

You are here: [Home](#) / [Services](#) / [Boards and Commissions](#) / [Roster](#)

# Roster

## Board of Chiropractic Examiners

NAME	APPOINTED	REAPPOINTED	EXPIRES
<b>Kanady, Timothy</b> (Anchorage) Chiropractor	03/01/2021		03/01/2025
<b>King, Gabriel</b> (North Pole) Public	11/05/2020		03/01/2024
<b>Larson, Brian</b> (Soldotna) Chiropractor	03/01/2017	03/01/2021	03/01/2025
<b>Lloyd, John</b> (Anchorage) Chiropractor	03/01/2020		03/01/2024
<b>Morris, James</b> (Dutch Harbor) Chiropractor	03/01/2018		03/01/2022

[Board Fact Sheet](#)

---

---

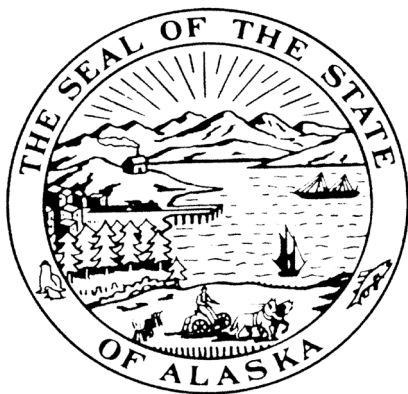
# State of Alaska 2021 HOLIDAY CALENDAR

## State Holidays

Date	Holiday
01/01/2021	New Year's Day
01/18/2021	MLK Jr.'s Birthday
02/15/2021	Presidents' Day
03/29/2021	Seward's Day
05/31/2021	Memorial Day
07/04/2021	Independence Day (observed 07/05/2021)
09/06/2021	Labor Day
10/18/2021	Alaska Day
11/11/2021	Veterans' Day
11/25/2021	Thanksgiving Day
12/25/2021	Christmas Day (observed 12/24/2021)
01/01/2022	New Year's Day (observed 12/31/2021)

Please refer to appropriate collective bargaining unit agreement for more information regarding holidays.

XX Holiday



## JANUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## JULY

S	M	T	W	T	F	S
					1	2
3						
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## FEBRUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

## AUGUST

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## MARCH

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## SEPTEMBER

S	M	T	W	T	F	S
				1	2	3
4						
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## APRIL

S	M	T	W	T	F	S
					1	2
3						
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## OCTOBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## MAY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## NOVEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## JUNE

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## DECEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## **Alaska Board of Chiropractic Examiners FY21 Goals**

1. Carry out assigned duties of the board:
2. Provide information regarding board activities to the profession and the public:
3. Continue affiliation with the Alaska Chiropractic Society (ACS) to work cooperatively in the best interest of the public and the profession:
4. Assess and evaluate regulations:
5. Assess and evaluate the review process available through the Utilization Review Committee:
6. Continue affiliation and improve interaction with the Federation of Chiropractic Licensing board (FCLB), The National Board of Chiropractic Examiners (NBCE), the Association of Chiropractic Board Administrators (ACBA), and the Council on Chiropractic Education (CCE) as well as the Council on Licensure, Enforcement, and Regulation (CLEAR) and the Federation of Association of Regulatory Boards (FARB:)
7. The board will endeavor, through the legislative process, to add the Board of Chiropractic Examiners to relevant centralized and non-centralized statutes that enhance the profession and its administrative efficiency:

**STATE OF ALASKA  
DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT  
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING  
ALASKA BOARD OF CHIROPRACTIC EXAMINERS**

**April 29, 2021  
Videoconference  
State Office Building  
333 Willoughby Ave., 9<sup>th</sup> FL, Conference Room B  
Juneau, AK**

In light of the current COVID-19 situation, no physical attendance will be accepted

**Zoom Meeting Info:**

<https://zoom.us/j/97587831451?pwd=OERhbGtBQTDtbW9sOG5BMjkvV1VaZz09>

**Dial in:** +1 346 248 7799

**Meeting ID:** 975 8783 1451

**TENTATIVE MEETING AGENDA**

*Working Groups May Occur*

**Agenda:**

1. 10:00 a.m. Call to Order/ Roll Call
2. 10:05 a.m. Review/ Approve Agenda
3. 10:10 a.m. Ethics Reporting
4. 10:15 a.m. Review/ Approve Meeting Minutes
  - A. February 12th, 2021
5. 10:20 a.m. Board Business
  - A. Review Goals and Objectives
  - B. Chiropractic Response to Telemedicine
    - i. Requirements for DCs to Participate
    - ii. Registration/Certification for Participation
  - C. Leading Legislative Bill Support
  - D. Temporary Permits for Out of State Chiropractors to Assist in Crises/Natural Disasters
  - E. Review of Statutory Recognition of Chiropractic Physicians as Physicians by Other Professions in Alaska

- F. Elections
  - i. Vice Chair
  - ii. Secretary
- G. Utilization Review Committee (URC) Appointments
- H. FY21 Annual Report
- 6. 11:05 a.m. Investigative Report
- 7. 11:20 a.m. Correspondence
- 8. 11:30 a.m. Public Comment
- 9. 11:45 a.m. ACS Update
- 10. 12:00 p.m. Lunch
- 11. 1:00 p.m. Budget Report/Division Updates
  - A. FY21 3rd Quarter Fiscal Review
    - i. 3rd Quarter
- 12. 2:00 p.m. Regulation Projects
  - A. Regulation of Chiropractic Assistants
    - i. License Required
    - ii. Fee for License
    - iii. Reporting of Hire, Completion of Certification, Continuing Education
  - B. Application Deadlines for incoming Chiropractors
    - i. 45-day Deadline
  - C. In-person CE Requirement for Both Incoming Initial Applications and Renewals
- 13. 3:00 p.m. Administrative Business
  - A. Set Next Meeting Date/Board Travel
  - B. Task List
- 14. 4:30 p.m. Adjourn

State of Alaska  
DEPARTMENT OF LAW

# ETHICS ACT PROCEDURES FOR BOARDS & COMMISSIONS

All board and commission members and staff should be familiar with the Executive Branch Ethics Act procedures outlined below.

## Who Is My Designated Ethics Supervisor (DES)?

Every board or commission subject to the Ethics Act<sup>1</sup> has several ethics supervisors designated by statute.

- The chair serves as DES for board or commission members.
- The chair serves as DES for the executive director.
- The executive director serves as DES for the staff.
- The governor is the DES for a chair.<sup>2</sup>

## What Do I Have To Disclose?

The Ethics Act requires members of boards and commissions to disclose:

- Any matter that is a potential conflict of interest with actions that the member may take when serving on the board or commission.
- Any circumstance that may result in a violation of the Ethics Act.
- Any personal or financial interest (or that of an immediate family member) in a state grant, contract, lease or loan that is awarded or administered by the member's board or commission.
- The receipt of certain gifts.

The executive director of the board or commission and its staff, as state employees, must also disclose:

- Compensated outside employment or services.
- Volunteer service, if any compensation, including travel and meals, is paid or there is a potential conflict with state duties.

- For more information regarding the types of matters that may result in violations of the Ethics Act, board or commission members should refer to the guide, *“Ethics Information for Members of Boards and Commissions.”* The executive director and staff should refer to the guide, *Ethics Information for Public Employees.* Both guides and disclosure forms may be found on the [Department of Law’s ethics website](#).

## How Do I Avoid Violations of the Ethics Act?

---

- Make timely disclosures!
- Follow required procedures!
- Provide all information necessary to a correct evaluation of the matter!<sup>3</sup>
- When in doubt, disclose and seek advice!
- Follow the advice of your DES!

## What Are The Disclosure Procedures for Board and Commission Members?

---

The procedural requirements for disclosures by members are set out in AS 39.52.220 and 9 AAC 52.120. One goal of these provisions is to help members avoid violations of the Ethics Act. The procedures provide the opportunity for members to seek review of matters in advance of taking action to ensure that actions taken will be consistent with the Act.

### Procedure for declaring actual or potential conflicts.

Members must declare potential conflicts and other matters that may violate the Ethics Act **on the public record and in writing to the chair**.

*Disclosure on the public record.* Members must identify actual and potential conflicts orally at the board or commission’s public meeting **in advance** of participating in deliberations or taking any official action on the matter.

- A member must always declare a conflict and may choose to refrain from voting, deliberations or other participation regarding a matter.<sup>4</sup>
- If a member is uncertain whether participation would result in a violation of the Act, the member should disclose the circumstances and seek a determination from the chair.

*Disclosure in writing at a public meeting.* In addition to an oral disclosure at a board or commission meeting, members’ disclosures must be made in writing.

- If the meeting is recorded, a tape or transcript of the meeting is preserved **and** there is a method for identifying the declaration in the record, an oral disclosure may serve as the written disclosure.
- Alternatively, the member must note the disclosure on the Notice of Potential Violation disclosure form and the chair must record the determination.

*Confidential disclosure in advance of public meeting.* Potential conflicts may be partially addressed in advance of a board or commission's public meeting based on the published meeting agenda or other board or commission activity.

- A member identifying a conflict or potential conflict submits a Notice of Potential Violation to the chair, as DES, in advance of the public meeting.
- This written disclosure is considered confidential.
- The chair may seek advice from the Attorney General.
- The chair makes a written determination, also confidential, whether the disclosed matter represents a conflict that will result in a violation of the Ethics Act if the member participates in official action addressing the matter.<sup>5</sup>
- If so, the chair directs the member to refrain from participating in the matter that is the subject of the disclosure.
- An oral report of the notice of potential violation and the determination that the member must refrain from participating is put on the record at a public meeting.<sup>6</sup>

*Determinations at the public meeting.* When a potential conflict is declared by a member for the public record, the following procedure must be followed:

- The chair states his or her determination regarding whether the member may participate.
- Any member may then object to the chair's determination.
- If an objection is made, the members present, excluding the member who made the disclosure, vote on the matter.
- *Exception:* A chair's determination that is made consistent with advice provided by the Attorney General may not be overruled.
- If the chair, or the members by majority vote, determines that a violation will exist if the disclosing member continues to participate, the member must refrain from voting, deliberating or participating in the matter.<sup>7</sup>

*If the chair identifies a potential conflict,* the same procedures are followed. If possible, the chair should forward a confidential written notice of potential violation to the Office of the Governor for a determination in advance of the board or commission meeting. If the declaration is first



made at the public meeting during which the matter will be addressed, the members present, except for the chair, vote on the matter. If a majority determines that a violation of the Ethics Act will occur if the chair continues to participate, the chair shall refrain from voting, deliberating or participating in the matter. A written disclosure or copy of the public record regarding the oral disclosure should be forwarded to the Office of the Governor for review by the chair's DES.

## Procedures for Other Member Disclosures

---

A member's interest in a state grant, contract, lease or loan and receipt of gifts are disclosed by filling out the appropriate disclosure form and submitting the form to the chair for approval. The disclosure forms are found on the [Department of Law's ethics website](#).

## What Are The Disclosure Procedures for Executive Directors and Staff?

---

Ethics disclosures of the executive director or staff are made in writing to the appropriate DES (chair for the executive director and the executive director for staff).

- Disclosure forms are found on the ethics website, noted above.

*Notices of Potential Violations.* Following receipt of a written notice of potential violation, the DES investigates, if necessary, and makes a written determination whether a violation of the Ethics Act could exist or will occur. A DES may seek advice from the Attorney General. If feasible, the DES shall reassign duties to cure a potential violation or direct divestiture or removal by the employee of the personal or financial interests giving rise to the potential violation.

- These disclosures are not required to be made part of the public record.
- A copy of a determination is provided to the employee.
- Both the notice and determination are confidential.

*Other Disclosures.* The DES also reviews other ethics disclosures and either approves them or determines what action must be taken to avoid a violation of the Act. In addition to the disclosures of certain gifts and interests in the listed state matters, state employees must disclose all outside employment or services for compensation.

- The DES must provide a copy of an approved disclosure or other determination the employee.

## How Are Third Party Reports of Potential Violations or Complaints Handled?

---

Any person may report a potential violation of the Ethics Act by a board or commission member or its staff to the appropriate DES or file a complaint alleging actual violations with the Attorney General.

- Notices of potential violations and complaints must be submitted **in writing** and **under oath**.
- Notices of potential violations are investigated by the appropriate DES who makes a written determination whether a violation may exist.<sup>8</sup>
- Complaints are addressed by the Attorney General under separate procedures outlined in the Ethics Act.
- **These matters are confidential**, unless the subject waives confidentiality or the matter results in a public accusation.

## What Are The Procedures for Quarterly Reports?

---

Designated ethics supervisors must submit copies of notices of potential violations received and the corresponding determinations to the Attorney General for review by the state ethics attorney as part of the quarterly report required by the Ethics Act.

- Reports are due in April, July, October and January for the preceding quarter.
- A sample report may be found on the Department of Law's ethics website.
- An executive director may file a quarterly report on behalf of the chair and combine it with his or her own report.
- If a board or commission does not meet during a quarter and there is no other reportable activity, the DES advises the Department of Law Ethics Attorney by e-mail at [ethicsreporting@alaska.gov](mailto:ethicsreporting@alaska.gov) and no other report is required.

If the state ethics attorney disagrees with a reported determination, the attorney will advise the DES of that finding. If the ethics attorney finds that there was a violation, the member who committed the violation is not liable if he or she fully disclosed all relevant facts reasonably necessary to the ethics supervisor's or commission's determination and acted consistent with the determination.

## How Does A DES or Board or Commission Get Ethics Advice?

---

A DES or board or commission may make a **written request** to the Attorney General for an opinion regarding the application of the Ethics Act. In practice, the Attorney General, through the state ethics attorney, also provides **advice by phone or e-mail** to designated ethics supervisors, especially when time constraints prevent the preparation of timely written opinions.

- A request for advice and the advisory opinion are confidential.
- The ethics attorney endeavors to provide prompt assistance, although that may not always be possible.
- The DES must make his or her determination addressing the potential violation based on the opinion provided.

It is the obligation of each board or commission member, as well as the staff, to ensure that the public's business is conducted in a manner that is consistent with the standards set out in the Ethics Act. We hope this summary assists you in ensuring that your obligations are met.

<sup>1</sup> The Act covers a board, commission, authority, or board of directors of a public or quasi-public corporation, established by statute in the executive branch of state government.

<sup>2</sup> The governor has delegated the DES responsibility to Guy Bell, Administrative Director of the Office of the Governor.

<sup>3</sup> You may supplement the disclosure form with other written explanation as necessary. Your signature on a disclosure certifies that, to the best of your knowledge, the statements made are true, correct and complete. False statements are punishable.

<sup>4</sup> In most, but not all, situations, refraining from participation ensures that a violation of the Ethics Act does not occur. Abstention does not cure a conflict with respect to a significant direct personal or financial interest in a state grant, contract, lease or loan because the Ethics Act prohibition applies whether or not the public officer actually takes official action.

<sup>5</sup> The chair must give a copy of the written determination to the disclosing member. There is a determination form available on the Department of Law's ethics web page. The ethics supervisor may also write a separate memorandum.

<sup>6</sup> In this manner, a member's detailed personal and financial information may be protected from public disclosure.

<sup>7</sup> When a matter of particular sensitivity is raised and the ramifications of continuing without an advisory opinion from the Attorney General may affect the validity of the board or commission's action, the members should consider tabling the matter so that an opinion may be obtained.

<sup>8</sup> The DES provides a copy of the notice to the employee who is the subject of the notice and may seek input from the employee, his or her supervisor and others. The DES may seek advice from the Attorney General. A copy of the DES' written determination is provided to the subject employee and the complaining party. The DES submits a copy of both the notice and the determination to the Attorney General for review as part of the DES' quarterly report. If feasible,

the DES shall reassign duties to cure a potential violation or direct divestiture or removal by the employee of the personal or financial interests giving rise to the potential violation.

6/14

---

The Attorney General and Department of Law staff may not provide legal advice to private citizens or organizations. Please contact an attorney if you need legal advice. The [Alaska Lawyer Referral Service](#) or your local bar association may be able to assist you in locating a lawyer.

Alaska Department of Law

1031 West 4th Avenue, Suite 200

Anchorage, AK 99501

[attorney.general@alaska.gov](mailto:attorney.general@alaska.gov)

Phone: (907) 269-5100 | Fax: (907) 276-3697

TTY: 907-258-9161

COPYRIGHT © [STATE OF ALASKA](#) · [DEPARTMENT OF LAW](#) · [EMAIL THE WEBMASTER](#)

## Ethics Disclosure Form

<p style="text-align: center;"><b>CONFIDENTIAL</b> <b>REQUEST FOR ETHICS DETERMINATION</b></p>
--

TO: \_\_\_\_\_, Designated Ethics Supervisor

\_\_\_\_\_  
*(Identify Your Department, Agency, Public Corporation, Board, Commission)*

I request advice regarding the application of the Executive Branch Ethics Act (AS 39.52.010 - .960) to my situation. The situation involves the following:

I have provided additional information in the attached document(s).

I believe the following provisions of the Ethics Act may apply to my situation:

- AS 39.52.120, Misuse of Official Position
- AS 39.52.130, Improper Gifts
- AS 39.52.140, Improper Use or Disclosure of Information
- AS 39.52.150, Improper Influence in State Grants, Contracts, Leases or Loans
- AS 39.52.160, Improper Representation
- AS 39.52.170, Outside Employment Restricted
- AS 39.52.180, Restrictions on Employment after Leaving State Service
- AS 39.52.190, Aiding a Violation Prohibited

**I understand that I should refrain from taking any official action relating to this matter until I receive your advice.** If the circumstances I described above may result in a violation of AS 39.52.110 - .190, I intend that this request serve as my disclosure of the matter in accordance with AS 39.52.210 or AS 39.52.220.

I certify to the best of my knowledge that my statement is true, correct, and complete. In addition to any other penalty or punishment that may apply, the submission of a false statement is punishable under AS 11.56.200 - AS 11.56.240.

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Printed Name)*

\_\_\_\_\_  
*(Division, Board, Commission)*

\_\_\_\_\_  
*(Position Title)*

\_\_\_\_\_  
*(Location)*

*Designated Ethics Supervisor: Provide a copy of your written determination to the employee advising whether action is necessary under AS 39.52.210 or AS 39.52.220, and send a copy of the determination and disclosure to the attorney general with your quarterly report.*

## Ethics Disclosure Form

### Receipt of Gift

TO: \_\_\_\_\_, Designated Ethics Supervisor, \_\_\_\_\_  
(Agency, Public Corporation, Board,  
Commission or Council)

This disclosure reports receipt of a gift with value in excess of \$150.00 by me or my immediate family member, as required by AS 39.52.130(b) or (f).

1. Is the gift connected to my position as a state officer, employee or member of a state board or commission?

Yes  No

2. Can I take or withhold official action that may affect the person or entity that gave me the gift?

Yes  No

*(If you answer "No" to both questions, you do not need to report this gift. If the answer to either question is "Yes," or if you are not sure, you must complete this form and provide it to your designated ethics supervisor.)*

The gift is \_\_\_\_\_

Identify gift giver by full name, title, and organization or relationship, if any:

Describe event or occasion when gift was received or other circumstance explaining the reason for the gift:

My estimate of its value is \$ \_\_\_\_\_ The date of receipt was \_\_\_\_\_

The gift was received by a member of my family. Who? \_\_\_\_\_

*If you checked "Yes" to question 2 above, explain the official action you may take that affects the giver (attach additional page, if necessary):*

I certify to the best of my knowledge that my statement is true, correct, and complete. In addition to any other penalty or punishment that may apply, the submission of a false statement is punishable under AS 11.56.200 - AS 11.56.240.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Division)

\_\_\_\_\_  
(Position Title)

\_\_\_\_\_  
(Location)

Ethics Supervisor Determination:  Approve  Disapproved

\_\_\_\_\_  
Designated Ethics Supervisor\*

\_\_\_\_\_  
(Date)

*\*Designated Ethics Supervisor: Provide a copy of the approval or disapproval to the employee. If action is necessary under AS 39.52.210 or AS 39.52.220, attach a determination stating the reasons and send a copy of the determination and disclosure to the attorney general with your quarterly report.*



54 **Agenda Item 3** Review/Approve Agenda **Time: 10:17 a.m.**

55

56 Dr. Larson directed the board to review the agenda and make any additions, revisions and suggestions.

57

58 OLE Wiard asked the board to discuss an applicant who was scheduled to take the juris prudence before  
59 today's meeting. OLE Wiard stated the applicant did not receive his examination packet in the mail  
60 before the juris prudence exam; the applicant had and up to date address but resided out of state and  
61 the mail has been slower due to covid-19.

62

63 **On a motion duly made by Jonathan Vito, seconded by James Morris, and approved unanimously by a**  
64 **roll call, it was:**

65

66 **RESOLVED to amend the agenda to add the discussion of an applicant who did not receive his**  
67 **juris prudence exam packet by mail to take the juris prudence exam when he receives it, to be**  
68 **added at the agenda at the same time as ratification of new licenses, agenda item 15.**

69

70 **Agenda Item 4** Review/Approve Meeting Minutes **Time: 10:20 a.m.**

71

72 The board reviewed the meeting minutes from November 13th, 2020 board meeting.

73

74 **On a motion duly made by Jonathan Vito, seconded by James Morris, and approved by majority**  
75 **through roll call, it was**

76

77 **RESOLVED to approve the meeting minutes from the November 13<sup>th</sup>, 2020 meeting as written.**

78

79 **Agenda Item 5** Introduce New Board Members **Time: 10:21 a.m.**

80

81 Dr. Larson moved on to the next agenda item. Dr. Kanaday was not present at the board meeting as his  
82 term is not set to begin until March 1, 2021. Dr. Vito was not sure if he was going to remain on the  
83 board as he applied to renew his term and interviewed. OLE Wiard informed the board this would be  
84 her last meeting with the board as she was leaving the Division of Professional Licensing.

85

86 **Agenda Item 6** Division Report **Time: 10:30 a.m.**

87

88 Director Chambers joined the meeting to provide the board with the division report. The first item  
89 Director Chambers discussed with the board is their fiscal update for the second quarter of FY 2021. She  
90 guided the board to the far-right column of the spreadsheet, which covers the boards revenues and  
91 expenditures for the timeline provided.

92

93 Director Chambers asked the board if there were any questions regarding the report. Dr. Morris asked  
94 how many licenses the board had last year vs. this year and why the board had a decline in licenses  
95 which resulted in a loss of revenue for the board compared to the prior year. Director Chambers stated  
96 she would get that information to OLE Wiard to pass on to the board. Dr. Larson asked if there were any  
97 additional questions to which there were none.

98

99 The board moved on to discuss some legislative updates. Director Chambers provided an informational  
100 document on house and senate bills and reviewed their descriptions for the board. Director Chambers  
101 advised if so moved, board members could go online and look up bills; Director Chambers also reminded  
102 the board that legislative information had been sent to OLE's and board members December 2020 and if  
103 the board needed that information again let OLE Wiard know.

104

105 Dr. Larson asked about HB 4, wondering if there was any language in the bill that requires masks and





159 Licensing supervisor Joe Bonnell addressed the board with updates of having the juris prudence exam  
160 administered through National Board of Chiropractic Examiners (NBCE). Mr. Bonnell stated that there  
161 was some new information and Greg Sampson would be addressing the board to provide a  
162 presentation. Mr. Bonnell went on to explain that the division was looking at an online method of  
163 administering exams; there are several programs that would be participating in this online exam  
164 method. Mr. Sampson was in attendance to address the board and explain the details of the new online  
165 system.

166  
167 Greg Sampson presented the board with information regarding an online testing portal. Mr. Sampson  
168 introduced himself to the board; specializes in psychometric consulting and is helping with licensure and  
169 certification assessments within the division. Mr. Sampson informed the board his company provides  
170 online assessments which board members could have access to. Mr. Sampson stated he is hoping to  
171 purchase software to have testing provided across the state which would allow a test on demand. Mr.  
172 Sampson went on to state tests are reviewed by subject matter experts for validity, readability, layout,  
173 biases, correct content for knowledge measures, etc.

174  
175 Mr. Sampson stated if the board wanted to use this system, the process is very straightforward; the first  
176 step would be gathering subject matter experts, then scheduling deep calendaring to provide a timeline  
177 for review and revision, create time(s) to review recommendation reports, then a straightforward report  
178 is provided suggesting the testing and validity for the board to review.

179  
180 Dr. Vito stated this review sounded like what the board was attempting to do by getting the exams  
181 outsourced to the lower 48. Mr. Sampson stated the exams would be available wherever there was  
182 internet connectivity. Mr. Sampson went on to state the exams would not need to follow a board  
183 meeting cycle and could be taken by applicants as needed which would allow flexibility for test takers.

184  
185 Mr. Bonnell stated if this is the path the board would like to pursue for the exams, then the board could  
186 begin working with Mr. Sampson. Dr. Vito asked what the difference between timelines would be  
187 between Mr. Sampson's proposals and the NBCE route. Mr. Sampson informed the board that once the  
188 software is purchased to implement the tests, he would be really surprised if the process took over nine  
189 months. Dr. Larson asked about the cost to administer the exams. Mr. Sampson stated that Deputy  
190 Director Sharon Walsh and Cori Hondolero Executive Administrator, have information on costs. Mr.  
191 Bonnell stated he had not been informed of the costs associated with the tests but would get that  
192 information for the board. Mr. Bonnell also stated the process with NBCE could be mid to late summer,  
193 but he would have to gather more information. Mr. Bonnell stated he would email the information to  
194 the board. Dr. Larson stated the board would want the cost information and timeframes before  
195 deciding which option to pursue.

196  
197 **Agenda Item 10**                      **Highlights of the FCLB Meeting**    **Time: 11:30 a.m.**

198  
199 Dr. Larson stated there were no in person Federation of Chiropractic Licensing Boards (FCLB) meetings  
200 due to COVID-19. Dr. Larson stated he was not able to attend and the next FCLB meeting is scheduled  
201 for the last weekend of April 2021. Dr. Larson informed the board this meeting would also be taking  
202 place online due to COVID-19; the board needs to appoint a voting representative and an alternate for  
203 the meeting. Dr. Larson stated the voting member would be required to attend the meeting and vote.  
204 Dr. Larson verified he believed the date of the meeting was May 2, 2021. OLE Wiard stated the meeting  
205 takes place from April 28, 2021 – May 2, 2021. Dr. Larson stated he was unsure if board member(s)  
206 need to attend both Friday and Saturday or just Saturday. OLE Wiard stated she was also unsure of the  
207 exact date. Dr. Larson asked if this item could be tabled until the end of the meeting so the exact dates  
208 of required attendance could be verified.

209  
210 **On a motion duly made by Jonathan Vito, seconded by John Lloyd, and approved by majority through**  
211 **roll call, it was:**

212 **RESOLVED to amend the agenda to move the FCLB delegate discussion to the end of the board**  
213 **meeting after the legislative scope of practice discussion.**

214  
215 **Agenda Item 11**                    **Potential Regulation Changes for Courtesy Licenses**                    **Time: 11:40 a.m.**  
216

217 OLE Wiard explained to the board that there have been a couple of different requests from applicants  
218 regarding the attainment of a courtesy license. OLE Wiard stated one out of state chiropractor wanted  
219 to come to Alaska with his patient to provide care while the family was skiing in Alaska; the ski trip was  
220 not an event in Alaska and did not meet the requirements for a courtesy license. OLE Wiard stated the  
221 second scenario was a retired out of state chiropractor who wanted to come to Alaska to provide  
222 chiropractic care to underserved populations in Alaska on a pro-bono basis.  
223

224 Dr. Morris stated easing some of the requirements may be a good idea but was not sure about the two  
225 scenarios presented to the board. Dr. Morris stated this seems like a tax structure issue for someone,  
226 and is perhaps not, a valid reason to allow a courtesy license. Dr. Morris went on to state it would be  
227 nice to ease some of the licensing restrictions for locum tenens providers and it is difficult to find  
228 providers for coverage in the remote areas of Alaska. Dr. Larson stated the board has provisions for a  
229 Locum Tenens license in the regulations already.  
230

231 Dr. Lloyd addressed the board stating villages already have chiropractors or chiropractors who are  
232 attempting to establish care in villages; the board may want to be aware of an already existing licensee  
233 base. Dr. Lloyd stated there may be an issue from licensed chiropractors in the state who would be  
234 competing against out of state chiropractors with a courtesy license providing pro-bono services. Dr.  
235 Lloyd went on to state he wanted the board to determine if allowing this is appropriate for licensed  
236 chiropractors already investing in the rural communities. Dr. Larson reiterated that this could be direct  
237 competition and there is not really a need. Dr. Vito stated Alaska Native hospitals may be sending  
238 chiropractors to the villages for people who may not be able to afford regular care. Dr. Lloyd stated  
239 there are rural chiropractors who contract with Alaska Native hospitals to provide care to rural doctors.  
240 The board decided the regulations were enough as written and no further changes would be required at  
241 this time.  
242

243 *Recess The Board recessed at 11:58 a.m. for lunch; reconvened at 1:01 pm. Dr. Larson conducted a roll*  
244 *call, all board members present.*  
245

246 **Agenda Item 12**                    **American Chiropractic Association (ACS) Report**                    **Time: 1:00 p.m.**  
247

248 Sheri Ryan, Chief Operating Officer, Alaska Chiropractic Society, addressed the board providing the  
249 American Chiropractic Association (ACS) report. Ms. Ryan stated she wanted to make the board aware  
250 of the ACS, "Future of Chiropractic Strategic Plan"; being spearheaded by Chirocongress which will allow  
251 members opportunities to participate in Zoom events and advanced versions of strategic plans. Ms.  
252 Ryan informed the board there is a wealth of opportunities for field doctors to participate in the  
253 strategic plan, the ACS executive board meeting contributed to help with funding of the strategic plan.  
254 Ms. Ryan went on to state the ACS executive board had a second part II requirements for certification  
255 for chiropractic clinical assistants. Ms. Ryan stated a disconnect still exists between field doctors and  
256 the differing requirements for education and certification of clinical assistants; the ACS is trying to get  
257 the appropriate information to the field doctors. Ms. Ryan informed the board that ACS is working with  
258 the Veterans Administration to reconcile how new processes will affect veterans care in communities  
259 and anticipate barriers imposed to care by fee and treatment schedules. Ms. Ryan stated ACS is also  
260 holding monthly Ready Room meetings to discuss current statewide or national issues relevant to care  
261 and are seeking input from the board about relevant topics. Ms. Ryan stated ACS is seeking information  
262 regarding the scope of practice legislative project by the board is considering addressing advertising  
263 concerns.



317

318 Dr. Larson initiated discussion of subcommittee work defining current statutory chiropractic scope of  
319 practice as excluding the use of surgery and drugs, updating the scope of practice to reflect topics being  
320 taught in chiropractic schools and post-graduate trainings; subjects include: acupuncture, dry needling,  
321 and injectable nutrients which may be labelled for prescription or professional use only.

322

323 Dr. Larson discussed a letter drafted to Senate President Peter Micciche requesting statutory  
324 amendments to allow the board to modernize regulation of the profession. Dr. Larson stated the letter  
325 requests the Board of Chiropractic Examiners be added to the list of professions eligible to receive  
326 alcohol, drug or other substance treatment through Alaska Statute (AS) 08.01.050(d), and also requests  
327 AS 08.20.230(1) be amended to address ramifications of health and disease of the whole person as well  
328 as adding joint dysfunction rather than exclusively focusing on subluxation. The letter also requests AS  
329 08.20.230(2) have the verbiage "or referral" appended to the final sentence.

330

331 Dr. Larson stated additionally, the correspondence requested AS 08.20.900(3) be amended to read  
332 "Chiropractic is the primary care clinical science of human health and disease that treats the "whole  
333 person"; chiropractic focuses on the detection, correction, and prevention of joint dysfunction and all  
334 biomechanical conditions, without invasive surgery or opioid or narcotic drugs, employing physiological  
335 therapeutics (physiotherapies) and ancillary methodology to enhance the body's recuperative power.  
336 The primary vehicle of chiropractic care is the chiropractic adjustment; however, chiropractic practice  
337 also includes the diagnosis, treatment or referral of all conditions and diseases of the "whole person",  
338 and with proper education and training, the use of ancillary methodology".

339

340 Dr. Larson informed the board there was also a request to clarify or modify AS 08.20.900(1) to read:  
341 "Ancillary methodology means employing within the scope of chiropractic practice, with appropriate  
342 training and education, those methods, procedure, modalities, devices, and measures commonly used  
343 by trained and licensed health care providers, and includes but is not limited to:

344

(A) Physiologic Therapeutics and physiotherapies;

345

(B) Counseling on dietary regimen, sanitary procedures,

346

(C) Use and interpretation of all diagnostic imaging;

347

(D) Use and interpretation of all clinical labs;

348

(E) Use of hypodermic and solid needles for drawing labs, administering prescription  
349 medications and nutritional substances or contrast agents, dry needling, acupuncture,  
350 electromyography, and similar techniques and procedures;

351

(F) All diagnostic and therapeutic techniques and procedures (excepting those prohibited under  
352 AS 08.20.100(c) as directly referring to AS 14.30.125, treating the "whole" patient.

353

354 Dr. Larson stated the letter also requested to further define "Chiropractic Examination" AS 08.20.900 (8)  
355 to read:

356 "Chiropractic Examination" means an examination of a patient conducted by a person licensed under  
357 this chapter, or by a chiropractic clinical assistant of chiropractic intern under the supervision of a  
358 person licensed under this chapter, for the purpose of ascertaining whether symptoms of joint  
359 dysfunction exist and consisting of an analysis of the patient's health history, current health status.

360 Results of diagnostic procedures, including x-ray and other diagnostic imaging devices, and postural,  
361 thermal, physical, neuro-physical, and spinal examinations that focuses on the discovery of:

362

(A) The existence and etiology of relationships of skeletal joint structures; and

363

(B) Interference with normal nerve transmission and expression;

364

(C) "Chiropractic Examination" diagnoses conditions and diseases of the "whole" person, and  
365 guides treatment or referral.

366

367 The board briefly discussed the requested addition of new subsection (b) to Professional Designation AS  
368 08.20.155 to state "A person obtaining a chiropractic specialty designation, in addition to chiropractic

369 core methodologies except invasive surgery or requiring general or regional anesthesia. This privilege  
370 includes, with appropriate training and education, administration and prescription of non-opioid legend  
371 drugs for treatment of conditions related to the practitioner’s specialty. Prescription drugs shall be  
372 limited to non-narcotic analgesics, antibiotics, antifungals, antivirals, antihistamines, anti-  
373 inflammatory, hormones/bioidentical hormone, amide anesthetics, epinephrine, and substances  
374 defined as nutrition in regulation”.

375  
376 The board discussed a follow up regulation which would reflect, a chiropractic specialist practicing  
377 ancillary therapies directly related to their specialty must demonstrate the following:

- 378 (A) At least 5 years continuous practice in Alaska as a chiropractic physician;
- 379 (B) Must have completed one or more of the recognized Diplomate programs (or equivalent  
380 training. i.e. master’s degree) and be recognized by the certifying agency as a member in  
381 good standing;
- 382 (C) Must have completed a minimum of ninety clinical and didactic contact course hours in  
383 pharmacology, pharmacognosy, medication administration and toxicology certified by an  
384 examination from an institution of higher education approved by the board;
- 385 (D) Must complete continuing education in a biennial basis related to the areas of specialty-  
386 related Ancillary Methodology, as well as obtain continuing education required to maintain  
387 their Diplomate status with their certifying agency;
- 388

389 The board briefly reviewed the legislative process and board recommendation process. The board  
390 briefly discussed requirements that would be in effect for some specialties. Sheri Ryan asked the chair if  
391 any consideration would be given to asking for chiropractors to be considered physicians throughout all  
392 statutes similar to actions taken by advanced nurse practitioners a few years ago. Dr. Larson committed  
393 to submitting an addendum to the letter asking for that change in designation.

394  
395 The board briefly discussed the difference between a master’s degree and diplomate in a specialty, and  
396 consequent educational requirements.

397  
398 Director Chambers commented and confirmed that the board is pursuing the correct process by drafting  
399 the letter to Senator Micciche as a first step in addressing the desired changes and explained the  
400 legislative process. Director Chambers stated the role of the Division would be to provide technical  
401 assistance through the process and acknowledged the continued consistent efforts of the board to  
402 update the statutes.

403  
404 **A. Review Board Goals & Objectives** **Time: 2:38 p.m.**

405  
406 The board agreed this agenda item did not need to be addressed at each meeting; there were no  
407 suggestions for goals or objectives to add.

408  
409 Dr. Larson suggested the regulations project needed to go forward for benefit of the public and the  
410 profession.

411  
412 **B. Review Board Task List** **Time: 2:40 p.m.**

413  
414 Dr. Vito and Dr. Larson were tasked with drafting a board position statement dealing with advertising  
415 and specialty issues.

416  
417 Dr. Larson and Dr. Morris were tasked with amending the modernization of chiropractic practice  
418 proposal to include recognition in all statutory reference to physicians.

419  
420 Dr. Larson was tasked with ensuring the last minutes were emailed to the Division.



## **Alaska Board of Chiropractic Examiners FY21 Goals**

1. Carry out assigned duties of the board:
2. Provide information regarding board activities to the profession and the public:
3. Continue affiliation with the Alaska Chiropractic Society (ACS) to work cooperatively in the best interest of the public and the profession:
4. Assess and evaluate regulations:
5. Assess and evaluate the review process available through the Utilization Review Committee:
6. Continue affiliation and improve interaction with the Federation of Chiropractic Licensing board (FCLB), The National Board of Chiropractic Examiners (NBCE), the Association of Chiropractic Board Administrators (ACBA), and the Council on Chiropractic Education (CCE) as well as the Council on Licensure, Enforcement, and Regulation (CLEAR) and the Federation of Association of Regulatory Boards (FARB:)
7. The board will endeavor, through the legislative process, to add the Board of Chiropractic Examiners to relevant centralized and non-centralized statutes that enhance the profession and its administrative efficiency:



# Division of Corporations, Business and Professional Licensing

## 2020 Legislative Guidance for Professional Licensing Board & Commission Members

As a member of a professional licensing board or commission, you have considerable latitude—as well as responsibility—to recommend changes to your licensing program’s enabling statutes. Members of the public, consumers, other professionals, and your industry’s association confidently approach members of the legislature to affect the change they wish to see in your practice. Whether taking the initiative or reacting to an active bill, board members also need to be prepared to champion their cause!

### **THE OPEN MEETINGS ACT ALWAYS APPLIES**

AS 44.62.310(h) provides detailed definitions of "governmental body," "meeting," and "public entity" that, when combined, define what constitutes a public meeting. A meeting of a decision or policy-making body occurs when more than three members or a majority of the members, whichever is less, engage collectively in discussion of a subject on which the body is authorized to act and set policy and is therefore subject to the Open Meetings Act. Under this definition, it doesn't matter where the meeting occurs, if it was prearranged, or who arranged it and could include unplanned casual or social contact in any location, including the office of a legislator or an industry gathering.

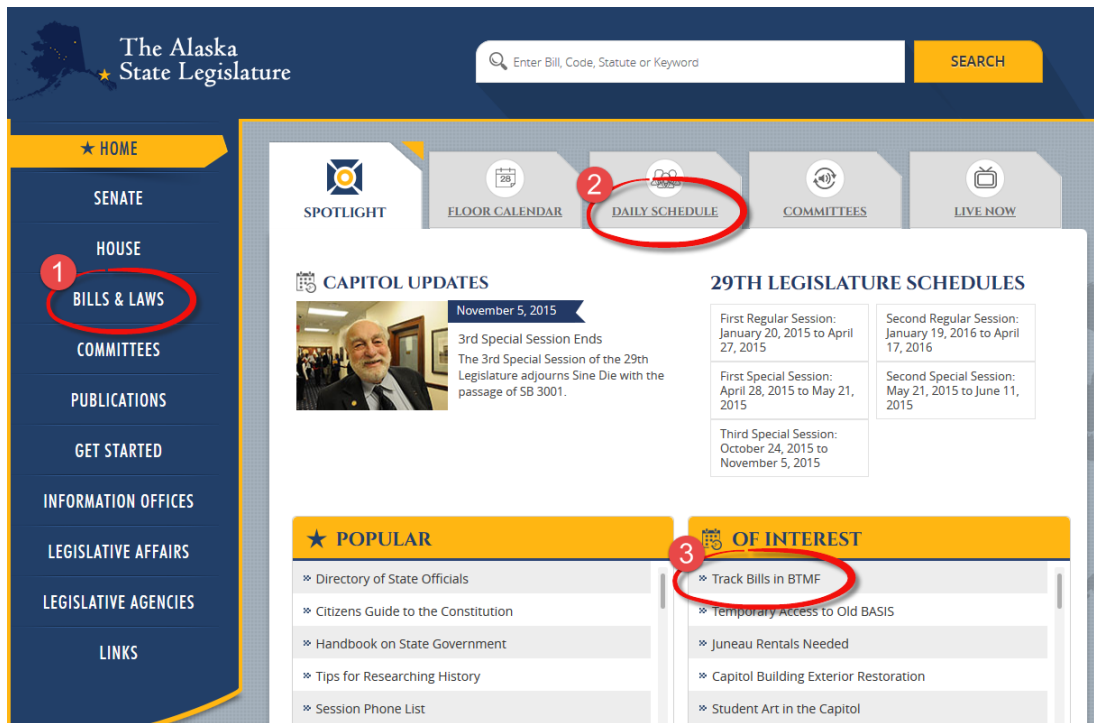
Members of boards and commissions should take care not to conduct business over email, lest the public be removed from the process. Board members should not email each other about board business; if a special meeting is needed, a member can alert staff and a meeting can be arranged and publicly noticed. Remember, all board member email correspondence is discoverable, and your board business is also the public’s business.

This information is contained in the *CBPL Guide to Excellence in Regulation*. Board members are provided a bound copy of this guidance manual; however, if you need another copy, you may download it here:  
[https://www.commerce.alaska.gov/web/Portals/5/pub/CBPL\\_Board.Commission.Guide.pdf](https://www.commerce.alaska.gov/web/Portals/5/pub/CBPL_Board.Commission.Guide.pdf).

### **BE INFORMED: IF NOT YOU, THEN WHO?**

- Ahead of the legislative season, select on the record a member who will serve as the point person for legislative activity. In the absence of this person, the division will look to the chair of the board for input and interpretation. If the board is championing a piece of legislation, a history of the meeting minutes reflecting the issues and board’s perspective should be compiled by this leader and made available to board members and division management, who will be at every hearing. This research and history will be especially helpful to new board members who are appointed.
- When a bill is filed, division management will alert program staff. The examiner or executive should ensure that their board members are made aware of legislation that is filed that will affect them. With sometimes more than 50 bills to track, analyze, and testify on, division management may not be able to keep the board apprised of every late-breaking detail. Division management will periodically send updates to staff regarding legislation or request discussion with the board.
- That said, know where to find your bill using the Alaska State Legislature’s web page: [akleg.gov](http://akleg.gov). (See graphic below.)
  1. The **BILLS & LAWS** section on the sidebar links to a searchable list of documents. If you know the bill number, you can search using the bar at the top of the screen.
  2. The **DAILY SCHEDULE** shows all committee activity for the day you choose. It is subject to change, but it is a good starting place to see what is happening where.

3. The **BTMF**—or Bill Tracking Management Facility is your best friend when trying to keep up with a bill. Take the time to set up your profile and register the bill you want to track, then you will receive email updates when its status changes or is scheduled for a hearing.



## GUIDELINES FOR BOARD MEMBER TESTIMONY

- Encourage the board to become engaged: Track the bill online, participate in hearings, write a letter supporting the board’s official position, and discuss the legislation in a public meeting. It is a best practice for organizations to speak with “one voice.” Any testimony or correspondence by a board member on behalf of a board must represent deliberation and action taken on the record in a public meeting.
- Staff may not express opinions on behalf of the board or discuss legislation with elected officials without prior arrangements with division management and clearance from the Governor’s Legislative Office. If the board has published a resolution or letter regarding the legislation as a result of a vote at a public meeting, staff may provide that document to legislators per department procedures.
- Individual board members may offer their personal or professional opinions on the legislation by clarifying that while they are appointed to a board, they do not speak on behalf of the board.
- Boards must provide a member to testify telephonically (or in person, if in Juneau) at every hearing when being considered for reauthorization per AS 08.03. Without member interest and advocacy for the board or commission’s continuation, it is possible that the sponsor could withdraw the bill and the board could sunset.
- The chair or elected board spokesperson should be prepared to answer questions posed by staff or legislators, testify telephonically (or in person, if in Juneau) on bills that require subject matter expertise or upon request, and otherwise be available on short notice to engage in this process.
- Be sure to differentiate the state licensing board from the industry association. Sometimes, they share the same goals. Sometimes, they do not. Legislators must keep track of a lot of names and organizations, so be sure that you are clear that you represent the State of Alaska.

- Nervous? Don't worry! Please email or call the division director or deputy director to discuss tips or even run through some potential questions/roleplay.

## LEGISLATIVE TESTIMONY CALL-IN DO'S AND DON'TS

**Do** remember this "off-net" system is designed to serve those who do not have any other way to testify or have a legitimate reason for using the system.

**Do** remember that off-net calls to the committee must be authorized prior to the meeting by the chairman. A minimum of 24 hours in advance is appreciated. Please work through the Director, Division Operations Manager, or the committee chairman's office for authorization.

**Do** use the streaming video available at <http://akl.tv/> to watch for your bill to come up. The chairman will announce the order of bills at the beginning of the meeting. Callers may be disconnected from the meeting if they call in prior to their bill being taken up. If video streaming is not an option for you, please contact the committee aide to make arrangements to call in early. Once the bill is before the committee, call 844-586-9085, give your name, bill number and ask to be connected to the \_\_\_\_\_ Committee.

**Do Not** call in before the bill you are testifying on comes before the committee.

**Do** remember the off net call-in lines are for testifiers only. If you wish to listen in, please use the live streaming at <http://akl.tv/>.

**Do** use the "mute" function of your phone until called on to testify. If this function is not available on your phone, ask the Legislative Information Office (LIO) moderator to mute your call.

**Do Not** use the "hold" function.

**Do** try to be in a quiet room without distractions or interruptions. Car noise, open windows, and barking dogs can all be heard by the legislative committee and guests at the hearing. These avoidable disturbances will detract from the credibility of your message. Please treat the important responsibility of testifying with utmost respect and professionalism.

**Do** remember that everything transmitted over your phone will be broadcast directly into the meeting room and recorded to become part of the permanent record.

**Do** remember to be in a location with good reception if using a cell phone. Disruptions coming into the meeting via the phone lines will result in all callers being disconnected from the system. This will require testifiers to call back to be reconnected. Turn off your computer or TV speakers if listening online so you do not create an audio "loop."

**Do** try to adhere to time limits imposed by the chairman.

**Remember:** There are a limited number of phone lines coming into the Capitol. These lines are also used by LIOs around the state. When all the phone lines are used up, an LIO may not be able to call in with a room full of people.

# ***Annual Report***

---

# ***Fiscal Year 2020***

## **BOARD OF CHIROPRACTIC EXAMINERS**



**Department of Commerce, Community  
and Economic Development**

---

**Division of Corporations, Business  
and Professional Licensing**

This annual performance report is presented in accordance with  
Alaska statute AS 08.01.070(10).

Its purpose is to report the accomplishments, activities, and the  
past and present needs of the licensing program.

**BOARD OF CHIROPRACTIC EXAMINERS  
FY 2020 Annual Report**

**Table of Contents**

Identification of the Board	<b>Page 3</b>
Identification of the Staff	<b>Page 4</b>
Narrative Statement	<b>Page 5</b>
Budget Recommendations	<b>Page 6</b>
Proposed Legislative Recommendations	<b>Page 11</b>
Regulatory Recommendations	<b>Page 12</b>
Goals and Objectives	<b>Page 13</b>
Sunset Audit Recommendations	<b>Page 17</b>

**BOARD OF CHIROPRACTIC EXAMINERS  
FY 2020 Annual Report**

**Identification of the Board**

<b>Board Member</b>	<b>Duty Station</b>	<b>Date Appointed</b>	<b>Term Expires</b>
<b>Brian Larson, DC, DACBSP</b> Board President	Soldotna, AK	Mar 01, 2017	Mar 01, 2021
<b>Jonathan Vito, DC</b> Board Vice-President	Anchorage, AK	Mar 01, 2017	Mar 01, 2021
<b>James Morris, DC</b> Board Secretary	Dutch Harbor, AK	Mar 01, 2018	Mar 01, 2022
<b>John Lloyd, DC</b> Chiropractor	Anchorage, AK	Mar 01, 2020	Mar 01, 2024
<b>Vacant</b> Public Member	City Location	Mar 01, 2020	Mar 01, 2024

**BOARD OF CHIROPRACTIC EXAMINERS  
FY 2020 Annual Report**

**Identification of Staff**

**Thomas Bay – Licensing Examiner**

Department of Commerce, Community & Economic Development  
Division of Corporations, Business and Professional Licensing  
Post Office Box 110806  
Juneau, Alaska 99811-0806  
(907) 465-2588

**Andy Khmelev – Acting Records & Licensing Supervisor**

Department of Commerce, Community & Economic Development  
Division of Corporations, Business and Professional Licensing  
Post Office Box 110806  
Juneau, Alaska 99811-0806  
(907) 465-2550

**Jasmin Bautista – Investigator**

Department of Commerce, Community & Economic Development  
Division of Corporations, Business and Professional Licensing  
550 West 7<sup>th</sup> Avenue, Suite 1500  
Anchorage, Alaska 99501-3567  
(907) 269-8026

**Jun Maiquis – Regulations Specialist**

Department of Commerce, Community & Economic Development  
Division of Corporations, Business and Professional Licensing  
Post Office Box 110806  
Juneau, Alaska 99811-0806  
(907) 465-2537

**Sher Zinn – Regulations Specialist**

Department of Commerce, Community & Economic Development  
Division of Corporations, Business and Professional Licensing  
Post Office Box 110806  
Juneau, Alaska 99811-0806  
(907) 465-1049

## BOARD OF CHIROPRACTIC EXAMINERS FY 2020 Annual Report

### Narrative Statement

The Board of Chiropractic Examiners consists of five members appointed by the governor of Alaska. We presently have four licensed chiropractors and one seat for a public member which is currently vacant. We have said our goodbyes to Dr. Jeff Reinhardt, Board Vice-President, and John Wayne Aderhold, public member, due to the fulfillment of their terms on the board and we have welcomed a newly appointed board member, Dr. John Lloyd, in March of this year. Dr. Jonathan Vito and Dr. James Morris have accepted their nominations as Vice President and Secretary respectively. Our regulatory board acts as a governmental body under the authority of Alaska statutes. Its purpose serves a dual role in protecting the public and promoting ethical and responsible practice. Our mission is to foster higher professional standards relative to the practice of chiropractic in Alaska, consistent with the best interest of the health, welfare and safety of the Public. We strive to protect the public without creating unnecessary barriers to qualified practitioners.

This board is responsible for establishing minimum educational and competency standards, as well as regulating chiropractic practice within the state. The board continues to propose changes to update regulations as needed. We, as a board, are committed to providing efficient and effective regulatory oversight, guiding our profession into the future.

This board has a utilization review committee to review and determine sensibility or appropriateness of care provided and fees charged for services rendered by licensees to patients. This committee currently consists of three licensed chiropractors and one public member. They are prepared and waiting to serve as needed. We encourage members of the public to come forward with complaints about value of services, without a criminal component, to request a Utilization Review.

This board, in addition to regular board business, met four times to address emergency situations, two of which were COVID-19 related, that could not wait until the next scheduled board meeting. This board offered the State Chiropractic Examination as usual, but converted to offering the examination in two locations due to the regulations project that was signed into law, which got rid of the face-to-face interview requirement. This has allowed incoming chiropractors an easier path to getting licensed. It is a goal of this board to make the State Chiropractic Examination available nationwide.

Senate Bill 69, setting forth statutory recognition of Certified Chiropractic Assistants, Interns and Preceptors was signed into law on May 17th, 2016. Due to the added logistical business stresses caused by COVID-19, we proceeded with an extension of the deadline for compliance for this statute from 8/23/2020 to 2/23/2020. The six-month extension will give some added relief to businesses burdened by an additional workload because of COVID-19.

More challenges to the chiropractic practice in the state occurred this year, with the first reported case of COVID-19 in Anchorage on March 11th. Senate Bill 241 has allowed various Alaska state boards to respond quickly to allow for dealing with scope of practice and licensing issues. Ever changing state mandates regarding the practice of chiropractic ensued and the board has been diligent in navigating the process. The state mandates have recognized chiropractic as an essential health care profession with consideration that primary health delivery for urgent and emergent health care was a needed service, particularly in rural areas. Urgent and emergent health care, as related to chiropractic, has been essential in working to keep patients from seeking care in clinics and emergency rooms, and has caused significant less stress and burden to the System.

Our licensing examiner, Thomas Bay, has been with us for just over his second year of service in this capacity and continues to provide the board with outstanding support as well as being the contact point for the public for both information and licensing process. Thomas is an asset to our board and is an exemplary example of a public servant representing Alaska government. Thomas does an outstanding job of looking forward to the needs of this board and especially license applicants, being proactive and respectful, efficient and exercising the uncommon trait of common sense. We look forward to a continued relationship with meeting the need of our population and chiropractic community.

Yours in Health,

James Morris, DC  
*Board Secretary*



**BOARD OF CHIROPRACTIC EXAMINERS  
Fiscal Year 2020 Annual Report**

**Budget Recommendations for FY 2021**

The Budget Recommendations section anticipates the board’s fiscal priorities for the upcoming year. Please complete all parts of this section with details about anticipated meetings, conferences, memberships, supplies, equipment, to other board requests. Meeting expenses that are being funded through third-party reimbursement or direct booking must be identified separately from expenses paid through license fees (receipt-supported services or RSS). Be sure to explain any items listed as “other” so they may be tracked appropriately.

Board Meeting Date	Location	# Board	# Staff
August 21 <sup>st</sup> , 2020	Originating from Juneau - Videoconference	4 - 5	1
<input type="checkbox"/> Airfare:			\$0.00
<input type="checkbox"/> Hotel:			\$0.00
<input type="checkbox"/> Ground:			\$0.00
<input type="checkbox"/> Other:			\$0.00
<b>Total Estimated Cost:</b>			<b>\$0.00</b>

Board Meeting Date	Location	# Board	# Staff
November 13 <sup>th</sup> , 2020 (tentative)	Originating from Juneau - Videoconference	4 - 5	1
<input type="checkbox"/> Airfare:			\$0.00
<input type="checkbox"/> Hotel:			\$0.00
<input type="checkbox"/> Ground:			\$0.00
<input type="checkbox"/> Other:			\$0.00
<b>Total Estimated Cost:</b>			<b>\$0.00</b>

Board Meeting Date	Location	# Board	# Staff
February 12 <sup>th</sup> , 2020 (tentative)	Anchorage	4 – 5 (1 is vacant)	1
<input checked="" type="checkbox"/> Airfare:			\$2,000.00
<input checked="" type="checkbox"/> Hotel:			\$600.00
<input checked="" type="checkbox"/> Ground: Taxi/Mileage			\$200.00
<input checked="" type="checkbox"/> Other: Meals/Per Diem			\$360.00
<b>Total Estimated Cost:</b> Prices are estimated for 5 board members. Public Member is currently vacant.			<b>\$3,160.00</b>

**BOARD OF CHIROPRACTIC EXAMINERS  
Fiscal Year 2020 Annual Report**

**Budget Recommendations for FY 2021**

The Budget Recommendations section anticipates the board’s fiscal priorities for the upcoming year. Please complete all parts of this section with details about anticipated meetings, conferences, memberships, supplies, equipment, to other board requests. Meeting expenses that are being funded through third-party reimbursement or direct booking must be identified separately from expenses paid through license fees (receipt-supported services or RSS). Be sure to explain any items listed as “other” so they may be tracked appropriately.

Board Meeting Date	Location	# Board	# Staff
April 30 <sup>th</sup> , 2020 (tentative)	Originatin from Juneau - Videoconference	4 - 5	1
<input type="checkbox"/> Airfare:			\$0.00
<input type="checkbox"/> Hotel:			\$0.00
<input type="checkbox"/> Ground:			\$0.00
<input type="checkbox"/> Other:			\$0.00
<b>Total Estimated Cost:</b>			<b>\$0.00</b>

<b>Travel Required to Perform Examinations</b>			
<input type="checkbox"/> Not applicable			
Date	Location	# Board	# Staff
November 2020	TBD – Based off last location (LA, CA)	2	0
<b>Description of meeting and its role in supporting the mission of the Board:</b>			
Board members are asked to participate in the National Board of Chiropractic Examiners Part IV Examination as proctors, and also as part of the testing steering committee. The NBCE will reimburse for lowest round-trip airfare, hotel, and reasonable ground transportation expenses. Costs are before reimbursement. This will only be an option if board members are allowed to receive the honorarium.			
<input checked="" type="checkbox"/> Airfare:			\$950.00
<input checked="" type="checkbox"/> Hotel:			\$1,600.00
<input checked="" type="checkbox"/> Ground:			\$250.00
<input type="checkbox"/> Conference:			\$0.00
<input checked="" type="checkbox"/> Other:			\$594.00
Describe “Other” (break out all sections):			
<b>Total Estimated Cost:</b>			<b>\$3,394.00</b>

**BOARD OF CHIROPRACTIC EXAMINERS  
Fiscal Year 2020 Annual Report**

**Budget Recommendations for FY 2021 (continued)**

**Out-of-State Meetings and Additional In-State Travel** (Rank in order of importance)

#1 Rank in Importance or  Not Applicable

Date	Location	# Board	# Staff	
Oct 8 <sup>th</sup> -11 <sup>th</sup> , 2020	Lake Tahoe, NV	2	1	
<b>Description of meeting and its role in supporting the mission of the Board:</b>				
FCLB & NBCE District Meeting: A meeting with other state boards within the district to know more about the current issues and concerns of the public and chiropractors within the district.				
Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$1,700.00	\$0.00	\$0.00	\$1,700.00
<input checked="" type="checkbox"/> Hotel:	\$2,250.00	\$0.00	\$0.00	\$2,250.00
<input checked="" type="checkbox"/> Ground:	\$270.00	\$0.00	\$0.00	\$270.00
<input checked="" type="checkbox"/> Conference:	\$885.00	\$0.00	\$0.00	\$885.00
<input checked="" type="checkbox"/> Other	\$630.00	\$0.00	\$0.00	\$630.00
Describe "Other" (break out all sections):		Meals/Per Diem		
<b>Net Total:</b>	<b>\$5,735.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,735.00</b>

**Out-of-State Meetings and Additional In-State Travel**

#2 Rank in Importance

Date	Location	# Board	# Staff	
Unknown at this time	West Palm Beach, Florida	2	1	
<b>Description of meeting and its role in supporting the mission of the Board:</b>				
FCLB & NBCE Annual Conference Meeting: A meeting with other state boards within the district to know more about the current issues and concerns of the public and chiropractors within the district. No hotel/location has been confirmed. All expenditures, except for Airfare, are based off of previous year's conference in Denver, CO. Airfare has been changed to the airport in West Palm Beach, Florida.				
Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input checked="" type="checkbox"/> Airfare:	\$3,100.00	\$0.00	\$0.00	\$3,100.00
<input checked="" type="checkbox"/> Hotel:	\$3,000.00	\$0.00	\$0.00	\$3,000.00
<input checked="" type="checkbox"/> Ground:	\$450.00	\$0.00	\$0.00	\$450.00
<input checked="" type="checkbox"/> Conference:	\$1,350.00	\$0.00	\$0.00	\$1,350.00
<input checked="" type="checkbox"/> Other	\$1,197.00	\$0.00	\$0.00	\$1,197.00
Describe "Other" (break out all sections):		Meals/Per Diem		
<b>Net Total:</b>	<b>\$9,097.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,097.00</b>

**BOARD OF CHIROPRACTIC EXAMINERS**  
Fiscal Year 2020 Annual Report

**Budget Recommendations for FY 2021 (continued)**

**Non-Travel Budget Requests**

- Not Applicable                       Resources                       Examinations  
 Membership                       Training                       Other

Product or Service	Provider	Cost Per Event
Membership Dues	FCLB	\$1,152.00

**Description of item and its role in supporting the mission of the Board:**

This is the required membership fee with the FCLB. Membership with the FCLB helps sustain an open relationship with the other state boards. Cost unknown at this point. Last year's cost was \$1,152.00.

**Non-Travel Budget Requests**

- Not Applicable                       Resources                       Examinations  
 Membership                       Training                       Other

Product or Service	Provider	Cost Per Event
		\$0.00

**Description of item and its role in supporting the mission of the Board:**

**Other Items with a Fiscal Impact**

Cost Per Event: \$0.00

- Not Applicable

Number of Events: 0

Product or Service	Provider	Total Cost
		\$0.00

**Description of item and its role in supporting the mission of the Board:**

**BOARD OF CHIROPRACTIC EXAMINERS**  
**Fiscal Year 2020 Annual Report**

**Budget Recommendations for FY 2021 (continued)**

**Summary of FY 2021 Fiscal Requests**

Board Meetings and Teleconferences:	\$3,160.00
Travel for Exams:	\$3,394.00
Out-of-State and Additional In-State Travel:	\$14,832.00
Dues, Memberships, Resources, Training:	\$1,152.00
Total Potential Third-Party Offsets:	-\$0.00
Other:	\$0.00
<b>Total Requested:</b>	<b>\$22,538.00</b>

**BOARD OF CHIROPRACTIC EXAMINERS**  
**Fiscal Year 2020 Annual Report**

**Legislation Recommendations Proposed Legislation for FY 2021**

**No Recommendations**

The Board has no recommendations for proposed legislation at this time.

---

**Recommendations**

The Board has the following recommendations for proposed legislation:

- 1) AS 08.01.050 (d): Add Board of Chiropractic Examiners to current list of healthcare boards eligible to contract resources needed to address abuse of alcohol, drugs, or other substances to licensed professionals.
  
- 2) Add the following activities into the chiropractic scope of practice:
  - a. Acupuncture, with appropriate training.
  - b. Injection, dispensation, or prescription of supplements and other medications that are not controlled substances if the agent is used in a manner consistent with standards adopted by the board in regulation.
  
- 3) Clarify that a licensee may perform chiropractic only if the services are within the scope of the licensee's education, training, and experience as established by regulations adopted by the board, including but not limited to dry needling, acupuncture, suturing, injections and/or mediations.

**BOARD OF CHIROPRACTIC EXAMINERS  
Fiscal Year 2020 Annual Report**

**Regulation Recommendations Proposed Legislation for FY 2021**

**No Recommendations**

The Board has no recommendations for proposed regulations at this time.

---

**Recommendations**

The Board has the following recommendations for proposed regulations:

- 1) The board would like to modify its current definition of prescription drugs as defined in 12 AAC 16.990(b)(1).
- 2) The board would like to modify its current definition of surgery as defined in 12 AAC 16.990(b)(2).
- 3) The board would like to create a new definition for nutrition and/or nutritional substances.
- 4) The board would like to add to 12 AAC 16.042 a provision for the board to extend internships after graduation of new doctors, on a case by case basis, the ability to work under the general supervision of the preceptor, while waiting for NBCE Part 4 test scores to become available to be licensed.
- 5) The board would like to extend the date deadline for chiropractic clinical assistants, with 2,000 hours or more of experience to complete the requirements as set out by the Certified Chiropractic Clinical Assistant programs, from 08/23/2020 to 2/23/2021 due to time constraint issue related to COVID-19.

# BOARD OF CHIROPRACTIC EXAMINERS

## Fiscal Year 2020 Annual Report

### Goals and Objectives

#### Part I

#### *FY 2020 's goals and objectives, and how they were met:*

##### **Goal 1:**

Carry out assigned duties of the board: The board met four times in FY 2020. The board met three times by videoconference and once in-person in Anchorage. The board administered jurisprudence exams. The staff and board were able to review and approve applications in a generally timely manner, but distance between Alaska and chiropractic schools where most applicants are applying from always poses a logistical challenge. The board reviewed all investigative memorandums.

##### **Goal 2:**

Provide information regarding board activities to the profession and the public: The board made time available in every meeting for public input and encourages its licensees and the public to attend scheduled meetings and provide comment. All meeting agendas and minutes were posted on the board's website to make available to the public the topics discussed, and actions taken by the board.

##### **Goal 3:**

Continue affiliation with the Alaska Chiropractic Society (ACS) to work cooperatively in the best interest of the profession and the public: The board worked closely with the ACS in completing many projects, including, but not limited to, their SB69 regulations project and COVID-19 related guidance to licensees.

##### **Goal 4:**

Assess and evaluate regulations: The board completed regulation work on SB69. It was written into the chiropractic regulations and became official on February 23rd, 2020. The board has set forth a regulations project to address current definitions of surgery, prescription drugs, and nutritional substances, as well as update current regulations.

##### **Goal 5:**

Assess and evaluate the review process available through the Utilization Review Committee: There were no complaints submitted to the Utilization Review Committee to review.

##### **Goal 6:**

Continue affiliation with the Federation of Chiropractic Licensing Boards (FCLB). The National Board of Chiropractic Examiners (NBCE), the Association of Chiropractic Board Administrators (ACBA), and the Council on Chiropractic Education (CCE) as well as the Council on Licensure, Enforcement and Regulation (CLEAR) and the Federation of Association of Regulatory Boards (FARB): This board had no presence at the FCLB/NBCE Annual meeting or the NBCE Part IV board examinations. The FCLB/NBCE annual meeting was canceled due to COVID-19 and board members could not afford to go to the NBCE Part IV board examinations because Alaska does not allow for board members to receive the honorarium. Dr. Larson and Thomas Bay did attend the 2019 FCLB District IV meeting in Coeur d'Alene, ID, in October. The focus during the district meeting was on sharing how other state boards in the region are dealing with issues such as interdisciplinary practice, opioid addiction, regulation projects and scope of practice, etc. This board has a strong budget. For the sake of training, continuity and efficiency, we need to have a board member and our examiner attending these meetings.

##### **Goal 7:**

The board will endeavor, through the legislative process, to add the Board of Chiropractic Examiners to relevant centralized and non-centralized statutes that enhance the profession and administrative efficiency. The board will continue the process to clarify the scope of practice chiropractic in the areas of core methodology, ancillary therapies, and address the possible inclusion of additional therapies to the chiropractic profession in Alaska. The board will promote the inclusion of access to resources for its members in the areas of alcohol, drugs and other substances.



**BOARD OF CHIROPRACTIC EXAMINERS**  
**Fiscal Year 2020 Annual Report**

**Goals and Objectives**

**Part II**

**FY 2021's goals and objectives, and proposed methods to achieve them.**

***Describe any strengths, weaknesses, opportunities, threats and required resources:***

**Goal 1:**

***Carry out assigned duties of the board:***

**Objective 1:** Conduct a minimum of three board meetings this year with different regional locations in the state to allow for public attendance and meeting transparency. We will hold four regularly scheduled board meetings, three of which will be telephonic and one in person. Ideally, this "live" meeting will be in Juneau while the legislature is in session so this board may be available to elected leadership, but may be limited to Anchorage to minimize total travel.

**Objective 2:** Continue timely processing of applications and licensing of chiropractic physicians.

**Objective 3:** Continue to monitor investigative reports, monitor disciplinary actions, and provide professional direction to division investigative staff regarding disciplinary actions, probation matters, criminal history record information, and chiropractic practice.

**Objective 4:** Utilize the National Board of Chiropractic Examiners (NBCE) Special Purposes Examination for Chiropractic (SPEC) and Ethics & Boundaries examination (E&B) in memorandum of agreements.

**Objective 5:** Continue to review and process continuing education credit approval in a timely manner.

**Objective 6:** Continue to administer the jurisprudence examination as part of licensure. Consider utilizing NBCE services to administer the jurisprudence examination at certified testing centers in Alaska and nationwide, saving time and expense for applicants, and relieving the Department of Commerce of the responsibility of hosting those tests at a state office four times per year.

**Goal 2:**

***Provide information regarding board activities to the profession and the public:***

**Objective 1:** Inform licensees of any pending regulation changes in the customary manner.

**Objective 2:** Provide a public comment period during each meeting. This is scheduled per public meeting law for each board meeting.

**Objective 3:** Address concerns presented by licensees and the public at each meeting.

**Objective 4:** Provide copies of agendas and/or minutes of the meetings to all who request them.

**Objective 5:** Continue to work with other licensing boards, at both the district and national level. Without the ability to travel for national and district meetings, this becomes a non-reality. This board, which operates well within its budget must have the opportunity for the volunteers who serve on the board to interact with district and national level boards to best serve the needs of the board in keeping current, obtaining training, and being alert and attentive to the commission to protect the public.

**Objective 6:** Continue to address the reporting requirements for domestic violence and sexual assault.

**Objective 7:** Seek and support efforts to educate the governor, state legislators, and the public regarding the benefit of chiropractic care as a health care option, and the particular opportunities to efficiently recover from work injuries (Workers Comp), and deal with pain without opiate prescriptions.

**Objective 8:** Raise awareness regarding public health, emergency training, hazardous material, and OSHA requirements.

**Objective 9:** Ensure current information is available on the board website through regular updates by staff and regular monitoring by board members.

**CONTINUED ON FOLLOWING PAGE**

**BOARD OF CHIROPRACTIC EXAMINERS  
Fiscal Year 2020 Annual Report**

**Goals and Objectives (continued)**

**Part II (continued)**

**FY 2021's goals and objectives, and proposed methods to achieve them.**

***Describe any strengths, weaknesses, opportunities, threats and required resources:***

**Goal 3:**

***Continue affiliation with the Alaska Chiropractic Society (ACS) to work cooperatively in the best interest of the public and the profession:***

**Objective 1:** Encourage regular Alaska Chiropractic Society participation at board meetings.

**Objective 2:** Support the Alaska Chiropractic Society in its efforts to provide information to the profession and the public.

**Objective 3:** Support the Alaska Chiropractic Society in pursuit of statutory changes or additions that expand the scope of chiropractic practice to provide better portal-of-entry service for the public and for those who wish to utilize their chiropractic physician efficiently as their primary care physician.

**Goal 4:**

***Assess and evaluate regulations:***

**Objective 1:** Continue to assess and evaluate continuing education requirements for quality, relevance, and application of scientific chiropractic research and practice.

**Objective 2:** Continue to assess and evaluate radiological safety, professional ethics and boundaries, public health, and emergency training.

**Objective 3:** Proactively make recommendations through regulation and recommend changes to statute to anticipate changes in the health industry.

**Goal 5:**

***Assess and evaluate the review process available through the Utilization Review Committee:***

**Objective 1:** Direct appropriate inquiries to the committee for review and recommendations.

**Objective 2:** Keep the committee roster fully staffed with three chiropractic physicians and one public member at all times. This committee is fully staffed and ready to serve as may be required.

**Objective 3:** Maintain a list of alternate committee members to fill vacancies or recusals as needed.

**CONTINUED ON FOLLOWING PAGE**

**BOARD OF CHIROPRACTIC EXAMINERS  
Fiscal Year 2020 Annual Report**

**Goals and Objectives (continued)**

**Part II (continued)**

**FY 2021's goals and objectives, and proposed methods to achieve them.**

***Describe any strengths, weaknesses, opportunities, threats and required resources:***

Page 3

**Goal 6:**

***Continue affiliation and improve interaction with the Federation of Chiropractic Licensing board (FCLB), The National Board of Chiropractic Examiners (NBCE), the Association of Chiropractic Board Administrators (ACBA), and the Council on Chiropractic Education (CCE) as well as the Council on Licensure, Enforcement, and Regulation (CLEAR) and the Federation of Association of Regulatory Boards (FARB:)***

**Objective 1:** Provide attendance of a board member and the examiner to the district and annual meetings of the FCLB and NBCE, to provide input and obtain information at both national and state levels regarding the practice of chiropractic in Alaska. This was not fully accomplished due to COVID-19 this year.

**Objective 2:** Continue working with the FCLB on maintaining a listing of Alaskan chiropractic physicians on the National Database (CIN-BAD).

**Objective 3:** Promote attendance of board members to the semi-annual NBCE Part IV Examinations and Part IV Examination Review Committee meetings of the NBCE to provide input and obtain information on the Exams required for chiropractic licensure in Alaska and other states. The prior governor banned the receipt of the professional honorarium offered by the NBCE to cover the personal travel and time these doctors invest without compensation from the State to participate in this testing process. We formally request the ban on personal gifts or gratuities, specifically in relation to professional honorariums for travel and time spent by volunteer professional members of boards be lifted. This represents no cost for the State of Alaska, increases the interaction of Alaska professional board members with the NBCE board and license testing process. All other states allow their professionals to receive this financial remuneration for time and expenses directly related to the board and national testing process.

**Objective 4:** Promote the attendance of the licensing examiner at the annual meetings of the ACBA and the FCLB to provide input and obtain information at both national and state levels, regarding matters impacting regulation and licensure of Alaskan chiropractic physicians.

**Goal 7:**

***The board will endeavor, through the legislative process, to add the Board of Chiropractic Examiners to relevant centralized and non-centralized statutes that enhance the profession and its administrative efficiency:***

**Objective 1:** The board will pursue inclusion in AS 08.01.050(d) for the purpose of providing licensed chiropractic physicians the resources needed to address abuse of alcohol, drugs or other substances.

**Objective 2:** The board will pursue authority under AS 08.20 to create an additional scope of practice status for chiropractic physicians who pursue additional training and certifications to utilize non-narcotic drugs, ancillary therapies and procedures beyond chiropractic core methodology and commonly used by other Alaskan health care professionals and specialists. The pursuit will be with direct consultation with the Department of Law.

**BOARD OF CHIROPRACTIC EXAMINERS  
Fiscal Year 2020 Annual Report**

**Sunset Audit Recommendations**

**Date of Last Legislative Audit: July 24, 2013  
Board Sunset Date: June 30, 2022**

<b>Audit Recommendation:</b>	The Office of the Governor should make Board appointments in compliance with statutory requirements.
<b>Action Taken:</b>	As this recommendation was for the Office of the Governor, neither the Board nor Division have the authority to take any action. However, currently, every seat on the Board is filled through March 1, 2020.
<b>Next Steps:</b>	None
<b>Date Completed:</b>	March 1, 2016

<b>Audit Recommendation:</b>	The Division of Corporations, Business and Professional Licensing’s Director should continue efforts to improve the investigative case management system’s integrity and confidentiality.
<b>Action Taken:</b>	Negotiated the GLS contract in 2016 and will continue to use the system through 2020, under the current contract, with process improvements. The Division supervisors, staff and the investigations unit participate in annual training. Additionally, the Director updated the policy and procedures for handling affirmative responses to professional fitness questions in 2011, and with the assistance of the Chief Investigator, further clarified the business process in 2016.
<b>Next Steps:</b>	We are working with GLS to refine data fields to more accurate capture the information required.
<b>Date Completed:</b>	2016

## Instructions for Completing the Annual Report

**Purpose:** The annual performance report is presented by each board in accordance with AS 08.01.070(10). The purpose is to report the accomplishments, activities, and the past and present needs of the licensing program from the board's perspective.

**Timeframe:** Annual reports must be approved by each board and submitted to the division no later than June 30 each year. Boards and staff should plan to ensure an adequate amount of time to discuss, edit, and approve.

**Personnel:** It can be difficult to write a report by committee, so boards may wish to appoint a drafter and set forth a process and timeline for completion. Often, this is the board chair or a long-serving member. Boards may also assign sections to members to help allocate the responsibility.

### Guidance:

- Add new pages as necessary to fit the drafter's narrative.
- Remember this is a public document. Do not include information that may be confidential or create a liability for the board or its members.
- Ensure the report is approved by the board itself prior to submitting to staff as final.
- Professional licensing staff may not write the report on behalf of the board. Staff may work with the division's administrative team to fill in staff/board information, budgetary details, and other objective data.
- Boards may ask executive administrators, if they have one, to assist in compilation and articulation of how sunset recommendations and goals and objectives have been met, based on board meeting minutes and other public information.
- The Budget Recommendations section outlines the board's fiscal requests for the upcoming year. These requests will assist the division in anticipating, allocating, and approving additional expenses, when feasible.
  - Include details about anticipated travel, conference registrations, memberships, supplies, equipment, and other supplementary board preferences.
  - Out-of-state travel must be ranked in order of preference.
  - Travel expenses that are being funded through third-party reimbursement or direct booking must be identified separately from expenses paid through license fees (receipt-supported services or RSS).
  - Be sure to explain any items listed as "other" so they may be tracked appropriately.
  - Videoconferences or virtual events that do not carry additional costs should not be listed.

# **BOARD NAME**

## ***Annual Report***

---

***Fiscal Year 2021***



**Department of Commerce, Community  
and Economic Development**

---

**Division of Corporations, Business  
and Professional Licensing**

This annual performance report is presented by the board in accordance with AS 08.01.070(10).

Its purpose is to report the accomplishments, activities, and the past and present needs of the licensing program from the board's perspective.

**BOARD NAME**  
**FY 2021 Annual Report**

**Table of Contents**

Identification of the Board

**Page X**

Identification of the Staff

**Page X**

Narrative Statement

**Page X**

Goals and Objectives

**Page X**

Proposed Legislative Recommendations

**Page X**

Regulatory Recommendations

**Page X**

Sunset Audit Recommendations

**Page X**

Budget Recommendations

**Page X**







**BOARD NAME**  
**FY 2021 Annual Report**

**Identification of Staff**

**Insert Name Here – Executive Administrator**

Department of Commerce, Community & Economic Development  
Division of Corporations, Business and Professional Licensing  
Post Office Box 110806  
Juneau, Alaska 99811-0806  
(907) 465-2550

**Insert Name Here – Licensing Supervisor**

Department of Commerce, Community & Economic Development  
Division of Corporations, Business and Professional Licensing  
Post Office Box 110806  
Juneau, Alaska 99811-0806  
(907) 465-2550

**Insert Name Here – Investigator**

Department of Commerce, Community & Economic Development  
Division of Corporations, Business and Professional Licensing  
Post Office Box 110806  
Juneau, Alaska 99811-0806  
(907) 465-2550

**Insert Name Here – Licensing Examiner**

Department of Commerce, Community & Economic Development  
Division of Corporations, Business and Professional Licensing  
Post Office Box 110806  
Juneau, Alaska 99811-0806  
(907) 465-2550

**Insert Name Here – Licensing Examiner**

Department of Commerce, Community & Economic Development  
Division of Corporations, Business and Professional Licensing  
Post Office Box 110806  
Juneau, Alaska 99811-0806  
(907) 465-2550

**BOARD NAME**  
**FY 2021 Annual Report**

**Executive Summary of Board and Program Performance**

**BOARD NAME**  
**Fiscal Year 2021 Annual Report**

**Goals and Objectives of FY2021**

**Describe this year's goals and objectives and how they were met. Include any strengths, weaknesses, opportunities, threats, and required resources:**

**BOARD NAME**  
**Fiscal Year 2021 Annual Report**

**Goals and Objectives of FY2022**

**Describe the board's upcoming goals and objectives and proposed methods to achieve them. Include any strengths, weaknesses, opportunities, threats, and required resources:**

**BOARD NAME**  
**Fiscal Year 2021 Annual Report**

**Legislative Recommendations for FY 2022**

- No Recommendations**  
The board has no proposals for legislation at this time.
- Recommendations**  
The board intends to seek support for legislation regarding the following topics in the next fiscal year:

**BOARD NAME**  
**Fiscal Year 2021 Annual Report**

**Regulation Recommendations for FY 2022**

**No Recommendations**

The board has no plans for proposed regulations at this time.

**Recommendations**

The board intends to propose regulations regarding the following topics in the next fiscal year:

**BOARD NAME**  
**Fiscal Year 2021 Annual Report**

**Sunset Audit Recommendations**

**Date of Last Legislative Audit:**

**Current Board Sunset Date:**

**Audit Recommendation:**

**Action Taken:**

**Next Steps:**

**Audit Recommendation:**

**Action Taken:**

**Next Steps:**

**Audit Recommendation:**

**Action Taken:**

**Next Steps:**



## Sunset Audit Recommendations (continued)

<b>Audit Recommendation:</b>
<b>Action Taken:</b>
<b>Next Steps:</b>

<b>Audit Recommendation:</b>
<b>Action Taken:</b>
<b>Next Steps:</b>

<b>Audit Recommendation:</b>
<b>Action Taken:</b>
<b>Next Steps:</b>

**BOARD NAME**  
**Fiscal Year 2021 Annual Report**

**Budget Recommendations for FY 2022**

**Board/Staff Travel Required for In-Person Board Meetings**

Meeting Date	Location	# Board	# Staff
<input type="checkbox"/> Airfare:			\$0.00
<input type="checkbox"/> Hotel:			\$0.00
<input type="checkbox"/> Ground:			\$0.00
<input type="checkbox"/> Other:			\$0.00
<b>Total Estimated Cost:</b>			<b>\$0.00</b>

Meeting Date	Location	# Board	# Staff
<input type="checkbox"/> Airfare:			\$0.00
<input type="checkbox"/> Hotel:			\$0.00
<input type="checkbox"/> Ground:			\$0.00
<input type="checkbox"/> Other:			\$0.00
<b>Total Estimated Cost:</b>			<b>\$0.00</b>

Meeting Date	Location	# Board	# Staff
<input type="checkbox"/> Airfare:			\$0.00
<input type="checkbox"/> Hotel:			\$0.00
<input type="checkbox"/> Ground:			\$0.00
<input type="checkbox"/> Other:			\$0.00
<b>Total Estimated Cost:</b>			<b>\$0.00</b>

**Board/Staff Travel Required to Perform Examinations**

Date	Location	# Board	# Staff
<input type="checkbox"/> Airfare:			\$0.00
<input type="checkbox"/> Hotel:			\$0.00
<input type="checkbox"/> Ground:			\$0.00
<input type="checkbox"/> Other:			\$0.00
<b>Total Estimated Cost:</b>			<b>\$0.00</b>

**Out-of-State Meetings or Additional In-State Travel**

#1 Rank in Importance or  Not Applicable

Date	Location	# Board	# Staff	
Description of meeting and its role in supporting the mission of the board:				
Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input type="checkbox"/> Airfare:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Hotel:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Ground:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Conference:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Other	\$0.00	\$0.00	\$0.00	\$0.00
Describe "Other" (break out all sections):				
<b>Net Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Out-of-State Meetings or Additional In-State Travel**

#2 Rank in Importance

Date	Location	# Board	# Staff	
Description of meeting and its role in supporting the mission of the board:				
Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input type="checkbox"/> Airfare:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Hotel:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Ground:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Conference:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Other	\$0.00	\$0.00	\$0.00	\$0.00
Describe "Other" (break out all sections):				
<b>Net Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## Out-of-State Meetings or Additional In-State Travel

#3 Rank in Importance

Date	Location	# Board	# Staff	
Description of meeting and its role in supporting the mission of the board:				
Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input type="checkbox"/> Airfare:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Hotel:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Ground:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Conference:	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Other	\$0.00	\$0.00	\$0.00	\$0.00
Describe "Other" (break out all sections):				
<b>Net Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## Non-Travel Budget Requests

- Not Applicable                       Resources                       Exam Proctors  
 Membership                               Training                               Other

Product or Service	Provider	Cost Per Event
		\$0.00

Description of request and its role in supporting the mission of the board:

## Non-Travel Budget Requests

- Not Applicable                       Resources                       Exam Proctors  
 Membership                               Training                               Other

Product or Service	Provider	Cost Per Event
		\$0.00

Description of request and its role in supporting the mission of the board:

### Summary of FY 2022 Fiscal Requests

Board Meetings	\$0.00
Out-of-State and Additional In-State Travel:	\$0.00
Dues, Memberships, Resources, Training:	\$0.00
Total Potential Third-Party Offsets:	-\$0.00
Other:	\$0.00
<b>Total Requested:</b>	<b>\$0.00</b>

### Additional Comments

**EXECUTIVE SESSION MOTION**

I, \_\_\_\_\_, move that the Alaska State Board of Chiropractic Examiners enter into executive session in accordance with AS 44.62.310(c), and Alaska Constitutional Right to Privacy Provisions, for the purpose of discussing \_\_\_\_\_  
Board staff to remain during the session.

Off record: \_\_\_\_\_  
On record: \_\_\_\_\_

Authority: AS 44.62.310(c), Government meetings public

The following subjects may be considered in executive session:

- 1. matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;**
- 2. subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;**
- 3. matters which by law, municipal charter, or ordinance are required to be confidential;**
- 4. matters involving consideration of government records that by law are not subject to public disclosure.**

19 April 2021

To the Members of the Chiropractic Board of Alaska,

My name is Julie Gallus, a 2017 graduate of Logan Chiropractic College and currently a licensed chiropractor in Virginia. I moved to Fairbanks, Alaska in October 2020, and have been working towards my license since. I am reaching out to the board in regards to the continuing education requirement for licensure in Alaska.

I have been licensed in Virginia since March 2018 and with the first renewal completed I am licensed until 2022. Additionally, I have continued to work on my next renewal for Virginia which calls for 60 hours of continuing education, 30 from an accredited source and 30 from another source. Since arriving in Alaska, I have completed 24 hours of continuing education through online distance learning either by previously recorded seminars through ChiroCredit.com or live online seminars with Standard Process and SOWN.

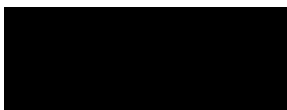
I have been working with Thomas Bay and Sheri Ryan from the Alaska Chiropractic Society in my search for in-person continuing education credit. Sadly, due to the COVID-19 restrictions, many states have not been conducting in person classes and seminars, and the seminars available have been in areas where travel restrictions made them impractical; this has made it nearly impossible to satisfy these continuing education credits.

I am requesting for the Board to please consider waiving the in-person requirements for the continuing education licensure requirement due to the continued COVID-19 pandemic.

Thank you for your time,



Dr. Julie Gallus, DC



**From:** Ryan Fordt [REDACTED]  
**Sent:** Thursday, April 15, 2021 9:27 AM  
**To:** Bay, Thomas L (CED) <[thomas.bay@alaska.gov](mailto:thomas.bay@alaska.gov)>  
**Subject:** Any new Covid protocol?

Mr. Bay,

When screening patients we ask them these questions;

- a. Do you have a current COVID-19 test pending?
- b. Have you been confirmed positive for COVID-19? → If yes, have you received two (2) negative tests since recovering or diagnosis?
- c. Are you currently experiencing, or have you recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?
- d. Have you knowingly been in close contact with anyone who has been confirmed positive for COVID-19? NOTE: CDC defines “close contact” as less than 6’ feet for 15 minutes or more. → If YES, have you received two (2) negative tests or self isolated for 14-days?
- e. Have you traveled out of state in the last 14 days? → If YES, have you received two (2) negative tests or self isolated for 14-days?
- f. Have you knowingly been in close contact with anyone who has traveled to or from Alaska? NOTE: CDC defines “close contact” as less than 6’ feet for 15 minutes or more. → If YES, have you received two (2) negative tests or self isolated for 14-days?

Now are these still the screening questions we need to be asking patients? I'm wondering because the state has lifted the travel restriction so they are not requiring people to get tested when they fly into Alaska. They are also not requiring people to quarantine if they have traveled recently. We are starting to get more patients who are traveling and they are getting upset because we require them to have a negative test or isolate for 14 days before coming in which of course they don't like.

My second question is, are we going to change any protocols/guidance since people are now being vaccinated?

Please let me know if I am correct or if we can change our protocol.

--

Dr. Ryan Fordt  
Parliament Chiropractic





Department of Commerce Community, and Economic Development  
Corporations, Business and Professional Licensing

Appropriation Name (Ex)	(All)
Sub Unit	(All)
PL Task Code	CHI1

Sum of Budgetary Expenditures Object Name (Ex)	Object Type Name (Ex)		
	1000 - Personal Services	3000 - Services	Grand Total
1011 - Regular Compensation	36,107.17		36,107.17
1014 - Overtime	0.63		0.63
1023 - Leave Taken	5,315.49		5,315.49
1028 - Alaska Supplemental Benefit	2,577.57		2,577.57
1029 - Public Employee's Retirement System Defined Benefits	3,249.82		3,249.82
1030 - Public Employee's Retirement System Defined Contribution	1,444.33		1,444.33
1034 - Public Employee's Retirement System Defined Cont Health Reim	1,088.44		1,088.44
1035 - Public Employee's Retirement Sys Defined Cont Retiree Medical	346.49		346.49
1037 - Public Employee's Retirement Sys Defined Benefit Unfnd Liab	3,106.86		3,106.86
1039 - Unemployment Insurance	67.53		67.53
1040 - Group Health Insurance	12,036.26		12,036.26
1041 - Basic Life and Travel	18.83		18.83
1042 - Worker's Compensation Insurance	390.64		390.64
1047 - Leave Cash In Employer Charge	863.94		863.94
1048 - Terminal Leave Employer Charge	588.21		588.21
1053 - Medicare Tax	592.51		592.51
1069 - SU Business Leave Bank Contributions	17.01		17.01
1077 - ASEA Legal Trust	58.76		58.76
1079 - ASEA Injury Leave Usage	7.00		7.00
1080 - SU Legal Trst	9.46		9.46
1970 - Personal Services Transfer	245.11		245.11
3002 - Memberships		1,181.00	1,181.00
3044 - Courier		3.55	3.55
3045 - Postage		38.95	38.95
3046 - Advertising		129.58	129.58
3088 - Inter-Agency Legal		16,634.09	16,634.09
3094 - Inter-Agency Hearing/Mediation		1,432.20	1,432.20
3085 - Inter-Agency Mail		287.07	287.07
<b>Grand Total</b>	<b>68,132.06</b>	<b>19,706.44</b>	<b>87,838.50</b>

**Steps in the Regulation Process for a Board and Commission (board):**

- 1. Request for draft regulation changes initiated by the board during a properly noticed public meeting.**
- 2. Reason for the proposed action: Identify the reason for the proposed action, such as compliance with new or changed state law. If applicable, identify the law, order, decision, or other action of the federal government or federal or state court, if that is the basis for the proposed action. The description need only be a sentence or two.**
- 3. Cost information – board must provide in the meeting minutes an estimated costs in the aggregate to comply with the proposed action to:**
  - **Private Persons**
  - **Other State Agencies**
  - **Municipalities**

**Cost information is described as simply an estimate of annual costs within the ability of the board to determine due to its familiarity with the regulated community. For example: The Board of Chiropractic Examiners is proposing to add three CE credits to their continuing competency requirements for a biennial license renewal. The proposal may cost**

- **Private Persons: (i.e. licensee or a nongovernmental entity, such as a partnership or corporation) \$50 annually to comply with the proposed action**
  - **Other State Agencies: None**
  - **Municipalities: None**
- 4. Board staff transmits the board minutes or an excerpt of the minutes and draft language or proposals for proposed regulation changes requested by the board to the Regulations Specialist.**
  - 5. Regulations Specialist determines if there is authority in statute to adopt the proposed regulation changes.**
  - 6. Regulations Specialist prepares draft of regulation changes working with the board staff before submitting the final draft to the board for review/approval. In some instances the draft regulation changes will be reviewed by an AAG before the final draft is submitted to the board for review/approval.**

**7. Board reviews final draft, amends if needed and requests that the approved draft be finalized and public noticed. Determine if board wants to hold a public hearing on the proposed regulation changes at its next meeting. If it does, the location, date and time of the hearing needs to be included in the public notice.**

**8. Board or staff needs to complete the Proposed Regulation Recommendation Form (PRRF) – see attached. This form, along with the approved draft copy of the proposed regulation changes are forwarded to the Regulations Specialist.**

**9. Regulations Specialist sends notice to the Alaska Dispatch News (or other newspapers if warranted) for publication, all interested parties, and licensees if warranted. The Regulations Specialist also posts the notice on the Alaska Online Public Notice System, electronically transmits a copy of the notice and proposed regulation changes to all incumbent (and newly elected) legislators and the Legislative Affairs Agency, House & Senate Labor & Commerce Committees, the Administrative Regulation Review Committee, Legislative Council, Lt. Governor, Governor, and Dept. of Law.**

**10. The Regulations Specialist or board staff shall make a good faith effort to answer a relevant question received at least 10 days before the end of the public comment period. Questions must be in writing or asked at a public meeting. The Regulations Specialist or board staff shall answer the question in writing and make the question and answer available to the public. The Regulations Specialist or board staff may, but is not required to, answer written questions received after the 10-day cutoff date.**

**11. After the comment deadline (at least 30 days in duration), comments received on proposed regulation changes are copied by the Regulations Specialist and given to the board staff to include in the board packets for the next meeting for the board to consider prior to adopting. Comments received after the deadline should not be forwarded to the board and comments should not be taken at the board meeting from the public prior to adoption unless a hearing was noticed and the comments are heard by the board during the comment period.**

**12. Board has few options at its next meeting. It can adopt the proposed regulation changes as written, amend and adopt them, or choose to take no**

action on them. If the board adopts the regulation changes, the chair signs an adoption order, and the board staff signs an affidavit of board action and attaches it to the relevant minutes or an excerpt of the minutes and forwards to the Regulations Specialist.

13. In addition to making a motion to adopt the regulations, the board is required to state on the record that it has reviewed any comments received on the record and considered the cost to private persons of the regulatory action being taken.

14. Regulations Specialist prepares project for transmittal to Dept. of Law, which includes the adopted regulations, certain affidavits, and other appropriate documents.

15. Dept. of Law reviews and occasionally will make edits. On rare occasions, this may require the edited version to be re-adopted by the board at a subsequent meeting. At the same time, the adopted regulations are submitted to the governor for review, and to the chair and all members of Administrative Regulation Review Committee (ARRC), together with any fiscal note, if required. The ARRC chair has 10 days to submit to the governor comments on the regulations.

16. Unless returned by the governor, when the governor, the ARRC, and Law's review are complete, the adopted regulations are forwarded to the Lt. Governor for filing. Regulation changes are effective 30 days after filing, unless a later effective date is specified in the adoption order.

17. The process may take six months to a year or longer to complete. The process may be expedited if a board meets often or holds a teleconference following the written comment period to adopt the final regulations. The Dept. of Law workload also plays a big part in the time frame.

18. Board minutes reflecting concisely what the project entails plays an important part in getting a project rolling. This is true for the initial stages and the final motion adopting the regulations following the public comment period due to the relevant minutes or an excerpt of the minutes being forwarded to the Dept. of Law with the final project.

# Steps in the Board Regulation Adoption Process

<i>Day 1</i>	<p><b>1</b></p> <p>At an open meeting, the board votes on language to change regulations. This motion is forwarded to the Division Regulations Specialist for drafting.</p>	<i>Day 65</i>	<p><b>7</b></p> <p>Division Regulations Specialist compiles answers to questions and posts FAQ on the program web page.</p>	<i>Once Regulations Are Effective</i>
<i>Day 30</i>	<p><b>2</b></p> <p>Once drafting is complete, the board holds another public meeting to edit or approve draft for public notice.</p>	<i>Day 75</i>	<p><b>8</b></p> <p>Regulations Specialist compiles public comments for distribution to board.</p>	
	<p><b>3</b></p> <p>Approved language is reviewed by Division attorney.</p>	<i>Day 90</i>	<p><b>9</b></p> <p>Board holds an open meeting to review public comments, make minor changes, and adopt regulations. Substantive changes may require additional drafting and public notice (Step 2).</p>	
	<p><b>4</b></p> <p>Department of Law opens file.</p>		<p><b>10</b></p> <p>Division submits final regulation package to Department of Law for review and approval. Law submits to the Governor's office and Legislative Administrative Regulations Review Committee (ARRC) for review.</p>	
<i>Day 45</i>	<p><b>5</b></p> <p>Division publishes and distributes public notice, additional regulation notice information, and proposed regulation to all licensees and interested parties. Public notice posted in newspaper and on Alaska Online Public Notice System</p>		<p><b>11</b></p> <p>Agency attorney reviews regulation</p>	
	<p><b>6</b></p> <p>Public comment period and/or hearing (if applicable).</p>	<i>Day 110</i>	<p><b>12</b></p> <p>Regulations attorney reviews and either approves or disapproves regulation</p>	
		<i>Day 150</i>	<p><b>13</b></p> <p>Unless returned by the Governor, Lt. Governor's office files approved regulation; regulations become effective in 30 days</p>	<p><b>14a</b></p> <p>Agency posts summary on Alaska Online Public Notice System</p> <p><b>14b</b></p> <p>Lt. Governor's office sends regulation to ARRC</p> <p><b>14c</b></p> <p>Regulation published in Alaska Administrative Code</p> <p><b>14d</b></p> <p>Forms &amp; FAQ updated on program web page</p>

All timeframes are estimated, dependent upon staff and attorney workflow and board scheduling.