

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

**MINUTES OF MEETING
JANUARY 26, 2007**

By authority of AS 08.01.070(2) and in compliance with the provisions of AS 44.62, Article 6, a scheduled meeting of the Board of Chiropractic Examiners was held on January 26, 2007 in Anchorage, Alaska.

Call to Order/Roll Call

The meeting was called to order by Dr. Gregory Culbert, President at 8:02 a.m. Those present, constituting a quorum of the Board were:

R. Clark Davis, DC, Secretary
Gregory M. Culbert, DC, President
Jeff Garness, Public Member
David J. Mulholland, DC, Vice-President
Rosemary Zimmerman, DC

Present from the Division of Corporations, Business and Professional Licensing was:

Cindy Roccodero, Licensing Examiner
Susan Winton, Investigator

Present telephonically from the Department of Law was:

Dave Brower, Assistant Attorney General

Visitors present were:

Elwood Waldroup, DC

Agenda Item 1 Review Agenda

Dr. Culbert, President, asked if there were any changes to the agenda.

Dr. Culbert made a request to add after agenda item 2, Discussion concerning Elwood Waldroup request for continuing education waiver.

Cindy Roccodero, Licensing Examiner noted that the Board needed to address delegation of the National Board of Chiropractic Examiners (NBCE) meetings and examinations. The agenda was amended to reflect item 9A-Nominate a delegate to attend the May NBCE Administrators meeting, 9B- Nominate a delegate to attend the June NBCE Part IV compilation, and 9C Nominate a delegate to attend the November NBCE Part IV examination.

Ms. Roccodero requested Board discussion concerning its newsletter during item 11-Board Business.

Ms. Roccodero informed the Board that Assistant Attorney General from Dave Brower would like to speak to the Board concerning item 10B2 – self referral. Request was made to move item 10B2 for discussion at 11:45 a.m.

On a motion duly made by Dr. Mulholland, and seconded by Dr. Zimmerman, and approved unanimously, it was

RESOLVED to adopt the agenda as amended.

Agenda Item 2

Ethics Disclosures

No violations to report.

Agenda Item 3

Investigative Unit Report

At 8:10 a.m. Susan Winton, Investigator for the Division of Corporations, Business and Professional Licensing joined the meeting.

A. Case Report

Ms. Winton stated that the Board has seven open complaints, two open investigations, and four closed cases. One licensee remains on probation for a period of five years effective December 1, 2002.

B. Discuss Case Number 700-06-002

Ms. Winton presented the Board with a Memorandum of Agreement, case number 700-06-03 for its consideration.

On a motion duly made by Dr. Culbert, seconded by Dr. Mulholland, it was

RESOLVED to enter into executive session in accordance with Alaska Statute 44.62.310(c)(2) to discuss case number 700-06-003.

8:14 a.m. Board entered into Executive Session, off record.

8:40 a.m. Board back on record.

The Board came back on record to vote either to approve or reject case number 700-06-003. Dr. Davis abstained from voting.

On a motion duly made by Dr. Mulholland, seconded by Dr. Zimmerman, and approved by Dr. Culbert, Mr. Garness, Dr. Mulholland, and Dr. Zimmerman, it was

RESOLVED to approve the Memorandum of Agreement (case number 700-06-003) as written for Steven J. Kunz.

C. Telepathic Chiropractic Treatment

Dr. Zimmerman would like “to see a stop gap measure as a Board to protect the public and prevent persons from misrepresenting themselves and preventing unethical practice of chiropractic via the Internet.”

Dr. Zimmerman stated perhaps issuing a fine to persons who send these types of e-mails for this type of practice to dissuade this type of practice.

Ms. Winton asked if the chiropractors contacting potential patients via e-mail were licensed in this state. Dr. Zimmerman, replied, “Unfortunately not.”

Ms. Winton stated that the Board can not fine anyone who is not under this jurisdiction. The Department has in centralized statutes authority to issue citations to persons practicing without a license in Alaska.

The problem is serving a person who is operating in another state or country. The Division could mail the citation, but compliance is questionable.

Mulholland recommended issuing a cease and desist order to those practicing chiropractic over the Internet and soliciting patients from Alaska.

Ms. Winton stated that the Medical Board has a regulation that prohibits licensees from diagnosing patients over the Internet.

Ms. Winton stated she would gather information for authority, cease and desist orders and check what other Boards have concerning internet practice and diagnosis.

D. Fraudulent Phonebook Advertising Tactics

Dr. Zimmerman informed the Board that she had the pleasure of networking with other state agency Board members and was informed of several fraudulent phonebook advertising tactics.

Dr. Zimmerman stated she “was horrified how chiropractors were being manipulated to sign contracts before the most absurd and useless advertising recommendations were suggested by these illicit companies.”

Dr. Zimmerman stated that the “Board needs to protect chiropractors and the public from these opportunists, by having this information in our meeting minutes.”

Ms. Winton stated that licensed chiropractors who do fall prey to fraudulent telephone book advertising tactics should call the Fair Business Practices Sections of the Attorney Generals Office at (907) 269-5100.

Dr. Culbert stated that he has received a flyer from Cascade Success, Dr. Jim Warner, which he advertises that chiropractors in Alaska need 24 hours of continuing education to renew their license including 8 hours x-ray. The hours can be on-line or on video. The flyer states that Cascade Success courses are Alaska approved and a way to get your education.

The Board feels that the flyer was misleading and asked Ms. Winton what could be done. Ms. Winton asked for a copy of the flyer and she will open a complaint.

Ms. Roccodero informed the Board that Cascade Success does offer courses that have been approved by the Board and reminded the Board that she is currently backlogged to July 2006 in processing continuing education requests for approval. Ms. Roccodero stated that Cascade Success could have additional requests for approval in the backlog.

Ms. Winton presented to the Board the Peer Review Committee packet that she created for its review.

There was concern that the peer review process was not timely and that there was not clear guidelines. Ms. Winton noted that initial response time was generally within three weeks and letters were sent to the complaintiff and the licensee indicating the complaint was being reviewed.

Peer Review Committee is only advisory in nature; the Board can take different action than that is recommended by the Committee.

The board discussed having a teleconference to discuss the Peer Review Committee findings and take potential action.

Break off-record at 9:21 a.m. Back on record at 9:37 a.m.

Agenda Item 4 Examinations

On a motion duly made by Dr. Culbert, seconded by Dr. Mulholland, it was

RESOLVED to enter into executive session in accordance with Alaska Statute 44.62.310(c)(2) to revise the Boards' jurisprudence examination.

9:37 a.m. Board entered into Executive Session, off record.

10:31 a.m. Board back on record.

Agenda Item 5 Public Comment

Dr. Elwood Waldroup, D.C. arrived at 10:31 a.m. to ask the Board if it would renew his license and consider giving him an extension to obtain the 8 hours of continuing education (CE) in x-ray that is required to renew his license.

Dr. McCormick certified radiologist in Anchorage has agreed to allow Dr. Waldroup to follow him around to obtain the 8 hours of x-ray needed to finalize the required CE for renewal.

Dr. Culbert asked Dr. Waldroup to have Dr. McCormick submit an application of continuing education approval, course syllabus and vitae.

The Board asked Ms. Roccodero if it had authority to renew Dr. Waldroup's license without having met the continuing education requirements.

Ms. Roccodero stated that the Board does have authority under 12 AAC 16.930(d), if the licensee has reasonable cause or excusable neglect for not obtaining the required number hours of CE needed for renewal.

Dr. Davis asked Dr. Waldroup to give the Board a reason that he experienced a hardship that prevented him from obtaining the CE

required for renewal. Dr. Waldroup stated that in-law health issues have brought him back to Alaska.

Dr. Culbert stated that it appears to him that Dr. Waldroup satisfies reasonable cause or excusable neglect as defined under 12 AAC 16.930(e)(3).

The Board reviewed and approved Dr. Waldroup's CE from New Mexico State Board.

Dr. Culbert asked Ms. Roccodero if Dr. Waldroup's application was in order. Ms. Roccodero replied that Dr. Waldroup did have a "yes" answer to a question #5. Department policy prevents staff from renewing a license without an explanation as to why the licensee answered "yes" to a question on the renewal application.

Dr. Waldroup stated that he provided a copy of a letter from his attorney dated 1996 regarding item #5 with his renewal. Ms. Roccodero confirmed receipt of the letter and stated that staff is trained to not assume that a licensee has not had any other malpractice settlements judgment against them, since the date their license was last issued.

Ms. Roccodero asked Dr. Waldroup for the record, "since your last chiropractic license was issued have had any malpractice settlements or judgments paid on your behalf? Dr. Waldroup replied "no."

The Board reviewed and approved the CE Dr. Waldroup obtained from the New Mexico Board.

The Board approved the renewal of Dr. Waldroup's license with an effective date of January 26, 2007 and informed Dr. Waldroup that he is to submit to Ms. Roccodero as soon as possible the CE request for approval from Dr. McCormick so he can receive credit for his 8 hours of x-ray.

Break off-record at 10: 53 a.m. Back on record at 11:00 a.m.

On a motion duly made by Dr. Culbert, seconded by Dr. Mulholland, it was

RESOLVED to enter into executive session in accordance with Alaska Statute 44.62.310(c)(2) to revise the Boards' jurisprudence examination.

11:00 a.m. Board entered into Executive Session, off record.

11:29 a.m. Board back on record.

Agenda Item 6 Goals and Objectives

A. FY07 Goals and Objectives

New items are italicized.

Goal 1. Carry out assigned duties of the board:

- Objective 1: Conduct a minimum of two board meetings a year.
- Objective 2: Continue licensing chiropractic physicians, processing applications in a timely manner.
- Objective 3: Review investigative reports, monitor disciplinary actions, and provide professional direction to the Division of Corporations, Business and Professional Licensing investigative staff regarding probation matters and chiropractic practice.
- Objective 4: Monitor and appoint the Peer Review Committee.
- Objective 5: Continue to review and process requests for continuing education credit approval in a timely manner.*

Goal 2. Provide information regarding board activities to the profession and the public.

- Objective 1: Inform all licensees of any pending regulation changes in the customary manner.
- Objective 2: Provide a public comment period at each 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.
- ~~Objective 6: Publish a newsletter following meetings of the Board, to include relevant information and current Board activities.~~
- Objective 7 6: Address the reporting requirements for domestic violence and sexual assault.

Goal 3. Pursue statutory authority consistent with the practice of chiropractic to ensure the health and safety of the public.

- Objective 1: Support the Alaska Chiropractic Society (ACS) in pursuing correction of the conflicting licensure requirements between Workers Compensation statutes and Chiropractic statutes.
- Objective 2: Support the Alaska Chiropractic Society (ACS) in pursuing statutory authority for regulation of Independent Medical Examiners (IMEs). This goal has been partially accomplished by existing statutes and regulations.
- Objective 3: Support the Alaska Chiropractic Society (ACS) in pursuing an increased fine for unlicensed practice under AS 08.20.200.

- Objective 4: ~~Address the requirements for school and sports physicals.~~
Support the Alaska Chiropractic Society (ACS) regarding the subject of school and sports physicals.
- Objective 5: ~~Asses and evaluate standards for all chiropractors practicing in this State Independent Medical Examinations (IMEs)~~
Support the Alaska Chiropractic Society (ACS) regarding the subject of Independent Medical Examiners (IMEs).
- Objective 6: *Pursue statutory authority to set administrative fees.*
- Objective 7: *Pursue statutory authority to create Position Statements.*
- Objective 8: *Amend Alaska Statute 08.20160 by removing "apparently" from verbiage.*
- Objective 9: *Support the Alaska Chiropractic Society regarding chiropractic technicians.*

Goal 4. Assess and evaluate regulations:

- Objective 1: ~~Assess and evaluate continuing education requirements for x-ray, professional boundaries and ethics, public health, emergency training, hazardous materials handling, OSHA requirements, and video and audio programs.~~
Assess and evaluate continuing education requirements.
- Objective 2: *Assess and evaluate radiological safety, professional boundaries, public health, emergency training.*
- Objective 3: *Proactively make recommendations through regulations to anticipate changes in the health industry.*
- Objective 4: *Raise awareness with public health, emergency training, hazardous materials, and OSHA requirements*
- Objective 5: *Clarification of inactive and retired status.*
- Objective 6: *Clarify injectable nutrients.*

Goal 5. Establish a utilization review process through the Peer Review Committee:

- Objective 1: Refine procedures for committee review of cases and the reporting process.

Goal 6. Continue affiliation with the Federation of Chiropractic Licensing Boards (FCLB) and work on the National Database (CIN-BAD), the National Board of Chiropractic Examiners (NBCE), and the Council on Chiropractic Education (CCE), and send a board representative to the annual and district meetings.

Goal 7. Keep informed of the sunset review process for the board and to review and respond to the sunset audit report recommendations. The next sunset review is scheduled for June 30, 2014.

At 11:45 a.m. Ms. Roccodero called Assistant Attorney General Dave Brower so the Board could receive a verbal opinion concerning self referral (O'Brien correspondence-September 2006).

Mr. Brower stated the facts; a licensed chiropractor has a practice and has a separate business that has DMX imaging, the licensee refers patients to the DMX imaging business, utilization of DMX imaging is common for diagnostic procedures which is fine in its self.

Mr. Brower stated that he couldn't find anything in chiropractic regulations that prohibits referral of a patient to another business which the licensee has an interest in.

Mr. Brower stated the he recommends that licensee informs the patient that he is referring them to a place which can perform DMX imaging, which he happens to own, however, the patient is not required to visit his DMX imaging business to have the x-rays taken.

The Board stated after discussion with Mr. Brower that Ms. Roccodero can go ahead and mail the letter drafted by Dr. Davis to Ms. O'Brien regarding self referral.

Agenda Item 7 Injectable Nutrients Discussion

Topic was tabled for discussion at the Boards June 8, 2007 meeting.

Agenda Item 8 Regulations

The Board stated that it would like to see Peer Review Committee members receive continuing education credit for their participation in the peer review process.

A. Amend/Create – Under 12 AAC 16

A1: Nonacademic Continuing Education

***New subsection:* 12 AAC 16. _____NONACADEMIC CONTINUING EDUCATION**

(a) Computation of nonacademic continuing education hours.

For the purposes of 12 AAC 16.280, .290, .320, .350 - .390, 50 minutes of instruction constitutes one hour.

(1) Credit is given only for class hours and not for hours devoted to class preparation.

(b) **Nonacademic program criteria.** Nonacademic continuing education programs requiring class attendance are approved by the board if

(1) the program is at least one hour in length;

(2) the program is conducted by a qualified instructor;

(3) a record of registration or attendance is maintained; and

(4) an examination or other method of assuring satisfactory completion of program by participant is incorporated.

(c) Approved nonacademic continuing education programs.

The following programs are approved by the board:

(1) educational meetings of the following associations, if the documentation required by 12 AAC 16.380 demonstrates that the meeting in question meets the requirement of 2 AAC 16.320 and (b) of this section.

(A) American Chiropractic Association;

(B) International Chiropractors Association;

(C) Canadian Chiropractic Association;

(2) education classes, if

(A) they are conducted by any chiropractic college that is accredited by or has accreditation status with the Council on chiropractic Education; and

(B) the program sponsor or the applicant for renewal of a chiropractic license

(i) request board approval;

(ii) demonstrates to the board's satisfaction that the educational classes meet the requirements of 12 AAC 16.320 and (b) of this section.

(3) continuing education programs that are certified by the Providers of Approved Continuing Education through the Federation of Chiropractic Licensing Boards.

A2: Request for Continuing Education Approval Requirements

Re-title and add a new subsection to 12 AAC 16.320 (page 12)

Approved Subjects: 12 AAC 16. __REQUEST FOR CONTINUING EDUCATION APPROVAL REQUIREMENTS

(a) **Approved subjects.** To be approved by the board, a subject must contribute directly to the professional competency of a person licensed to practice as a chiropractor and be directly related to the concepts of chiropractic principles, philosophy, and practice, including the following:

(1) treatment and adjustment technique, including physiotherapy, nutrition and dietetics;

(2) examination and diagnosis or analysis including physical laboratory, orthopedic, neurological and differential;

(3) radiographic technique and interpretation involving all phases of roentgenology as permitted by law;

(4) study of the methods employed in the prevention of excessive radiation and safety precautions to the patient;

(5) diagnostic imaging;

(6) continuing education programs that are certified by the Providers of Approved Continuing Education through the Federation of Chiropractic Licensing Boards;

(7) prevention of communicable diseases; and

(8) domestic violence and sexual assault.

(b) Initial Application for Continuing Education Credit

Approval. The board will in its discretion, approve continuing education programs upon a written request by the program sponsor. All such requests must be received not less than 90 days before the program presentation date and must contain the following information:

(1) name and address of organization sponsoring the course for which approval is requested;

(2) instructor's name and credentials';

(3) title/name of course or seminar;

(4) an outline of subject matter to be covered;

(5) the number of actual hours of instruction;

(6) the mechanism of monitoring and certifying attendance;

(7) the location at which the course will be conducted; and

(8) dates the course will be presented.

(A) The board will, in its discretion, award continuing education credit for attendance at a course or seminar which has not previously been approved by the board if it meets the requirements of 12 AAC 16._____, 12 AAC 16.320, 12 AAC 16._____(b) and 12 AAC 16. _ and if the applicant submits supporting documentation to the board with the application for credit. The amount of credit awarded, if any, will be determined by the board on an individual basis.

(c) Expiration of Approved Continuing Education Credit. The board will approve continuing education course or seminar for a period of four years due to expire on December 31, of an even numbered year if there are no substantive changes.

(d) Requirement to Reapply for Continuing Education Credit Approval. A sponsor who has a change to section (b)(2) and (b)(4) within the four year term in (c) of this section is required to reapply to the board for continuing education credit approval.

(e) Renewal of Approved Continuing Education. A sponsor who has no changes to section (b)(2) and (b)(4) of the initial request for continuing education credit approval, shall submit all such requests, which must be received not less than 90 days before the program presentation date that contains the following information:

(1) name and address of organization sponsoring the course for which approval is requested;

(2) title/name of course or seminar;

(3) Alaska Board course identification (ID) number;

(3) the location at which the course will be conducted; and

(4) dates the course will be presented.

Break off record at 12:30 p.m. Back on record at 1:00 p.m.

A3: Continuing Education Requirements

New Section: 12 AAC 16. _____ CONTINUING EDUCATION REQUIREMENTS

(a) **Hours of continuing education required.** Except as provided in (2) of this section, an applicant for renewal of a chiropractic license shall obtain and document successful completion of 24 hours of approved continuing education during the concluding licensing period.

(1) At least one-third and no more than one-half of the total hours required in (a) of this section must be devoted to radiographic safety, radiographic techniques and interpretation, or diagnostic imaging.

(2) An applicant for renewal of a chiropractic license for the first time shall obtain and document successful completion of 12 credit hours of approved continuing education for each complete calendar year the applicant was licensed during the concluding licensing period.

(3) Two of the hours required in (a) of this section will be credited to each applicant for renewal for reading the most current Board of Chiropractic Examiners statutes and regulations book. An application for renewal must verify by written signature that the applicant has complied with this subsection before the applicant's license renewal will be processed.

(b) **Reporting of continuing education.** An applicant for renewal of a license to practice chiropractic shall submit, on a form provided by the department, a statement of the continuing education in which he or she participated. The statement must include the following information:

- (1) sponsoring organization;
- (2) repeat;
- (3) title or description of course or both;
- (4) repeat;
- (5) date(s) of attendance or period of correspondence;
- (6) the number of continuing education hours claimed; and
- (7) course identification number.

(A) Falsification of any written evidence submitted to the board under this section is unprofessional conduct and constitutes ground for censure, reprimand, or license revocation or suspension.

A4: Licenses and Certificates

Amendment: 12 AAC 16.190 LICENSES AND CERTIFICATES

(b) The board will issue a certificate to a person passing the examination upon receipt of the applicable fee established in 12 AAC 02.150. The certificate issued, [on a one-time basis] will contain the signatures of all board members.

Break off record at 1:47 p.m. Back on record at 1:56 p.m.

A5: Application for Licensure by Examination, Temporary Permit, Locum Tenens Permit and Licensure by Credentials

12 AAC 16.030(a)(4) Application for licensure by examination;
12 AAC 16.031(b)(4) and (c)(4) Application for temporary permit
for locum tenens practice; 12 AAC 16.033(a)(7) and (8) Application
for licensure by credentials.

Change each section from “certified copy” to “official transcript sent
directly from issuing entity.”

A6: Continuing Education Re-licensure Requirements, Communicable Diseases

**Amendment: 12 AAC 16.390 RENEWAL AND REINSTATEMENT
OF LICENSE**

“...Re-licensure requirement in communicable disease.
Maryland for example requires three credits for re-licensure.
Necrotizing fasciitis and resistant bacteria are becoming more
prevalent and this should be addressed with our board.”

A7: Venapuncture

New Subsection: 12 AAC 16. _____ DIAGNOSTIC TESTING

A licensed chiropractic physician in the state of Alaska may perform
diagnostic testing to include, but not limited to blood sampling,
urinalysis, saliva, hair and tissue samples.

**New Subsection: 12 AAC 16.920 MINIMUM PROFESSIONAL
STANDARDS**

(c) Maintenance of patient records as under (a)(8)-(10)
of this section includes

- (1) failing to disseminate complete patient records to the patient within
30 days regardless of patients outstanding balance;
- (2) failing to return original patient records after use is completed;
- (3) failing to maintain patient records for a minimum of seven years
past their last date of treatment or age 25 if the patient was a minor
at the time of last examination treatment.

**On a motion duly made by Dr. Mulholland, seconded by Dr.
Zimmerman, and approved unanimously, it was**

**RESOLVED to public notice new section 12 AAC 16.
Nonacademic Continuing Education, 12 AAC 16. Request for
Continuing Education Approval Requirements, 12 AAC 16.
Continuing Education Requirements, 12 AAC 16.190(b), 12 AAC**

16.030(a)(4), 12 AAC 16.031(b)(4) and (c)(4), 12 AAC 16.033(a)(7) and (8), 12 AAC 16.930, 12 AAC 16. Diagnostic Testing, and 12 AAC 16920(c) as written for adoption at the Boards June 8, 2007 meeting.

Agenda Item 9 Federation of Chiropractic Licensing Boards (FCLB) Update

A. May 2006 Annual Meeting Report

Dr. Davis provided the Board with points of interest from his participation in the FCLB annual meeting which is held concurrently with the National Board of Chiropractic Examiners (NBCE) annual meeting. Dr. Davis stated he recommends every Board member attend at least one annual meeting, it's very educational.

B. May 2007 Annual Meeting - Nominate Delegate

The Board unanimously nominated Dr. Davis to attend the FCLB/NBCE May 2007 annual meeting in St. Louis.

Break off-record at 3:20 p.m. Back on record at 3:29 p.m.

C. Association of Chiropractic Board Administrators (ACBA) Meeting

The Board felt that it would be beneficial to staff, the Board and the State if Ms. Roccodero could attend the May 2007 meeting. The Board unanimously agreed to send Ms. Roccodero to May 2007 ACBA meeting.

Ms. Roccodero recommended that the Board nominate a Board member to attend the National Board of Chiropractic Examiners June Part IV compilation and the November Part IV examination.

Dr. Zimmerman volunteered to participate in both the June Part IV compilation and the November Part IV examination.

Agenda Item 10 Correspondence

A. Correspondence for Review

1. Hager Chiropractic Health: Dr. Culbert requested Ms. Roccodero to add to the June 8, 2007 meeting agenda, adoption of treatment guidelines, including Croft 2002. Ms. Roccodero to respond to correspondence.
2. Charles A. Rublee: Tabled until June 8, 2007 meeting.

B. September 2006 Correspondence Task Status

1. Dr. Mulholland's Assigned Task's

- Respond to Heel, Inc. Re: Nutraceutical (June 2006)
 - Respond to Troy Sammons (July 2006)
 - Respond to Louisiana Board of Chiropractic Examiners (September 2006)
2. Cindy Roccodero, Licensing Examiner Assigned Task. Obtain verbal opinion from Department of Law concerning self referral.

Agenda Item 11 Board Business

A. Peer Review

Ms. Roccodero noted to the Board that the Peer Review committee has two vacancies, one public member and one doctor of chiropractic.

The Board requested Ms. Roccodero to ask Dr. Holt and Ms. Bonnie Paddock if they would be interested in serving another term on the committee. Dr. Ed Barrington and Dr. Robert Wheeler were nominated as replacements for Dr. Holt. If Ms. Paddock is not willing or unable to serve another term there will be an open Public Member seat.

On a motion duly made by Dr. Mulholland, seconded by Dr. Davis, and approved unanimously, it was

RESOLVED to reappoint Dr. Holt and Ms. Paddock for an additional term.

B. Annual Report

Ms. Roccodero reminded the Board that its Annual Report is due July 1. Ms. Roccodero stated in order to assist in the submission of a timely Annual Report, she recommended that the Board President delegate portions of the Annual Report to Board members, as done in the past.

Ms. Roccodero stated that staff is responsible for the Table of Contents, Identification of the Board, Statistical Overview, Expenditure Report, Investigative Unit Report, Continuing Education Enforcement Report, Goals and Objectives.

The Board is responsible for the Narrative Statement, Budget Recommendations, Legislative Recommendations, Needs of the Board and Accomplishments.

Ms. Roccodero volunteered to do the Legislative Recommendations.

The Board President volunteered to write the Narrative Statement and Sunset Audit Performance/Legislative Recommendations, Needs of the Board.

Dr. Mulholland volunteered to write the Accomplishments.

C. Review Budget Report

The Board reviewed its budget report and requested the administrative manager to be present at its June 8, 2007 meeting to explain the report and to assist the Board in establishing administrative fees.

D. Review September 2006 Minutes

The Board reviewed its September 2006 minutes. No edits were made.

On a motion duly made by Dr. Zimmerman, seconded by Dr. Mulholland, and approved unanimously, it was

RESOLVED to approve the December 2006 minutes as presented.

E. Confirm June 8 Meeting Date

The Board confirmed that the next tentatively scheduled meeting will be June 8, 2007 in Juneau in the State Office Building.

The Board noted that there is too much lapse time between the January examination and the June examination. The Board requested Ms. Roccodero to administer the Boards' jurisprudence examination on April 20, 2007.

Ms. Roccodero mentioned to the Board that the draft or final minutes are published on the Board's web page and asked what the purpose was of publishing a newsletter that reiterates what is in the minutes.

Ms. Roccodero noted that the newsletter is generally not received from Dr. Davis until a few weeks before the next meeting. Once received, she or other staff then places the information into a word document and proof reads it for grammar and punctuation. The newsletter then has to go to the Ms. Roccodero's supervisor and the Division director for approval.

Ms. Roccodero state that this process takes valuable time for all involved and feels that the newsletter can be eliminated.

The Board stated that by eliminating the newsletter, licensees would not know who passed the most recent Board examinations.

Ms. Roccodero stated that upon grading the Boards' examination staff could insert onto the Boards' examination link the names of applicants who have passed the examination.

After some discussion the Board decided to no longer publish a newsletter and agreed to staff publishing the names of applicants who have passed the Boards examination.

F. Signatures Required

- The Board signed wall certificates for Nicholas J. Morris, Evan E. Frisk, and Robert E. Lewis.
- Board president signed the September 22, 2006 meeting minutes and the Board's quarterly ethics report.
- Ms. Roccodero collected signed travel authorizations and receipts.

Meeting adjourned at 5:00 p.m.

Respectfully Submitted:

Veida Forrest
Licensing Examiner

Approved:

Gregory Culbert, DC., President
Board of Chiropractic Examiners

Date: _____