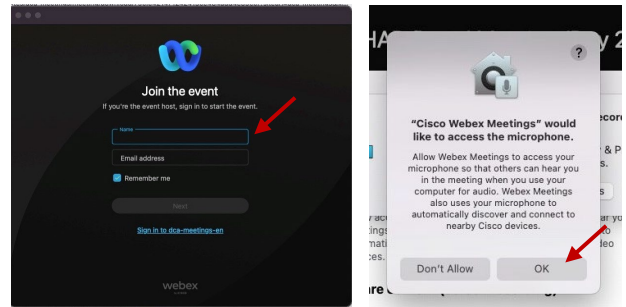
Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.

If joining using the meeting link

- 1 Click on the meeting link. This can be found in the meeting notice you received.
- 2 If you have not previously used Webex on your device, your web browser may ask if you want to open Webex. Click "Open Cisco Webex Start" or "Open Webex", whichever option is presented. DO NOT click "Join from your browser", as you will not be able to participate during the meeting.



- 3 Enter your name and email address*. Click "Join as a guest". Accept any request for permission to use your microphone and/or camera.

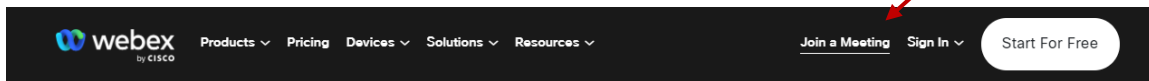


* Members of the public are not obligated to provide their name or personal information and may provide a unique identifier such as their initials or another alternative, and a fictitious email address like in the following sample format: XXXXX@mailinator.com.

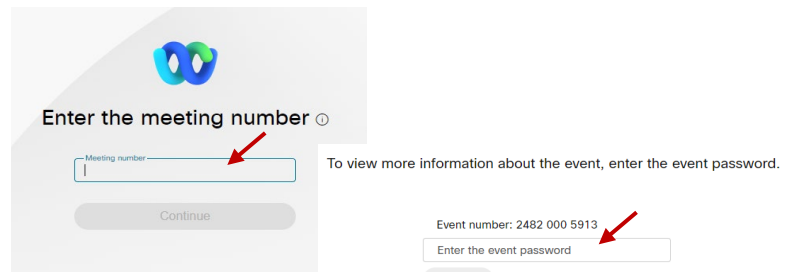
OR

If joining from Webex.com

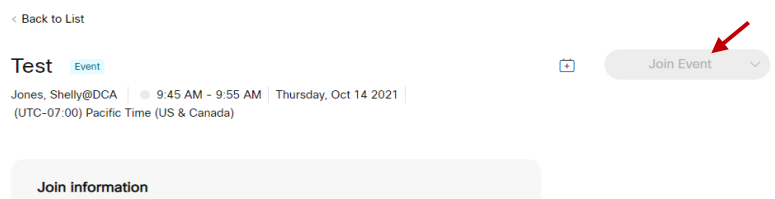
- 1 Click on "Join a Meeting" at the top of the Webex window.



- 2 Enter the meeting/event number and click "Continue". Enter the event password and click "OK". This can be found in the meeting notice you received.



- 3 The meeting information will be displayed. Click "Join Event".



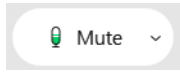
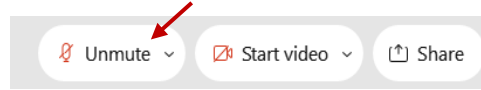
OR

Connect via telephone*:

You may also join the meeting by calling in using the phone number, access code, and passcode provided in the meeting notice.

Microphone

Microphone control (mute/unmute button) is located on the command row.

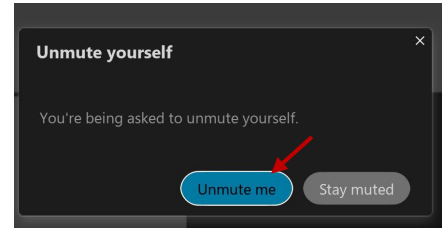


Green microphone = Unmuted: People in the meeting can hear you.



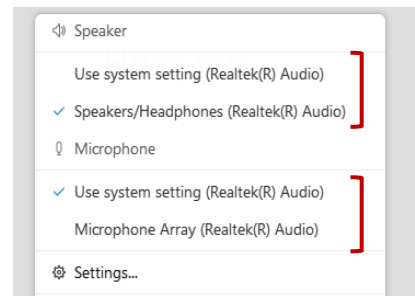
Red microphone = Muted: No one in the meeting can hear you.

Note: Only panelists can mute/unmute their own microphones. Attendees will remain muted unless the moderator enables their microphone at which time the attendee will be provided the ability to unmute their microphone by clicking on "Unmute Me".



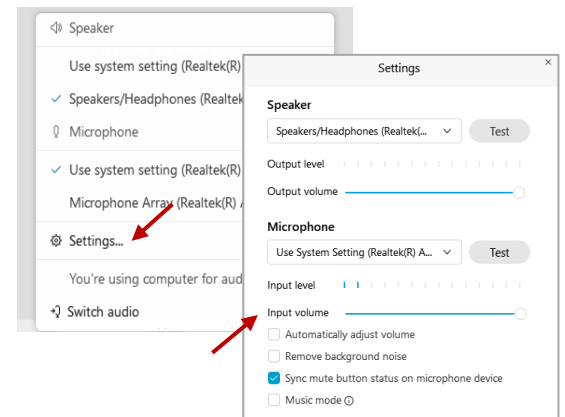
If you cannot hear or be heard

- 1 Click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window, select a different:
 - Microphone option if participants can't hear you.
 - Speaker option if you can't hear participants.



If your microphone volume is too low or too high

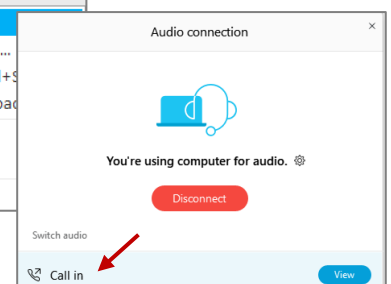
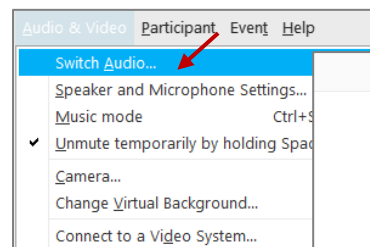
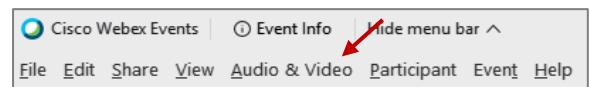
- 1 Locate the command row – click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window:
 - Click on "Settings...":
 - Drag the "Input Volume" located under microphone settings to adjust your volume.



Audio Connectivity Issues

If you are connected by computer or tablet and you have audio issues or no microphone/speakers, you can link your phone through Webex. Your phone will then become your audio source during the meeting.

- 1 Click on "Audio & Video" from the menu bar.
- 2 Select "Switch Audio" from the drop-down menu.
- 3 Select the "Call In" option and following the directions.



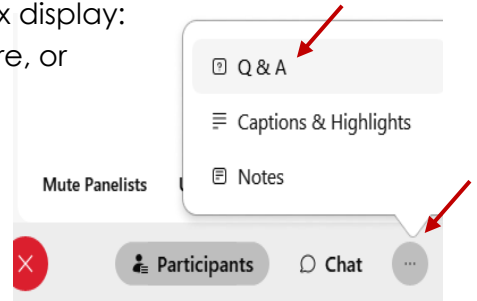
The question-and-answer (Q&A) and hand raise features are utilized for public comments.

NOTE: This feature is not accessible to those joining the meeting via telephone.

Q&A Feature

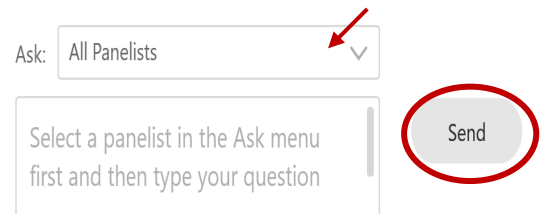
1 Access the Q&A panel at the bottom right of the Webex display:

- Click on the icon that looks like a “?” inside of a square, or
- Click on the 3 dots and select “Q&A”.



2 In the text box:

- Select “All Panelists” in the dropdown menu,
- Type your question/comment into the text box, and
- Click “Send”.



OR

Hand Raise Feature

- 1
- Hovering over your own name.
 - Clicking the hand icon that appears next to your name.
 - Repeat this process to lower your hand.

If connected via telephone:

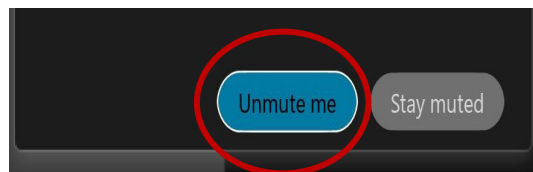
- Utilize the raise hand feature by pressing *3 to raise your hand.
- Repeat this process to lower your hand.

Unmuting Your Microphone



The moderator will call you by name and indicate a request has been sent to unmute your microphone. Upon hearing this prompt:

- Click the **Unmute me** button on the pop-up box that appears.

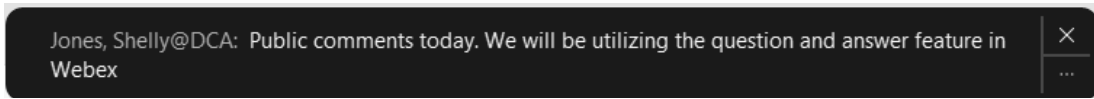


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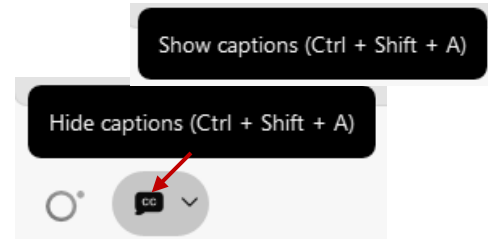
If connected via telephone:

- Press *3 to unmute your microphone.

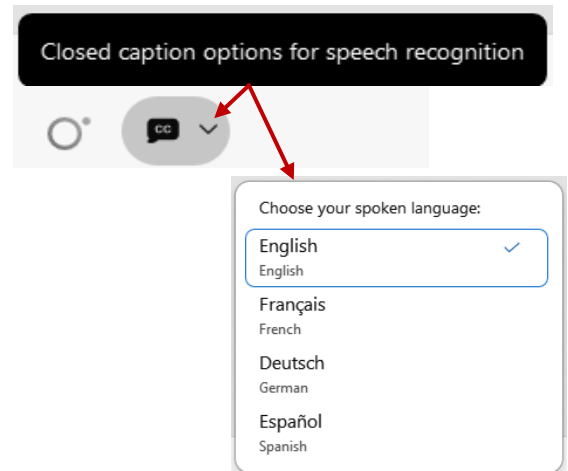
Webex provides real-time closed captioning displayed in a dialog box on your screen. The captioning box can be moved by clicking on the box and dragging it to another location on your screen.



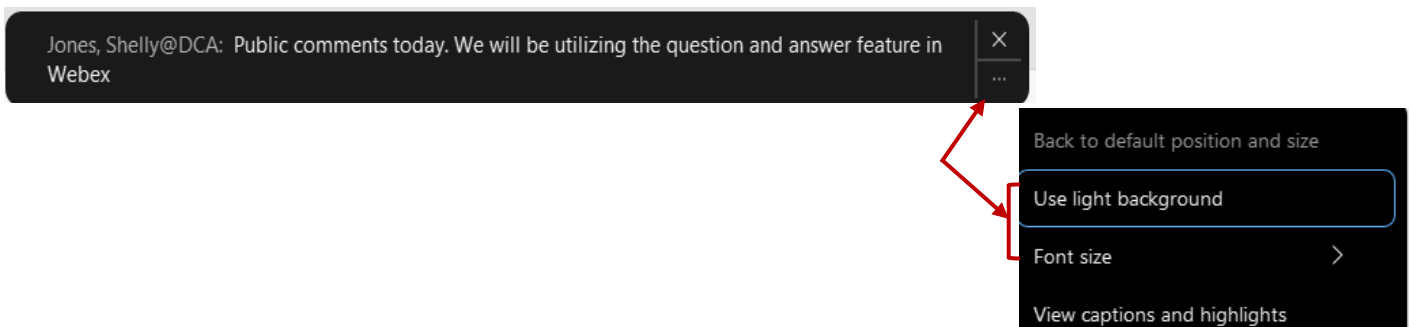
The closed captioning can be hidden from view by clicking on the closed captioning icon. You can repeat this action to unhide the dialog box.



You can select the language to be displayed by clicking the drop-down arrow next to the closed captioning icon.



You can view the closed captioning dialog box with a light or dark background or change the font size by clicking the 3 dots on the right side of the dialog box.





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**Agenda Item 1
September 18, 2023**

Call to Order / Roll Call / Establishment of a Quorum

Purpose of the Item

Janette N.V. Cruz, Chair of the Board's Government and Public Affairs Committee, will call the meeting to order. Roll will be called by Rafael Sweet.

Committee Members

Janette N.V. Cruz, Chair
Rafael Sweet



**Agenda Item 2
September 18, 2023**

Review and Possible Approval of June 16, 2023 Committee Meeting Minutes

Purpose of the Item

The Committee will review and possibly approve the minutes of the previous meeting.

Action Requested

The Committee will be asked to make a motion to approve the June 16, 2023 Committee meeting minutes.

Handout

- June 16, 2023 Government and Public Affairs Committee Meeting Minutes (Draft)



**Agenda Item 3
September 18, 2023**

Update on Board's Administration Program, Including Budget and Fund Condition, Business Modernization and Implementation of Connect System, and Status of Board's Pending Rulemaking Packages and 2022–2026 Strategic Plan Objectives

Purpose of the Item

The Executive Officer and Board staff will provide the Committee with an update on the Board's Administration Program activities, including:

- Budget and Fund Condition
- Business Modernization and Implementation of the Connect System
- Board's Pending Rulemaking Packages
- 2022–2026 Strategic Plan Objectives

Action Requested

This agenda item is informational only and provided as a status update to the Committee. No action is required or requested at this time.

Attachment

- Executive Officer's September 14, 2023 Memo to Committee Members Regarding Administration Program Activities



MEMORANDUM

Agenda Item 3 Attachment

DATE	September 14, 2023
TO	Members of the Board of Chiropractic Examiners' Government and Public Affairs Committee
FROM	Kristin Walker, Executive Officer
SUBJECT	Update on Board's Administration Program

This report provides an overview of recent Board of Chiropractic Examiners' (BCE) Administration Program activities.

BCE Board and Committee Meetings

The following meetings have been scheduled:

- October 19-20, 2023 – Board
- December 4, 2023 – Government and Public Affairs Committee

Business Modernization Project and Implementation of the Connect System

BCE continues to collaborate with the Department of Consumer Affairs (DCA) Office of Information Services and three other programs (California Acupuncture Board; Board for Professional Engineers, Land Surveyors, and Geologists; and Bureau for Private Postsecondary Education) in the first cohort of a Business Modernization Project to develop and implement a new application, licensing, and enforcement system known as Connect.

Through three phased software releases from September 2020 through June 2021, BCE implemented these licensing functions:

- Initial license applications (doctor of chiropractic and satellite certificates)
- License renewals (doctor of chiropractic and satellite certificates)
- Address changes and cancellation of satellite certificates
- Online payment for all other paper applications

On July 1, 2022, BCE added functionality to the system to waive the application and initial license fees for spouses of active duty members of the military who are assigned to a duty station in California and hold a current license to practice in another state, as required by [Business and Professions Code \(BPC\) section 115.5](#).

In August 2022, BCE implemented the Department of Health Care Access and Information (HCAI) health workforce data survey for licensees to complete during their electronic license renewal process, as required by [BPC section 502](#).

Through a software release on February 28, 2023, BCE updated the user dashboards for applicants and licensees, provided the ability for licensees to maintain and store their continuing education records in the system, and added a list of BCE links, resources, and direct contact information for each of BCE's units to the user dashboard.

In June 2023, BCE implemented temporary licenses and satellite certificates for military spouses and partners, as required by [Assembly Bill \(AB\) 107 \(Salas, Chapter 693, Statutes of 2021\)](#). BCE continues to focus on upgrading to the latest version of the Connect software, fully implementing cashiering functionality in the system for all business processes, and developing the continuing education module to process course applications electronically.

Legislation Impacting the Board

[AB 765 \(Wood\)](#) **Physicians and surgeons: medical specialty titles.** This bill, known as the California Patient Protection, Safety, Disclosure, and Transparency Act, would make it a misdemeanor for any person who does not have a valid, unrevoked, and unsuspended physician and surgeon certificate to use any medical specialty title, as specified, or any titles, terms, letters, words, abbreviations, description of services, designations, or insignia indicating or implying the person is licensed to practice medicine. This bill was held under submission in the Assembly Appropriations Committee and is dead for 2023.

[AB 883 \(Mathis\)](#) **Business licenses: United States Department of Defense SkillBridge program.** This bill was amended on May 18, 2023, and would require a DCA board, on or after July 1, 2024, to expedite, and authorize the board to assist, the initial licensure process for an applicant who supplies satisfactory evidence to the board that they are an active-duty member of a regular component of the Armed Forces of the United States enrolled in the United States Department of Defense SkillBridge program. This bill passed on September 12, 2023, and is pending the Governor's signature.

[AB 996 \(Low\)](#) **Department of Consumer Affairs: continuing education: conflict-of-interest policy.** This bill would require any DCA board or bureau that is responsible for approving continuing education providers or courses to develop and maintain a conflict-of-interest policy that, at a minimum, discourages the qualification of any continuing education course if the provider of that course has an economic interest in a commercial product or enterprise directly or indirectly promoted in that course, and requires conflicts to be disclosed at the beginning of each continuing education course. This bill was ordered to the Senate inactive file on August 17, 2023.

AB 1028 (McKinnor) Reporting of crimes: mandated reporters. This bill would, on or after January 1, 2025, remove the requirement that a health practitioner make a report to law enforcement when they suspect a patient has suffered physical injury caused by assaultive or abusive conduct, and instead, require a health practitioner who provides medical services to a patient whom the health practitioner knows or reasonably suspects is experiencing any form of domestic violence or sexual violence to provide brief counseling, education, or other support, and offer a warm handoff or referral to local and national domestic violence or sexual violence advocacy services before the end of the patient visit. This bill was held under submission by the Senate Appropriations Committee and is dead for 2023.

AB 1707 (Pacheco) Health professionals and facilities: adverse actions based on another state's law. This bill would prohibit a DCA healing arts board from denying an application for licensure or suspending, revoking, or otherwise imposing discipline upon a licensee on the basis of a civil judgment, criminal conviction, or disciplinary action in another state if that judgment, conviction, or disciplinary action is based solely on the application of another state's law that interferes with a person's right to receive sensitive services that would be lawful if provided in this state. This bill passed on September 11, 2023, and is pending the Governor's signature.

Senate Bill (SB) 143 (Committee on Budget and Fiscal Review) State government. This trailer bill includes provisions that allow for remote public meetings without noticed physical locations until December 31, 2023, and language to implement the Federal License Portability Law for Servicemembers, and was signed by the Governor on September 13, 2023.

SB 372 (Menjivar) Department of Consumer Affairs: licensee and registrant records: name and gender changes. This bill was amended on September 1, 2023, and would require a DCA board to update a licensee's or registrant's license by replacing references to the former name or gender on the license or registration, as specified, if the board receives documentation, as described, from the licensee or registrant demonstrating that the licensee's or registrant's legal name or gender has been changed. If the board operates an online license verification system, the bill would require the board to replace references to the licensee's or registrant's former name or gender with the individual's current name or gender, as applicable, on the publicly viewable information displayed on the internet. The bill would prohibit a board from publishing the licensee's or registrant's former name or gender online, and instead, would require the board to post an online statement directing the public to contact the board for more information. For specified licensees or registrants, the board would be prohibited from posting enforcement records online, but would be required to post an online statement stating the individual was previously subject to an enforcement action and directing the public to contact the board, as prescribed. This bill would provide that all records related to a request to update an individual's license or registration under these provisions are confidential and not subject to public inspection or disclosure. The bill would require the board, if requested by a licensee or registrant, to reissue any

license created by the board and conferred upon the licensee or registrant, and would prohibit the board from charging a higher fee for reissuing a license with an updated legal name or gender than the fee it charges for reissuing a license with other updated information. This bill passed on September 6, 2023, and is pending the Governor's signature.

[SB 447 \(Atkins\)](#) GO-Biz. This bill would, among other things, repeal the provisions that prohibit a state agency and the Legislature from requiring any of its employees, officers, or members to travel to, or from approving a request for state-funded or state-sponsored travel to, states with discriminatory laws. There are currently [23 states](#) that are subject to this existing ban on state-funded and state-sponsored travel. This bill was approved by the Governor on September 13, 2023.

[SB 544 \(Laird\)](#) Bagley-Keene Open Meeting Act: teleconferencing. This bill was last amended on September 8, 2023, and would enact an additional, alternative set of provisions under which a state body may hold a meeting by teleconference. The bill is pending Senate concurrence of the amendments.

[SB 802 \(Roth\)](#) Licensing boards: disqualification from licensure: criminal conviction. This bill would require a DCA board to notify an applicant in writing within 30 days after a decision is made to deny an application for licensure based solely or in part on the applicant's conviction history, of all of the following: 1) the denial or disqualification of licensure; 2) any existing procedure the board has for the applicant to challenge the decision or request reconsideration; 3) that the applicant has the right to appeal the board's decision; and 4) the processes for the applicant to request a copy of their complete conviction history and question the accuracy or completeness of the record pursuant to Penal Code sections 11122 through 11127. Existing law requires this written notification to be sent to the applicant but does not specify a timeframe during which it must be transmitted. This bill was held in the Assembly Business and Professions Committee and is dead for 2023.

Personnel Updates

Recruitment efforts are currently underway to refill a vacant Associate Governmental Program Analyst position and a vacant Special Investigator position in the Enforcement Unit.

Proposed Regulations

- Licensing and Regulatory Fees (Changes Without Regulatory Effect: Amend California Code of Regulations [CCR], Title 16, Sections 310.1, 317.1, 321, 323, 360, 362, 363, 367.5, 367.10, 370, and 371):** This action under CCR, title 1, section 100 will update the licensing and regulatory fee amounts within the Board's regulations and forms for consistency with the fee amounts codified in BPC section

1006.5. This package is planned to be submitted to the Office of Administrative Law (OAL) in fall 2023.

- 2. Addition of Licensee Telephone Numbers and Email Addresses to Board Directory (Amend CCR, Title 16, Section 303):** This proposal will implement the requirement from SB 1434 for the Board to include licensees' telephone numbers and email addresses in the Board's directory and clarify the requirement for the filing of a public "address of record." The Board approved the proposed regulatory text at its April 20, 2023 meeting. Staff is preparing the regulatory package for this proposal and plans to submit it to DCA for review in September 2023.
- 3. Delegation of Authority to the Assistant Executive Officer and Citation Program (Amend CCR, Title 16, Sections 306, 389, 390, 390.3, 390.4, and 390.5):** This regulatory proposal will delegate to the Assistant Executive Officer the authority to expedite enforcement and administrative functions on behalf of the Executive Officer. Additionally, this proposal will ensure consistency with BPC section 125.9 regarding BCE's citation program and criteria established for evaluating compliance with a citation and order of abatement. This proposal will be discussed by the Government and Public Affairs Committee during its September 18, 2023 meeting.
- 4. Annual Continuing Education Requirements for Licensees and Continuing Education Course Approval Process (Amend CCR, Title 16, Sections 360–364):** This proposal will amend the annual continuing education (CE) requirements for licensees, establish five course competency areas that will be approved by the Board, define the three recognized learning formats for CE courses, update the CE course review and approval process, and create a re-approval process for CE courses that have been previously approved by the Board. The Board approved the proposed regulatory text at its April 20, 2023 meeting. Staff is preparing the regulatory package for this proposal and plans to submit it to DCA for review in September 2023.
- 5. Basic Life Support Certification for All Licensees (Add CCR, Title 16, Section 371.1):** This proposal will mandate the maintenance of basic life support certification, including cardiopulmonary resuscitation (CPR), for all licensees as a condition of licensure in active status. Staff is gathering additional information regarding possible accommodations for individuals with temporary or permanent disabilities from the certifying entities and will present that information to the Continuing Education Committee for discussion at a future meeting.
- 6. Temporary Licensure for Military Spouses (Amend CCR, Title 16, Section 320):** This proposal will update CCR, title 16, section 320 for consistency with the provisions of [AB 107 \(Salas, Chapter 693, Statutes of 2021\)](#), which provide for temporary licensure of military spouses. This proposal is being developed by staff

and is planned to be presented to the Board for review and discussion at its October 19, 2023 meeting.

- 7. Repeal Successful Examination (Obsolete Provision) [Repeal CCR, Title 16, Section 354]:** This proposal will repeal an obsolete provision in the Board's regulations that conflicts with other existing laws and regulations that prohibit the unlicensed practice of chiropractic. Staff is preparing the regulatory package for this proposal and plans to submit it to DCA for review in September 2023.
- 8. Sexual Contact with a Patient and Required Actions Against Registered Sex Offenders (Add CCR, Title 16, Sections 384.1 and 384.2):** This Consumer Protection Enforcement Initiative (CPEI) proposal will require any proposed decision containing a finding of fact that a licensee engaged in any act of sexual contact, as defined, or is subject to registration as a sex offender in any tier, to contain an order of revocation and prohibit the decision from containing a stay of the revocation. In addition, this proposal will require any Board decision containing a finding of fact that a licensee engaged in any act of sexual contact to contain an order of revocation, and require the Board to deny or revoke a license for any applicant, licensee, or petitioner who is subject to registration as a sex offender in any tier and prohibit the Board from issuing a stay of the revocation for any individual who is subject to registration as a tier two or three offender. The Board approved the proposed regulatory text at its April 20, 2023 meeting. Staff is preparing the regulatory package for this proposal and plans to submit it to DCA for review in September 2023.
- 9. Record Keeping Requirements for Chiropractic Patient Records, Including Retention and Disposition of Records Upon Closure of Practice or Death/Incapacity of Licensee (Amend CCR, Title 16, Section 318):** This proposal will update the record keeping requirements to specify the necessary documentation for the patient history, complaint, diagnosis/analysis, and treatment and to differentiate between an initial patient encounter and an established patient visit. In addition, this proposal will specify the retention period and requirements for the disposition of patient records. Staff is updating this proposal based on feedback provided by the Enforcement Committee during its March 2, 2023 meeting.
- 10. Discipline by Other Public Agencies and Licensee Reporting Requirements (Amend CCR, Title 16, Sections 304 and 314):** This CPEI proposal will update the reporting of licensee arrests, convictions, and discipline by other public agencies and clarify a licensee's duty to report any violation of the statutes and regulations governing the practice of chiropractic to the Board. The Board approved the proposed regulatory text at its July 20, 2023 meeting. Staff is preparing the regulatory package for this proposal and plans to submit it to DCA for review in September 2023.

- 11. Disciplinary Guidelines and Uniform Standards for Substance Abusing Licensees (Amend CCR, Title 16, Section 384):** This proposal will update the *Disciplinary Guidelines and Model Disciplinary Orders* and implement the Uniform Standards for Substance Abusing Licensees. Staff is updating this proposal based on feedback provided by the Enforcement Committee during its March 2, 2023 meeting.
- 12. Filing and Evaluation Process for Petitions for Reinstatement, Reduction of Penalty, or Early Termination of Probation (Add CCR, Title 16, Section 385):** This CPEI proposal will update and enhance the process for petitions for reinstatement, reduction of penalty, and early termination of probation before the Board. This proposal was discussed by the Enforcement Committee at its June 8, 2023 meeting and is planned to be presented to the Board for approval at its October 19, 2023 meeting.
- 13. Approval of Chiropractic Schools and Educational Requirements (Amend CCR, Title 16, Sections 330-331.16):** This proposal will amend the regulations regarding approval of chiropractic colleges to align with the accrediting body, the Council on Chiropractic Education, and eliminate any unduly prescriptive content that could be restrictive to the evolving nature of higher education. This rulemaking package is being developed by staff.
- 14. Chiropractic College Curriculum Requirements (Amend CCR, Title 16, Section 331.12.2 and Add CCR, Title 16, Section 331.12.3):** This proposal will update the minimum curriculum and clinical experience requirements for Board-approved chiropractic colleges. At the January 20, 2023 meeting, the Board voted to return these proposed changes to the Licensing Committee for further study and discussion. Staff is updating this proposal based on the discussion by the Licensing Committee at its May 12, 2023 meeting.
- 15. Order for Physical or Mental Examination of Applicants (Add CCR, Title 16, Section 324):** This CPEI proposal will allow the Board to order an applicant to complete a physical or mental examination when evidence exists that the applicant may be unable to practice safely due to a mental or physical condition affecting their competency. This proposal is being developed by staff and is planned to be presented to the Licensing Committee for review and discussion in late 2023.
- 16. Supervision of Unlicensed Individuals at Chiropractic Practices (Amend CCR, Title 16, Section 312):** This CPEI proposal will clarify the role of and delineate the activities that can be performed by unlicensed individuals within a chiropractic practice, define and establish the supervision requirements by a licensed doctor of chiropractic, and require that unlicensed individuals follow and provide only the treatment defined in the supervising doctor's treatment plan. Staff is updating this proposal based on feedback provided by the Enforcement Committee during its March 2, 2023 meeting.

- 17. Chiropractic Practice Locations and Display of License (Amend CCR, Title 16, Sections 306.3 and 308 and Add CCR, Title 16, Section 308.1):** This CPEI proposal will update the requirements for filing practice locations with the Board and displaying a license/certificate and notice to patients at each practice location. This proposal is being developed by staff and the Licensing Committee.
- 18. CE Exemptions and Reduction of Requirements (Add CCR, Title 16, Section 364.1):** This proposal will create a process for granting an exemption from the annual CE requirement for a licensee who provides satisfactory proof to the Board that they have been adversely affected by a natural disaster or a state or federal declared state of emergency. This proposal is being developed by staff and is planned to be presented to the Continuing Education Committee for further discussion at a future meeting.
- 19. CE Provider Approval Process and Appeal Process for Denial of CE Courses and Providers:** This proposal will establish minimum requirements for approval of CE providers and update the process for appealing the denial of a CE course or provider application. This proposal is currently being developed by staff and the Continuing Education Committee.



Agenda Item 4 September 18, 2023

Review, Discussion, and Possible Recommendation Regarding Pending Regulatory Proposal to Delegate Certain Functions to the Executive Officer and Make Conforming Changes to the Processes for Appealing Citations and Collecting Assessed Fines from Licensees (amend California Code of Regulations, Title 16, sections 306, 390.4, and 390.5)

Purpose of the Item

The Committee will review and discuss staff's suggested changes to the pending regulatory proposal to delegate certain functions to the Board's Executive Officer and make conforming changes to the Board's citation program.

Action Requested

The Committee will be asked to review and discuss staff's suggestions and consider making a recommendation to the Board.

Background

At the May 19, 2016 Board meeting, as part of a planned comprehensive Consumer Protection Enforcement Initiative (CPEI) regulatory package, the Board approved proposed language to amend California Code of Regulations (CCR), title 16, sections 306 (Delegation of Certain Functions), 389 (Letter of Admonishment), 390 (Issuance of Citations and Fines), 390.3 (Citations for Unlicensed Practice), 390.4 (Contested Citations), and 390.5 (Compliance with Citation/Order of Abatement). The purpose of the proposal was to expedite the disciplinary process by delegating additional authority to the Board's Executive Officer to approve settlement agreements for the revocation, surrender, or interim suspension of a license and extending this authority to the Board's Assistant Executive Officer as the Executive Officer's "designee" in their absence.

During the December 11, 2020 Board meeting, the Board discussed and approved subsequent changes to the proposed language to: 1) authorize the Executive Officer to assign these delegated functions to the Assistant Executive Officer; and 2) make conforming changes to the citation program regulations to ensure the Board's system for issuing citations contains each of the required provisions within [Business and Professions Code \(BPC\) section 125.9, subdivision \(b\)](#) (see highlighted text within Attachment 1).

Staff reviewed the December 11, 2020 version of the proposed language and recommends that the Board consider the following suggested changes to the text before proceeding with the regulatory process:

Regulatory Proposal to Delegate Functions to the Executive Officer

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1. Further increase the efficiency of the Board's disciplinary process by also delegating authority to the Executive Officer to order licensee examinations pursuant to [BPC section 820](#) and issue default decisions in CCR, title 16, section 306.
2. Remove the language for further delegation to the Assistant Executive Officer from CCR, title 16, section 306. This authority was necessary in 2016 when the proposal was originally developed because the Executive Officer had to be physically present to sign accusations and other disciplinary documents, and an extended absence for work-related travel or personal reasons would delay the Board's disciplinary cases. However, the Executive Officer now signs all accusations and other disciplinary documents electronically, and the Executive Officer can access them remotely from any location with internet access, so this further delegation is no longer necessary to expedite the disciplinary process.
3. Delete the previously proposed subdivision (b) in CCR, title 16, section 306. This section is for the Board's delegation of certain disciplinary functions to the Executive Officer. The duties outlined in subdivision (b) are already contained in the Executive Officer's and Assistant Executive Officer's duty statements and are not needed in this regulation.
4. Remove the proposed language within CCR, title 16, sections 389 through 390.5 to replace the Executive Officer's "designee" with the Assistant Executive Officer. This proposed change is problematic for staff because in most cases, the Board's Enforcement Manager, not the Assistant Executive Officer, currently acts as this designee and signs citations and letters of admonishment. By removing the Executive Officer's discretion to select an appropriate designee for these functions and limiting the role to the Assistant Executive Officer, the Board's case aging would likely increase because the existing workload would need to be shifted to the Executive Officer or the Assistant Executive Officer.
5. Remove CCR, title 16, sections 389, 390, and 390.3 from this proposal, as no changes are necessary to these sections.
6. Separate the existing proposal into two separate proposals as follows:
 - a. Amend CCR, title 16, section 306 (Delegation of Certain Functions to the Executive Officer) [see Attachment 2]
 - b. Amend CCR, title 16, sections 390.4 (Contested Citations) and 390.5 (Compliance with Citation/Order of Abatement) [see Attachment 3]

At this meeting, the Committee is asked to discuss staff's suggestions and consider making a recommendation to the Board to withdraw the regulatory text that was

Regulatory Proposal to Delegate Functions to the Executive Officer
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Page 3

previously approved on December 11, 2020, and instead, proceed with these updated regulatory proposals.

Attachments

1. Proposed Regulatory Text to Amend California Code of Regulations, Title 16, Sections 306, 389, 390, 390.3, 390.4, and 390.5, as Previously Approved by the Board on December 11, 2020
2. Proposed Regulatory Text to Amend California Code of Regulations, Title 16, Section 306 (Draft for Committee Discussion)
3. Proposed Regulatory Text to Amend California Code of Regulations, Title 16, Sections 390.4 and 390.5 (Draft for Committee Discussion)

Proposed Regulatory Text Previously Approved on December 11, 2020

**TITLE 16. BOARD OF CHIROPRACTIC EXAMINERS
DEPARTMENT OF CONSUMER AFFAIRS**

**PROPOSED LANGUAGE: DELEGATION OF AUTHORITY TO THE ASSISTANT
EXECUTIVE OFFICER**

Amend Section 306 Division 4 of Title 16 of the Code of Regulations to read as follows:

§ 306. Delegation of Certain Functions.

(a) The power and discretion conferred by law upon the Board to initiate, review and prosecute accusations and statements of issues pursuant to Sections 11500 through 11529 of the Government Code and to approve settlement agreements for the revocation, surrender or interim suspension of a license and perform all other functions necessary to expedite the business of the Board, with the Board's legislative and other powers remaining with the Board, are hereby delegated to and conferred upon the Board's Executive Officer or by assignment to or in the absence thereof, the Assistant Executive Officer ~~of the board to receive and file accusations; issue notices of hearing, statements to respondent, statements of issues, subpoenas, and subpoenas duces tecum; receive and file notices of defense; set and calendar cases for hearing; certify and deliver or mail copies of decisions; and perform other functions necessary to expedite the business of the board in connection with the conduct of the proceedings mentioned in Section 305 hereof in accordance with the provisions of Chapter 5 of Part 4 of Division 3 of Title 2 of the Government Code, are hereby delegated to the Executive Officer.~~

(b) It shall be the duty of the Board's Executive Officer or by assignment to or in the absence thereof, the Assistant Executive Officer, to plan, direct and organize the work of the staff; attend Board meetings and hearings; consult with and make recommendations to the Board; notify applicants of their success or failure on examinations; and prepare reports and direct and supervise the Board staff concerning enforcement of the Act.

NOTE: Authority cited: Sections 1000-3, 1000-4(b), and 1000-4(e), and 1000-10, Business and Professions Code (Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxviii). Reference: Section 1000-3, Business and Professions Code ~~of the Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxviii.~~

Commented [H1]: Lowercase "l" – check the Act citation.
Reference is page 88.

Amend Section 389 Division 4 of Title 16 of the Code of Regulations to read as follows:

§ 389. Letter of Admonishment.

(a) The Executive Officer, or ~~his or her designee,~~ the Assistant Executive Officer may issue a letter of admonishment to a licensee for failure to comply with any provision of the Act, statute or regulations governing the practice of chiropractic.

(b) The letter of admonishment shall be in writing and shall describe in detail the nature and facts of the violation, including a reference to the Act, statute or regulation violated and may contain an order of abatement.

(c) The letter of admonishment shall be served upon the licensee personally or by certified United States mail at the licensee's address of record with the board. If the licensee is served by certified United States mail, service shall be effective upon deposit in the United States mail.

(d) The letter of admonishment shall inform the licensee that within 30 days of the date of the letter the licensee may do either of the following:

(1) Submit a written request for an office conference to the Executive Officer of the board to contest the letter of admonishment.

(A) Upon a timely request, the Executive Officer, ~~or his or her designee, the Assistant Executive Officer~~ shall hold an office conference with the licensee or the licensee's legal counsel or authorized representative. Unless so authorized by the Executive Officer, ~~or his or her designee, the Assistant Executive Officer~~, no individual other than the legal counsel or authorized representative of the licensee may accompany the licensee to the office conference. Upon request and approval by the Executive Officer ~~or his or her designee, the Assistant Executive Officer~~, the licensee may participate in the office conference by telephone.

(B) Prior to or at the office conference, the licensee may submit to the Executive Officer declarations and documents pertinent to the subject matter of the letter of admonishment.

(C) The Executive Officer, ~~or his or her designee, the Assistant Executive Officer~~ may affirm, modify, or withdraw the letter of admonishment. Within 14 calendar days from the date of the office conference, the Executive Officer, ~~or his or her designee, the Assistant Executive Officer~~ shall **cause to be personally served or send sent** by certified United States mail to the licensee's address of record with the board a written decision. This decision shall be deemed the final administrative decision concerning the letter of admonishment.

(D) Within thirty days of service or mailing of the written decision, the licensee shall comply with the letter of admonishment and, if the letter of admonishment contains an order of abatement, the licensee shall submit documentation to the Executive Officer documenting compliance with the order.

(2) Comply with the letter of admonishment and, if the letter of admonishment contains an order of abatement, the licensee shall submit documentation to the Executive Officer documenting compliance with the order.

Note: Authority cited: Sections 125.9 of the Business and Professions Code, Sections ~~1000-3, 1000-4(b), and 1000-10, Business and Professions Code; and (of the~~ Chiropractic Initiative Act of California, Stat. 1923, p. ~~1xxxviii)~~. Reference: Sections ~~1000-3, 1000-4(b) and 1000-10, Business and Professions Code; and (of the~~ Chiropractic Initiative Act of California, Stat. 1923, p. ~~1xxxviii)~~.

Amend Section 390 Division 4 of Title 16 of the Code of Regulations to read as follows:

§390. Issuance of Citations and Fines.

(a) The Executive Officer ~~of the board or his or her designee~~ the Assistant Executive Officer may issue a citation containing an order to pay a fine between \$100 and \$5,000 and an order of abatement against a licensee for any violation of the Act or the California Code of Regulations or any laws governing the practice of chiropractors. A citation may be issued without the assessment of a fine, when determined by the Executive Officer or ~~his or her designee~~ the Assistant Executive Officer.

(b) Each citation shall be in writing and shall describe with particularity the nature and facts of each violation specified in the citation, including a reference to the law or regulation alleged to have been violated.

(c) The citation shall be served upon the cited person either personally or by certified United States mail.

Note: Authority cited: Sections 125.9 of the Business and Professions Code, ~~1000-4(b), and 1000-10, of the Business and Professions Code; and (~~Chiropractic Initiative Act of California, Stats. 1923, p.~~1xxxviii)~~. Reference: Sections ~~1000-4(b) and 1000-10, of the Business and Professions Code; and (~~Chiropractic Initiative Act of California, Stats. 1923, p.~~1xxxviii)~~.

Amend Section 390.3 Division 4 of Title 16 of the Code of Regulations to read as follows:

§390.3. Citations for Unlicensed Practice.

The Executive Officer or ~~his/her designee~~ the Assistant Executive Officer may issue a citation against any unlicensed person who is acting in the capacity of a licensee under the jurisdiction of the board and who is not otherwise exempt from licensure. Each citation may contain an order of abatement fixing a reasonable period of time for an abatement and an order to pay a fine not to exceed \$5,000 for each violation. Any sanction authorized for activity under this section shall be separate from and in addition to any other civil or criminal remedies.

Note: Authority cited: Sections 125.9 of the Business and Professions Code, ~~1000-4(b), 1000-4(e), and 1000-10, of the Business and Professions Code; and (~~Chiropractic

Initiative Act of California, Stats. 1923, p. 4;xxxviii). Reference: Sections ~~4000-4(b) and 4000-10, of the Business and Professions Code; and~~ (Chiropractic Initiative Act of California, Stats. 1923, p. 4;xxxviii).

Amend Section 390.4 Division 4 of Title 16 of the Code of Regulations to read as follows:

§390.4. Contested Citations.

(a) The citation shall inform the licensee that if ~~he/she the licensee~~ desires a hearing to contest the finding of a violation, that hearing shall be requested by written notice to the board within 30 calendar days of the date of issuance of the citation. ~~If a hearing is not requested pursuant to this section, payment of any fine shall not constitute an admission of the violation charged.~~ Hearings shall be held pursuant to the provisions of Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code.

(b) In addition to requesting a hearing provided for in subdivision (a) of this section, the cited person may, within ~~1430~~ calendar days ~~after service of the date of issuance~~ of the citation, submit a written request for an informal conference with the Executive Officer.

(c) The Executive Officer or ~~his/her designee~~ the Assistant Executive Officer shall, within 30 calendar days from receipt of the written request, hold an informal conference with the person cited and/or ~~his/her the cited person's~~ legal counsel or authorized representative, ~~if any.~~

(d) The Executive Officer or ~~his/her designee~~ the Assistant Executive Officer may affirm, modify or dismiss the citation, at the conclusion of the informal conference. A written decision stating the reasons for the decision shall be mailed to the cited person and ~~his/her the cited person's~~ legal counsel or authorized representative, if any, within 14 calendar days from the date of the informal conference. This decision shall be deemed to be a final order with regard to the citation issued.

(e) If the citation is dismissed, the request for a hearing shall be deemed withdrawn. If the citation is affirmed or modified, the cited person and/or the cited person's legal counsel or authorized representative may, in ~~his/her their~~ discretion, withdraw the request for a hearing or proceed with the administrative hearing process.

Note: Authority cited: Sections 125.9, ~~of the Business and Professions Code, 4000-4(b), 4000-4(e) and 4000-10, Business and Professions Code; and~~ of the Chiropractic Initiative Act of California, Stats. 1923, p. 4;xxxviii). Reference: Sections ~~4000-4(b) and 4000-10, Business and Professions Code; and~~ of the Chiropractic Initiative Act of California, Stats. 1923, p. 4;xxxviii).

Amend Section 390.5 Division 4 of Title 16 of the Code of Regulations to read as follows:

§390.5. Compliance with Citation/Order of Abatement.

(a) Orders of abatement may be extended for good cause. If a cited person who has been issued an order of abatement is unable to complete the correction within the time set forth in the citation, because of conditions beyond ~~his/her~~ **the cited person's** control after the exercise of reasonable diligence, the person cited may request an extension of time from the Executive Officer or ~~his/her designee~~ **the Assistant Executive Officer** in which to complete the correction. Such a request shall be in writing and shall be made within the time set forth for abatement.

(b) When a citation or order of abatement is not contested or if the order is appealed and the person cited does not prevail, failure to abate the violation within the time allowed ~~or pay the fine that is imposed, if one was,~~ shall constitute a violation and a failure to comply with the citation or order of abatement.

(c) Failure of a licensee to pay a fine within 30 days of the date of assessment, unless the citation is being appealed, may result in disciplinary action being taken by the board. Where a citation is not contested and a fine is not paid, the full amount of the assessed fine shall be added to the fee for renewal of the license. A license shall not be renewed without payment of the renewal fee and fine.

~~(e)~~ Failure to timely comply with an order of abatement or pay a fine that is imposed is unprofessional conduct and may result in disciplinary action being taken by the board.

Note: Authority cited: Sections 125.9 of the Business and Professions Code, ~~4000-4(b), 4000-4(e) and 4000-10, Business and Professions Code; and (of the~~ Chiropractic Initiative Act of California, Stats. 1923, p. ~~4~~xxxviii). Reference: Sections ~~4000-4(b) and 4000-10, Business and Professions Code; and (of the~~ Chiropractic Initiative Act of California, Stats. 1923, p. ~~4~~xxxviii).

DEPARTMENT OF CONSUMER AFFAIRS
TITLE 16. BOARD OF CHIROPRACTIC EXAMINERS

PROPOSED REGULATORY LANGUAGE
Delegation of Certain Functions to the Executive Officer

Legend: Added text is indicated with an <u>underline</u> . Deleted text is indicated by strikeout .
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Amend Section 306 of Division 4 of Title 16 of the California Code of Regulations to read as follows:

§ 306. Delegation of Certain Functions to the Executive Officer.

Except for those powers reserved exclusively to the “agency itself” under the Administrative Procedure Act (Government Code section 11500 et seq.), ~~the power and discretion conferred by law upon the Board to order examinations pursuant to Business and Professions Code section 820; to initiate, review, and prosecute accusations and statements of issues pursuant to Government Code sections 11500 through 11529, including the authority to issue default decisions where licensees have failed to file a notice of defense or to appear at a hearing, to grant motions to vacate a default decision, or to approve settlement agreements for the revocation, surrender, or interim suspension of a license; and to perform all functions necessary to the dispatch of the business of the Board in connection with investigative and administrative proceedings under the jurisdiction of the Board~~ of the board to receive and file accusations; issue notices of hearing, statements to respondent, statements of issues, subpoenas, and subpoenas duces tecum; receive and file notices of defense; set and calendar cases for hearing; certify and deliver or mail copies of decisions; and perform other functions necessary to expedite the business of the board in connection with the conduct of the proceedings mentioned in Section 305 hereof in accordance with the provisions of Chapter 5 of Part 1 of Division 3 of Title 2 of the Government Code, are hereby delegated to and conferred upon the Executive Officer of the Board.

NOTE: Authority cited: Sections 4000-4(b) and 4000-4(e), ~~Business and Professions Code of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii.~~ Reference: Section 4000-3, 820 of the Business and Professions Code, Sections 11500–11529 of the Government Code, and Sections 3 and 10(b) of the Chiropractic Initiative Act of California, Stats. 1923, p. lxxxviii.

DEPARTMENT OF CONSUMER AFFAIRS
TITLE 16. BOARD OF CHIROPRACTIC EXAMINERS

PROPOSED REGULATORY LANGUAGE

Appeal Process for Contested Citations and Licensee Compliance with Assessed Fines

Legend: Added text is indicated with an <u>underline</u> . Deleted text is indicated by strikeout .
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Amend Sections 390.4 and 390.5 of Division 4 of Title 16 of the California Code of Regulations to read as follows:

§ 390.4. Contested Citations.

(a) The citation shall inform the licensee that if ~~he/she~~ the licensee desires a hearing to contest the finding of a violation, that hearing shall be requested by written notice to the ~~Board~~ Board within 30 calendar days of the date of issuance of the citation. If the licensee does not request a hearing pursuant to this subdivision, the Board shall not construe a licensee's payment of any fine to constitute an admission of a charged violation.

Hearings shall be held pursuant to the provisions of Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code.

(b) In addition to requesting a hearing provided for in subdivision (a) of this section, the cited person may, within ~~44~~30 calendar days ~~after service~~ of the date of issuance of the citation, submit a written request for an informal conference with the Executive Officer.

(c) The Executive Officer or ~~his/her~~ their designee shall, within 30 calendar days from receipt of the written request, hold an informal conference with the person cited ~~and/or his/her~~ the cited person's legal counsel or authorized representative, if any.

(d) The Executive Officer or ~~his/her~~ their designee may affirm, modify, or dismiss the citation, at the conclusion of the informal conference. A written decision stating the reasons for the decision shall be mailed to the cited person and ~~his/her~~ the cited person's legal counsel or authorized representative, if any, within 14 calendar days from the date of the informal conference. This decision shall be deemed to be a final order with regard to the citation issued.

(e) If the citation is dismissed, the request for a hearing shall be deemed withdrawn. If the citation is affirmed or modified, the cited person may, in ~~his/her~~ their discretion, withdraw the request for a hearing or proceed with the administrative hearing process.

NOTE: Authority cited: Sections 125.9 and 148, ~~1000-4(b) and 1000-10~~, of the Business and Professions Code; and Sections 4(b) and 4(e) of the Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxviii. Reference: ~~Sections 1000-4(b) and 1000-10, 125 of the Business and Professions Code; and Chiropractic Initiative Act of California, Stats. 1923, p. 1xxxviii.~~

§ 390.5. Compliance with Citation/Order of Abatement.

(a) Orders of abatement may be extended for good cause. If a cited person who has been issued an order of abatement is unable to complete the correction within the time set forth in the citation because of conditions beyond ~~his/her~~ their control after the exercise of reasonable diligence, the person cited may request an extension of time from the Executive Officer or ~~his/her~~ their designee in which to complete the correction. Such a request shall be in writing and shall be made within the time set forth for abatement.

(b) Failure of a licensee to pay a fine or comply with an order of abatement, or both, within 30 calendar days of the date of assessment or order, unless the citation is being appealed, shall constitute unprofessional conduct and cause for the Board taking disciplinary action against the licensee. When a licensee does not contest the citation, or the cited person does not prevail on their appeal of the citation, and a fine is not paid, the Board shall add the full amount of the assessed fine to the fee for renewal of the license. The Board shall not renew a license without the licensee's payment of the renewal fee and fine.

~~(b) When a citation or order of abatement is not contested or if the order is appealed and the person cited does not prevail, failure to abate the violation within the time allowed or pay the fine that is imposed, if one was, shall constitute a violation and a failure to comply with the citation or order of abatement.~~

~~(c) Failure to timely comply with an order of abatement or pay a fine that is imposed is unprofessional conduct and may result in disciplinary action being taken by the board.~~

NOTE: Authority cited: Sections 125.9 and 148, ~~1000-4(b) and 1000-10~~, of the Business and Professions Code; and Sections 4(b), 4(e), and 10(a) of the Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxviii. Reference: ~~Sections 1000-4(b) and 1000-10, 125.9 of the Business and Professions Code; and Section 10(a) of the Chiropractic Initiative Act of California, Stats. 1923, p. 4xxxviii.~~



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Agenda Item 5 September 18, 2023

Review, Discussion, and Possible Recommendation Regarding 2022–2026 Strategic Plan Objective 3.5 to Improve the Board’s Website by Providing Informative Content for Applicants, Licensees, the Public, and Other Stakeholders and Enhancing the Functionality and User Experience

Purpose of the Item

The Committee will receive an update from staff on their efforts to improve the content and layout of the Board’s website.

Action Requested

The Committee will be asked to provide feedback to staff on the planned improvements to the Board’s website.

Background

The Board’s 2022–2026 Strategic Plan contains an objective to improve the Board’s website, www.chiro.ca.gov, by providing informative content for applicants, licensees, the public, and other stakeholders and enhancing the functionality and user experience.

In August 2023, staff met with the Department of Consumer Affairs Office of Information Services (OIS) to discuss the process and timeline for updating the content on the Board’s website and upgrading to the latest version of the [California web template](#).

At this meeting, the Committee will receive an update and presentation from staff on this objective and the planned improvements to the Board’s website.



**Agenda Item 6
September 18, 2023**

**Review, Discussion, and Possible Recommendation Regarding 2022–2026
Strategic Plan Objective 5.4 to Re-Design the Board Member Onboarding
Procedures and Orientation Process**

Purpose of the Item

The Committee will receive an update from staff regarding planned improvements to the onboarding and orientation process for new Board members.

Action Requested

The Committee will be asked to continue its policy discussion regarding this strategic plan objective.

Background

The Board's 2022–2026 Strategic Plan contains an objective to re-design the Board member onboarding procedures and orientation process to create effective Board members.

During the October 4, 2022 meeting, the Committee discussed the following improvements to the onboarding process:

- Providing an initial meet-and-greet with the Executive Officer and Board Chair prior to an orientation.
- Covering Board member roles and responsibilities and Board functions during a structured orientation session with the Executive Officer, an existing Board member, and legal counsel.
- Assigning an existing Board member to act as a mentor and point-of-contact for the new Board member.
- Preparing and providing a comprehensive binder of materials on Board functions, committees and their roles, pertinent laws and regulations, chiropractic colleges, and the other agencies and associations involved with the Board.

Based on the Committee's feedback and discussion, staff drafted an updated onboarding and orientation process for new Board members that was reviewed by the Committee at the December 5, 2022 meeting and subsequently by the Board at its January 20, 2023 meeting.

2022–2026 Strategic Plan Objective 5.4: New Member Onboarding and Orientation
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Page 2

At the June 16, 2023 meeting, the Committee discussed the proposed outline for the new Board member orientation session and provided feedback to staff. Based on the Committee's feedback and recommendations, staff is developing an electronic Board Member Resource shared folder and an updated resource binder to be distributed to all Board members this fall.

During this meeting, the Committee will receive an update from staff on the development of updated Board member resource materials.



**Agenda Item 7
September 18, 2023**

Public Comment for Items Not on the Agenda

Purpose of the Item

At this time, members of the public may offer public comment for items not on the meeting agenda.

The Committee may not discuss or take action on any matter raised during this public comment section that is not included on the agenda, except to decide whether to place the matter on the agenda of a future meeting. [Government Code Sections 11125, 11125.7, subd. (a).]



**Agenda Item 8
September 18, 2023**

Future Agenda Items

Purpose of the Item

At this time, members of the Committee and the public may submit proposed agenda items for a future Committee meeting.

The Committee may not discuss or take action on any proposed matter except to decide whether to place the matter on the agenda of a future meeting. [Government Code Section 11125.]



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Agenda Item 9
September 18, 2023

Adjournment

Time: _____