

**Board of Chiropractic Examiners  
TELECONFERENCE MEETING MINUTES  
Licensing, Continuing Education & Public Relations Committee  
October 19, 2015  
901 P Street, Suite 142A  
Sacramento, CA 95814**

**Teleconference Meeting Locations:**

Corey Lichtman, DC  
538 Stevens Ave.  
Solana Beach, CA 92075  
(858) 481-1889

Heather Dehn, DC  
901 P Street, Ste 142A  
Sacramento, CA 95814  
(916) 263-5355

John Roza, Jr., DC  
800 Douglas Blvd  
Roseville, CA 95678  
(916) 786-2267

**Committee Members Present**

Heather Dehn, D.C., Chair  
John Roza Jr., D.C.  
Corey Lichtman, D.C.

**Staff Present**

Robert Puleo, Executive Officer  
Dixie Van Allen, Staff Services Manager I  
Brianna Lauziere, Staff Services Analyst

**Call to Order**

Dr. Dehn called the meeting to order at 12:35 P.M.

**Roll Call**

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

**Approval of Minutes**

**MOTION: DR. ROZA MOVED TO APPROVE THE MINUTES OF THE AUGUST 26, 2015  
LICENSING, CONTINUING EDUCATION & PUBLIC RELATIONS COMMITTEE MEETING  
SECOND: DR. LICHTMAN SECONDED THE MOTION  
VOTE: 3-0 (DR. ROZA – AYE, DR. LICHTMAN – AYE, DR. DEHN – AYE)  
MOTION CARRIED**

### **Review and Discussion of Continuing Education Audit Statistics**

Mr. Puleo shared statistics of non-complaint licensees found in CE audits from October 2013 to July 2015. Approximately 60 audits were conducted each month.

Dr. Dehn inquired about the Board's procedures when a licensee is found to be in violation with the CE requirements.

Mr. Puleo explained that if the chiropractor cannot produce records of CE credit they are sent to enforcement and may be issued a citation.

Dr. Dehn asked how long a chiropractor has to correct the deficiency.

Mr. Puleo stated that the chiropractor must complete the CE credits within a few weeks and provide proof of completion to Board staff. The chiropractor will most likely be audited again at their next renewal. First offenses typically result in a warning letter and subsequent offenses result in a citation.

Mr. Puleo shared that the Board has never had to open a formal complaint and file an accusation on a chiropractor for continuous violations with CE requirements.

Dr. Lichtman asked about the time frame for completing CE credits after a warning letter is issued.

Mr. Puleo explained that the Licensing Unit will allow the chiropractor to complete the CE within a few weeks of the audit. If course completion certificates are not received in a timely manner, a hold may be placed on their license which would prevent the licensee from practicing.

Dr. Dehn requested additional information to be presented at the next committee meeting on penalties for chiropractors who do not comply with the CE renewal requirements.

### **Review and Discussion on Strategic Plan Action Items**

Dr. Dehn discussed Goal 1- Licensing and its relationship to the committee.

Mr. Puleo updated the committee on the Board's status regarding the conversion to the Breeze system. The Board continues to use CAS until the conversion takes place.

Dr. Dehn discussed Goal 3- Professional qualifications and continuing education. This is an ongoing project.

Mr. Puleo stated that the utilization of the CE provider task force will provide the Board with documentation justifying changes proposed in the rulemaking package.

The committee revised a timeline for goal 3.1- Establish provider review standards for continuing education providers. Action item 3.1.1- Define proficiency standards for CE providers has a new completion date of Q4 2015. Action item 3.1.2- Prepare proposed regulatory language in document and display changes in Q2 2016. Action item 3.1.3- Submit document to the Board for review and approval in Q2 2016. And action item 3.1.4- Complete

the regulatory process by Q2 2017.

Ms. Van Allen stated no changes have to be made to the strategic plan but the Board should be notified of the new dates.

Dr. Dehn stated that Goal 3.2- Develop a continuing education course auditing system will have to be revised once new regulations are put into place. This goal is currently completed with the laws that are in place.

Dr. Dehn explained that Goal 3.3- Evaluate effectiveness of compliance with CE regulations to ensure competency is on hold.

The committee has made an effort to provide CE providers with disciplinary information by creating a "Top 10 Violation" handout to distribute to chiropractors in hopes of lowering the rates of violations by licensees.

Mr. Puleo stated this goal has been completed but it is an ongoing goal to remind our CE providers to educate chiropractors of common violations to decrease infractions.

Dr. Dehn inquired about the process for distributing the "Top 10 Violation" handout.

Mr. Puleo shared that staff has emailed PDF versions of the handout to CE providers in the past.

Dr. Dehn suggested that the "Top 10 Violation" handout be provided to CE providers upon course approval and be included in course material for ethics courses.

Dr. Lichtman suggested an email blast to be sent quarterly to CE providers with a PDF version of the "Top 10 Violations" as a reminder to include this material in their course and encourage providers to distribute this document to course attendees.

Mr. Puleo stated that staff can create a template to send out regularly to CE providers.

Dr. Dehn discussed the travel restrictions with Goal 3.4- Establish and document protocols for ongoing communication with chiropractic oversight organizations to ensure consistent standards.

Ms. Kim DeWeese from California Chiropractic Association suggested the Board present and teach an ethics course.

Dr. Dehn discussed Goal 5- Public Relations and Outreach. She questioned the status of action item 5.1.2- contact DCA Office of Public Affairs for information on development of a BCE Communication Plan.

Mr. Puleo explained that the Government Affairs Committee completed this task. DCA's Public Affairs Office provided tips on navigating the Board's social media sites and networking. Julie Elginer, Dr. PH will provide social media training for the Board members at the next public Board meeting on January 28, 2016.

Dr. Dehn discussed Goal 5.2- Through the DCA Office of Publications, Design and Editing, develop consumer education materials about the Board. She stated that the Board continues to work with staff on creating new publications. We are currently in the process of completing a Licensee Guide and the winter 2015 Newsletter.

Dr. Dehn asked Mr. Puleo about Goal 5.3- Collaborate with DCA to optimize the Board's website.

Mr. Puleo mentioned there are limited changes that can be made to the website because DCA created templates for all Board related websites. We have the authority to make changes to the contents but cannot alter the appearance of the website.

Dr. Dehn suggested that the committee revisit the website matter in Q4 2016.

**Review and Discussion on Possible Revisions to the Continuing Education Regulations for Approving Continuing Education Providers- Update Regarding CE Provider Qualification Focus Group**

Mr. Puleo announced that the first CE Provider Task Force is scheduled on November 5, 2015 from 12:30PM-3:30PM in Sacramento. The Board appointed DCA's SOLID Unit to facilitate the task force.

Dr. Dehn asked if a specific location has been selected.

Ms. Lauziere announced that the CE Provider Task Force will be held at the Department of Consumer Affairs HQ2 at 1625 N. Market Blvd, Sacramento, CA 95834 in the Sapphire Room #285.

Dr. Dehn inquired about the number of CE providers who were notified about the CE Task Force.

Ms. Lauziere stated that the Board mailed out invitations as well as emailed 180 CE providers. Additionally an email blast was sent to our online subscribers. Currently 6 CE providers have RSVP'd.

Mr. Puleo announced that there will be a second CE Provider Task Force held in Southern California early next year.

The committee members discussed possible dates and locations for the second task force.

Mr. Puleo stated the CE Provider Task Force will be considered a public meeting and announcements will be emailed to online subscribers and posted on the BCE website.

Dr. Dehn thanked Dr. Mark Cymerint for the email and CE provider application that he sent to the Board for review. She will have these materials available at the task force for open discussion.

**Review and Discussion Regarding Proposed Outreach Publications**

Dr. Dehn reviewed the Licensee Guide with the committee members.

On page 1, the committee recommended that the first and third paragraph under the chiropractic profession section be deleted.

On page 3, Dr. Dehn suggested the Board refer to the Top 10 Violation under the “show it off” section to remind chiropractors to “protect their license”.

**Public Comment**

Dr. Cymerint referred to the material he sent to the Board and pointed out information about grandfathering CE providers and asked the committee members if they had any questions.

Mr. Puleo stated that since the materials were not included in the agenda they cannot be discussed but will have them available at the task force meeting for review and discussion.

**Future Agenda Items**

Dr. Dehn requested more information on the penalties for chiropractors who do not complete their required annual CE credits. Provide an update on the next Continuing Education Providers Task Force and update on Licensee Guide.

**Adjournment**

Dr. Dehn adjourned the meeting at 1:55 P.M.