



NOTICE OF TELECONFERENCE BOARD MEETING

Board Members

David Paris, D.C., Chair
Laurence Adams, D.C., Vice Chair
Janette N.V. Cruz, Secretary
Pamela Daniels, D.C.
Claudia Sandino, D.C.
Rafael Sweet

The Board of Chiropractic Examiners (Board) will meet by teleconference on:

Thursday, February 13, 2025

9:00 a.m. to 4:00 p.m.

(or until completion of business)

Teleconference Instructions: The Board 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:

Webex Meeting Link: [Click Here to Join Meeting](#)

Experiencing issues joining the meeting? Copy and paste the full link text below into an internet browser:

<https://dca-meetings.webex.com/dca-meetings/j.php?MTID=m987fabb81d83cdc5b14501218072468c>

If joining using the link above

Webinar number: 2487 058 2073

Webinar password: BCE213

If joining by phone

+1-415-655-0001 US Toll

Access code: 2487 058 2073

Passcode: 223213

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: XXXXX@mailinator.com.

Note: Members of the public may also submit written comments to the Board on any agenda item by Monday, February 10, 2025. Written comments should be directed to chiro.info@dca.ca.gov for Board consideration.

Primary Teleconference Meeting Location

**Department of Consumer Affairs
El Dorado Room
1625 N. Market Blvd., Suite N-220
Sacramento, CA 95834**

Additional Teleconference Meeting Locations

4100 W. Alameda Avenue
Third Floor
Burbank, CA 91505

3455 Knighton Road
Redding, CA 96001

1165 Park Avenue
San Jose, CA 95126

101 Andrieux Street
Sonoma, CA 95476

The Board may take action on any agenda item listed on this agenda, including information-only items.

AGENDA

1. Open Session – Call to Order / Roll Call / Establishment of a Quorum

2. 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 Board 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 and 11125.7, subd. (a).]

3. Board Chair’s Report

4. Elections of Board Officers for 2025:

- A. Chair
- B. Vice Chair
- C. Secretary

- 5. Department of Consumer Affairs (DCA) Report Which May Include Updates on DCA's Administrative Services, Human Resources, Enforcement, Information Technology, Communications and Outreach, and Legislative, Regulatory, or Policy Matters**
- 6. Review and Possible Approval of Board Meeting Minutes**
 - A. July 20, 2023 Board Meeting
 - B. October 19–20, 2023 Board Meeting
 - C. January 12, 2024 Board Meeting
 - D. May 23–24, 2024 Board Meeting
 - E. October 24, 2024 Board Meeting
- 7. Review and Possible Ratification of Approved Doctor of Chiropractic License Applications**
- 8. Review and Possible Ratification of Approved Continuing Education Provider Applications**
- 9. Presentation and Discussion on Ethics Assessments by Ethics and Boundaries Assessment Services, LLC**
- 10. Executive Officer's Report and Updates on:**
 - A. Administration, Continuing Education, Enforcement, and Licensing Programs
 - B. Business Modernization Project and Implementation of Connect System
 - C. Board's Budget and Fund Condition
 - D. Regulatory Process and Status of Board's Pending Proposals
 - E. Board's 2022–2026 Strategic Plan Objectives
- 11. Review, Discussion, and Possible Action on Regulatory Proposal Regarding Appeal Process for Contested Citations and Licensee Compliance with Assessed Fines (amend California Code of Regulations [CCR], Title 16, sections 390.4 and 390.5)**
- 12. Discussion and Selection of Board Members to Serve as the Delegate and Alternate Delegate to the Federation of Chiropractic Licensing Boards (FCLB) and National Board of Chiropractic Examiners (NBCE)**
- 13. Update, Discussion, and Possible Action on Potential Legislation Related to the Practice of Chiropractic on Animals**
- 14. Review, Discussion, and Possible Action on Potential Plan to Phase Out the Automated Printing and Mailing of Renewal Application Forms to Each Licensee**

15. Continuing Education Committee Report

- A. Committee Chair's Update on December 13, 2024 Meeting
- B. Review, Discussion, and Possible Action on Committee's Recommendation Regarding Regulatory Proposal to Mandate Basic Life Support Certification as a Condition for Licensure in Active Status (add CCR, Title 16, section 371.1)

16. Government and Public Affairs Committee Report

- A. Committee Chair's Update on December 16, 2024 Meeting
- B. Review, Discussion, and Possible Action on Proposed Action Plan to Prepare for Board's 2026 Sunset Review

17. Enforcement Committee Report

- A. Committee Chair's Update on December 19, 2024 Meeting
- B. Review, Discussion, and Possible Action on Committee's Recommendation Regarding Regulatory Proposal to Update the Minimum Supervision and Training Requirements for Clinical Assistants Within a Chiropractic Practice Setting (amend CCR, Title 16, section 312)
- C. Review, Discussion, and Possible Action on Committee's Recommendation Regarding Regulatory Proposal to Update the Record Keeping and Retention Requirements for Chiropractic Patient Records (amend CCR, Title 16, section 318)

18. Licensing Committee Report

- A. Committee Chair's Update on January 9, 2025 Meeting
- B. Update, Discussion, and Possible Action on Development of Regulatory Proposal to Update the Requirements for Board Approval of Doctor of Chiropractic (DC) Degree Programs (amend and renumber, as necessary, CCR, Title 16, sections 330, 331.1, 331.2, 331.5, 331.12.1, 331.12.2, 331.12.3, 331.14, and 331.15 and repeal sections 331.3, 331.4, 331.6, 331.7, 331.8, 331.9, 331.10, 331.11, 331.13, and 331.16)
- C. Review, Discussion, and Possible Action on Committee's Recommendation Regarding Regulatory Proposal to Clarify the Process for Renewing DC Licenses and Update the Requirements for Restoration of DC Licenses in Forfeiture or Cancelled Status (amend CCR, Title 16, sections 370 and 371)

19. Future Agenda Items

Note: Members of the Board and the public may submit proposed agenda items for a future Board meeting. However, the Board 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.]

20. Closed Session – The Board Will Meet in Closed Session to:

- Deliberate and Vote on Disciplinary Matters Pursuant to Government Code Section 11126, subd. (c)(3)

21. 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 Board 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 Board 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 Board, but the Board 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 Board to discuss items not on the agenda; however, the Board 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:

Contact Person: Tammi Pitto

Telephone: (916) 263-5355

Email: chiro.info@dca.ca.gov

Telecommunications Relay Service: Dial 711

Mailing Address:

Board of Chiropractic Examiners

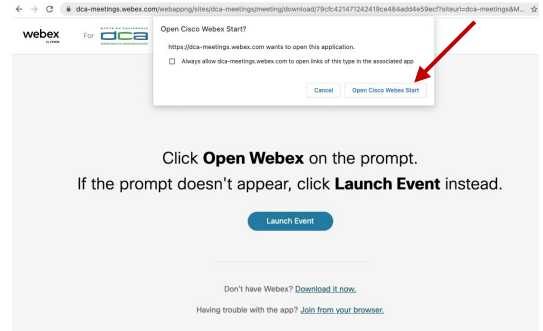
1625 N. Market Blvd., Suite N-327

Sacramento, CA 95834

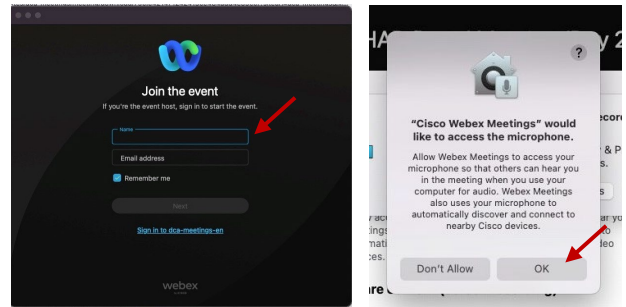
Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.

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.

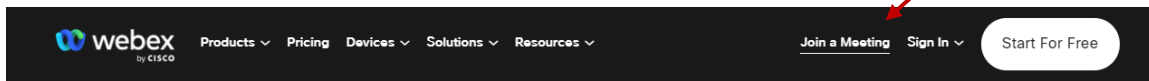


* Members of the public are not obligated to provide their name or personal information and may provide a unique identifier such as their initials or another alternative, and a fictitious email address like in the following sample format: XXXXX@mailinator.com.

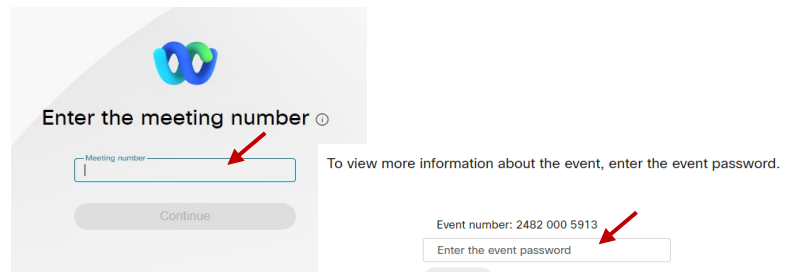
OR

If joining from Webex.com

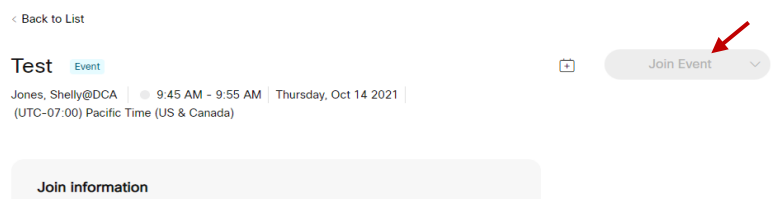
- 1 Click on "Join a Meeting" at the top of the Webex window.



- 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".



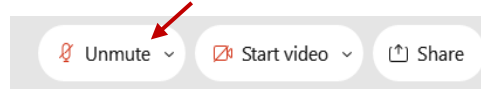
OR

Connect via telephone*:

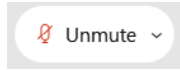
You may also join the meeting by calling in using the phone number, access code, and passcode provided in the meeting notice.

Microphone

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

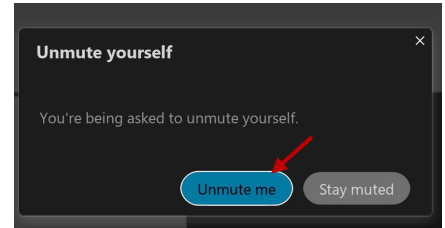


Green microphone = Unmuted: People in the meeting can hear you.



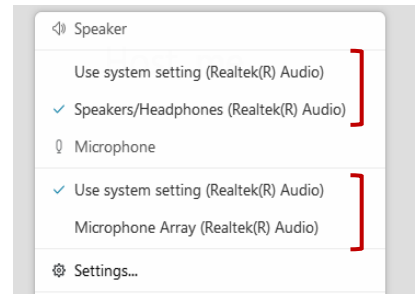
Red microphone = Muted: No one in the meeting can hear you.

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".



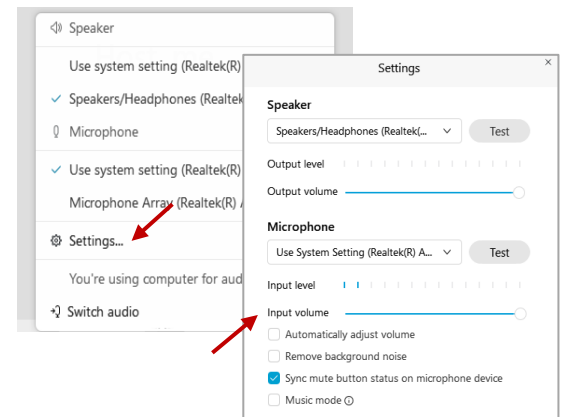
If you cannot hear or be heard

- 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

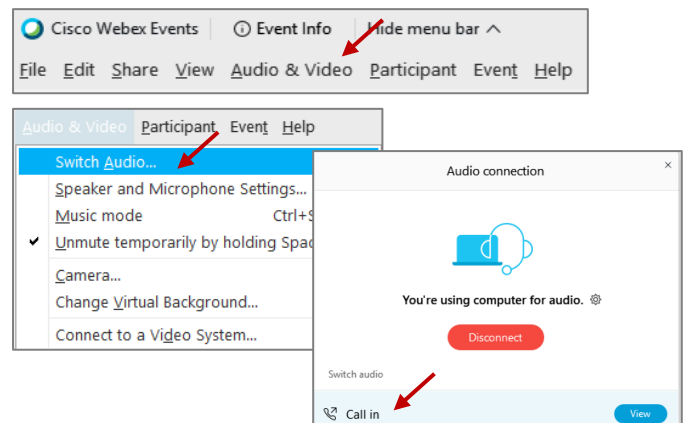
- 1 Locate the command row – click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window:
 - Click on "Settings...":
 - Drag the "Input Volume" located under microphone settings to adjust your volume.



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.



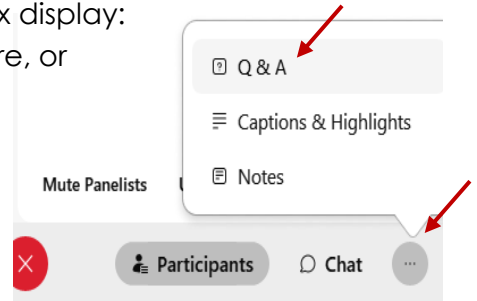
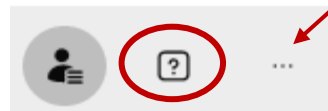
The question-and-answer (Q&A) and hand raise features are utilized for public comments.

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

Q&A Feature

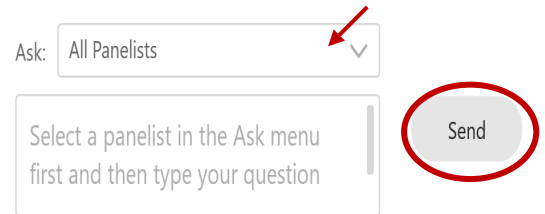
1 Access the Q&A panel at the bottom right of the Webex display:

- 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:

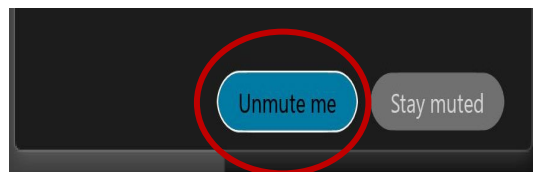
- Utilize the raise hand feature by pressing *3 to raise your hand.
- Repeat this process to lower your hand.

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.

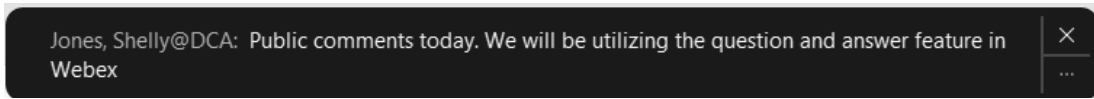


OR

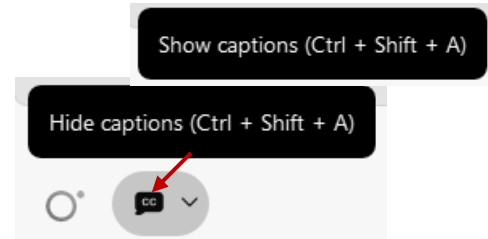
If connected via telephone:

- Press *3 to unmute your microphone.

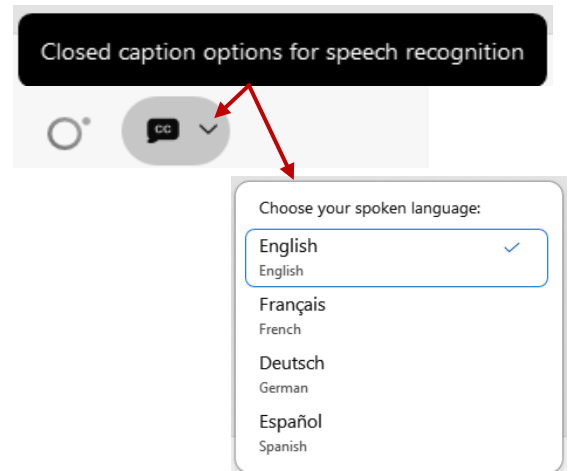
Webex provides real-time closed captioning displayed in a dialog box on your screen. The captioning box can be moved by clicking on the box and dragging it to another location on your screen.



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.

