

## **NOTICE OF PUBLIC MEETING**

### **TELECONFERENCE - GOVERNMENT AFFAIRS & STRATEGIC PLANNING COMMITTEE**

**October 22, 2015, 10:00 a.m.**

One or more Committee Members will participate in this meeting at the teleconference sites listed below. Each teleconference location is accessible to the public and the public will be given an opportunity to address the Government Affairs and Strategic Planning Committee at each teleconference location. The public teleconference sites for this meeting are as follows:

#### **Teleconference Meeting Locations:**

Julie Elginer, Dr. PH  
Frank Ruffino, Public Member  
Board of Chiropractic Examiners  
901 P Street, Suite 142A  
Sacramento, CA 95814  
(916) 263-5355

Dionne McClain, D.C.  
McClain Sports & Wellness Inc.  
6360 Wilshire Blvd. #410  
Los Angeles, CA 90048  
(323) 653-1014

#### **AGENDA**

1. **CALL TO ORDER & ESTABLISHMENT OF A QUORUM**
2. **Approval of Minutes**  
July 16, 2015
3. **Legislative Update**
  - AB 85 – Wilk (Open Meetings)
  - AB 12 – Cooley (State Government: administrative regulations: review)
  - AB 333 – Melendez (Healing Arts: continuing education)
  - AB 410 – Obernolte (Documents Submitted to Legislative Committees)
  - SB 467 (Hill) – Professions and vocations
  - AB 179 (Bonilla) – Healing Arts
4. **Review and Discussion of BCE Strategic Plan Goals Assigned to the Government Affairs & Strategic Plan Committee**
  - Goal 4 – Organizational Effectiveness
  - Goal 7 - Government Affairs

5. **Overview of Strategic Planning Process and Approach for the 2016 Strategic Planning Year.**
6. **Annual Legislative/Agency Visits** – Discussion on who to visit and what to include in presentation.
7. **PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**  
Note: The Committee may not discuss or take action on any matter raised during this public comment section that is not included on this agenda, except to decide whether to place the matter on the agenda of a future meeting. [Government Code Sections 11125, 11125.7(a).] Public comment is encouraged; however, if time constraints mandate, comments may be limited at the discretion of the Chair.
8. **FUTURE AGENDA ITEMS**
9. **ADJOURNMENT**

**GOVERNMENT AFFAIRS COMMITTEE**

Julie Elginer, Dr. PH, Chair  
Dionne McClain, D.C.  
Frank Ruffino, Public Member

***The Board of Chiropractic Examiners' paramount responsibility is to protect the health, welfare, and safety of the public through licensure, education, and enforcement in chiropractic care.***

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Committee Meetings of the Board of Chiropractic Examiners are open to the public except when specifically noticed otherwise in accordance with the Open Meeting Act. Public comments will be taken on agenda items at the time the specific item is raised. The Committee may take action on any item listed on the agenda, unless listed as informational only. All times are approximate and subject to change. Agenda items may be taken out of order to accommodate speakers and to maintain a quorum. The meeting may be cancelled without notice. For verification of the meeting, call (916) 263-5355 or access the Board's Web Site at [www.chiro.ca.gov](http://www.chiro.ca.gov).

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The meeting facilities are accessible to individuals with physical disabilities. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Marlene Valencia at (916) 263-5355 ext. 5363 or e-mail [marlene.valencia@dca.ca.gov](mailto:marlene.valencia@dca.ca.gov) or send a written request to the Board of Chiropractic Examiners, 901 P Street, Ste. 142A Sacramento, CA 95814. Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.



State of California  
Edmund G. Brown Jr., Governor

# Approval

## Of

# Minutes



**Board of Chiropractic Examiners  
MEETING MINUTES  
Government Affairs Committee  
July 16, 2015**

Teleconference Locations

**Board of Chiropractic Examiners**  
901 P Street, Suite 142A  
Sacramento, CA 95814

**McClain Sports & Wellness Inc.**  
6360 Wilshire Blvd. #410  
Los Angeles, CA 90048

**Committee Members Present**

Julie Elginer, Dr. PH, Chair  
Dionne McClain, D.C.  
Frank Ruffino, Public Member

**Staff Present**

Robert Puleo, Executive Officer  
Linda Shaw, Assistant Executive Officer  
Dixie Van Allen, Acting Licensing Manager  
Brianna Lauziere, Staff Services Analyst

**Call to Order & Establishment of a Quorum**

Dr. Elginer called the meeting to order at 11:00 a.m.

**Roll Call**

Dr. McClain called the roll. All Board members were present at the locations listed on the Agenda.

**Approval of Minutes**

**MOTION: MR. RUFFINO MOVED TO APPROVE THE MINUTES OF THE APRIL 30, 2015 GOVERNMENT AFFAIRS COMMITTEE MEETING.**

**SECOND: DR. MCCLAIN SECONDED THE MOTION**

**VOTE: (3-0) (MR. RUFFINO – AYE, DR. MCCLAIN – AYE, DR. ELGINER - AYE)**

T (916) 263-5355

F (916) 327-0039

TT/TDD (800) 735-2929

Consumer Complaint Hotline

(866) 543-3311

Board of Chiropractic Examiners

901 P Street, Suite 142A

Sacramento, California 95814

[www.chiro.ca.gov](http://www.chiro.ca.gov)

## **MOTION CARRIED**

### **Legislative Update**

Ms. Van Allen provided the Committee with a summary and status update of the following legislative bills:

- AB 85 – Wilk (Open Meetings)

This bill passed out of the Governmental Organization Committee on July 14, 2015 and has been referred to Appropriations. The Committee agreed to maintain their recommended position of “OPPOSE” for the full Board’s consideration.

Dr. Elginer inquired whether it is necessary to testify on this bill. Mr. Puleo indicated that this Board’s position is the same as other Boards/Bureaus under DCA and doesn’t believe that having our Board testify will make a difference in the outcome.

- AB 1060 – Bonilla (Professions and Vocations: licensure)

Ms. Van Allen advised that this bill has been amended to cover another topic and is no longer a concern to the Board. This bill will be removed from the Committee’s active watch list.

- SB 277 - Pan (Public health: vaccinations)

SB 277 has been chaptered and will no longer remain on the Committee’s active watch list. Dr. Elginer advised of efforts underway to recall this piece of legislation.

- AB 12 – Cooley (State Govt.: administrative regulations: review)

Ms. Van Allen advised that this bill passed through the Governmental Organization Committee and has been referred to Appropriations. The Committee agreed to maintain their recommended position of “NEUTRAL” on this bill.

- AB 333 – Melendez (Healing Arts: continuing education)

Ms. Van Allen advised that clarifying changes were made to this bill which identifies when CE credit will be granted for the specified courses. Ms. Van Allen advised that the amendments made to this bill do not have an impact upon the Board and recommended that the position of “NEUTRAL” remain in effect. The committee agreed to continue the position of “NEUTRAL”.

- AB 410 – Obernolte (Documents submitted to legislative committees)

This bill passed through the Governmental Organization Committee on June 29, 2015 and has been re-referred to Appropriations with a Consent Calendar recommendation. The Committee agreed to continue the recommended position of “NEUTRAL.”

- SB 467– Hill (Professions and Vocations)

This bill was placed in the Appropriations suspense file on July 15, 2015. Dr. Elginer recommended moving this bill to the “Dead or 2-Year Bill” category on the Committee’s Legislative Summary Sheet.

- AB 179 - Bonilla (Healing arts)

Ms. Van Allen explained that the provision of this bill which affects the Board is in regards to the expansion of the licensee exemption for which the sexual abuse and misconduct statute (Business and Professions Code Section 726) would apply. This bill would codify the Board’s existing regulation (CCR Section 316).

Dr. Elginer inquired about the Dental Board’s fee schedule and when the last fee analysis was completed for the BCE. Mr. Puleo advised that an analysis was done several years ago when licensing fees were raised. Dr. Elginer also inquired about amounts of other healing arts board’s fees.

Dr. Elginer inquired about the purpose and whether the BCE should be included in the contingent fund included in this bill. Mr. Puleo volunteered to research this question.

**MOTION: MR. RUFFINO MOVED TO RECOMMEND A “NEUTRAL” POSITION TO THE FULL BOARD ON AB 179.**

**SECOND: DR. ELGINER SECONDED THE MOTION**

**VOTE: (3-0) (MR. RUFFINO – AYE, DR. MCCLAIN – AYE, DR. ELGINER - AYE)**

**MOTION CARRIED**

### **Update on BCE Communications Assessment**

Cristina Valdivia-Aguilar, DCA’s Office of Public Affairs, provided the Committee members with a written document titled, “Board of Chiropractic Examiners Communications Assessment July 2015” and discussed the results of the Communications Assessment.

Dr. Elginer inquired about whether the Committee could get information on the number of followers on Facebook and Twitter for other healing arts boards. She also inquired about how the online chat feature works, how practitioners are selected to participate, how other boards engage with consumers and the profession, and whether stories or profiles of chiropractors should be shared.

Ms. Valdivia-Aguilar stated that she would provide answers to Dr. Elginer’s questions prior to the July board meeting.

Dr. Elginer inquired about whether DCA has considered providing a basic social media training for Board members and DCA staff.

Ms. Valdivia-Aguilar stated that she would discuss the possibility of social media training with her supervisor.

## **Review and Discussion of BCE Strategic Plan Goals Assigned to the Government Affairs & Strategic Plan Committee**

Dr. Elginer covered the goals which have been completed by the Govt. Affairs Committee and reiterated that she will inquire at the July Board meeting about deliverables that the Board would like to see in order to complete Action Items 4.2.4 and 4.2.5.

Dr. Elginer addressed goal 7.2 and stated that interaction with the Office of Public Affairs has helped the committee complete this goal.

**Public Comment – None**

**Future Agenda Items – None**

Dr. Elginer adjourned the meeting at 12:16 p.m.

DRAFT



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Edmund G. Brown Jr., Governor

# Legislative

# Update



## Summary of Legislation Discussed at the July 16, 2015 Govt. Affairs Committee Meeting

### OPPOSE:

- AB 85 (Wilk) – Open meetings
  - This bill contains an urgency measure which would clarify that under the Bagley-Keene Act, a two-member advisory committee of a state body is a “state body” if a member of that state body sits on the advisory committee and the committee receives funds from the state body.
  - Status – 9/28/15 Vetoed by Governor.

### NEUTRAL:

- AB 12 (Cooley) – State Govt.: administrative regulations: review
  - This bill would require state agencies to review all regulations, identify regulations that are overlapping, duplicative, inconsistent, or out of date, revise the regulations and provide a report to the Legislature and Governor.
  - Status – 8/27/15 – Held under submission.
- AB 333 (Melendez) – Healing arts: continuing education
  - This bill would authorize licensed medical professionals to earn continuing education credit or becoming a certified instructor of CPR or the proper use of an automated external defibrillator (AED).
  - Status – 9/30/15 – Approved by Gov.
- AB 410 (Oberholte) – Documents Submitted to Legislative Committees
  - This bill would require a state agency to post all documents that are required or requested by law or by a committee of the Legislature on its Web site.
  - Status – 10/1/15 – Vetoed by Governor.
- AB 179 (Bonilla) – Healing art: continuing education
  - This bill would provide that except for psychotherapists, the sexual abuse and misconduct statute does not apply to any healing arts licensees and their spouse or person in an equivalent domestic relationship.
  - Status – 10/6/15 Approved by Governor.
- SB 467 (Hill) – Professions & Vocations
  - This bill would require the levy for pro rata share of DCA’s administrative expenses to be approved by the Legislature, require the Attorney General to submit a report to DCA, the Legislature and the Governor illustrating actions taken against licensees for accusations and consumer complaint cases; and require the Division of Investigation (D of I) and DCA to standardize the D of I referral complaint process.
  - Status – 10/8/15 – Approved by Governor.

## DEAD, 2-YEAR BILLS or REMOVED FROM ACTIVE LIST

- AB 41 (Chau) – Health Care Coverage: discrimination
  - This bill would codify federal law protections that prohibit health plans from discriminating against any professional category of healthcare provider when making decisions about what type of providers to include in networks or which services to cover.
  - Status – 04/29/15 – Pass Committee on Health (18-0); Referred to Comm. on Appropriations; 05/06/15 – Referred to Appropriations Suspense File. (2-year bill) (Board Position - SUPPORT)
  
- AB 611 (Dahle) – Controlled Substances: prescriptions: reporting
  - This bill would authorize an individual designated by a board, bureau or program within DCA to request access to the CURES database when probable cause exists for investigating licensees for substance abuse.
  - Status – Two-Year Bill (Committee Recommended Position - WATCH)
  
- AB 750 (Low) – Business and Professions: licenses
  - This bill would authorize programs under the Department of Consumer Affairs to establish by regulation a license category for retired licensees who are not actively engaged in the practice of their profession, unless regulations specifies the criteria for a retired licensee to practice his or her profession.  
Status – 04/15/15 Passed Business & Professions Committee (14-0); 04/29/15 Referred to Approp. Suspense File. (Board Position - WATCH)
  
- AB 19 (Chang) – Gov. Office of Business and Economic Dev.: small business: regulations
  - This bill would require review the Governor’s Office of Business and Economic Development, in consultation with the Office of Small Business Advocate, to establish a process for the ongoing review of all existing regulations primarily affecting small business that were adopted prior to January 1, 2016.
  - Status – 05/28/15 – Held under submission in Assm. Appropriations (Committee Recommended Position - OPPOSE)
  
- AB 1060 (Bonilla) – Professions and Vocations: licensure
  - This bill would require professional licensing boards under DCA to notify a licensee whose license has been suspended or revoked about the rehabilitation, reinstatement or penalty reduction of a suspended or revoked license using both first-class mail and email, if the board has an email address on file.
  - Status – 06/17/15 – Gut and Amend – No longer within scope of BCE. (Board Position – WATCH)
  
- SB 277 (Pan) – Public Health: vaccinations
  - This bill would remove a personal belief exemption from school immunization law, exempt home-based private schools or students enrolled in independent

study programs from existing immunization requirements; allow pupils who have a personal belief exemption on file prior to January 1, 2016 at a private, public, or secondary school or day care to continue enrollment until the next grade span enrollment is required; and permit the Department of Public Health to add diseases to the immunization requirements only if exemptions are allowed for both personal beliefs and medical reasons.

- Status – Chaptered June 30, 2015. (Board Position – WATCH)





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# **Review & Discussion** **of BCE** **Strategic Plan Goals**

**Assigned to the**  
**Government Affairs &**  
**Strategic Plan Committee**

Exhibit 4  
Goal 4 & Goal 7



# Goal 4

# Organizational Effectiveness

## GOAL 4: ORGANIZATIONAL EFFECTIVENESS

Efficiently utilize resources to meet goals and objectives.

The objectives and action items to meet this goal are listed below in order of priority:

**4.1 Improve onboarding of new Board members by creating a Board specific orientation program.**

<b>Objective Measurement</b>		
Updated onboarding program and materials for Board members.		
<b>Action Item</b>	<b>Responsible Party</b>	<b>Completion Date</b>
4.1.1 Establish a process to invite new Board members to visit the BCE office to gain understanding of office functions.	Administration Manager/ Executive Officer	Completed (Annually with appointment of new members.)
4.1.2 Develop a Board member mentor program.	Administration Manager/ Executive Officer	Completed
4.1.3 Survey Board members to assess needs and determine the types of materials to include in the new Board member manual.	Administration Manager/ Executive Officer	Completed
4.1.4 Based on the needs assessment results, develop a new employee/welcome binder for new Board members with BCE overview, BCE budget, administrative processes, and historical information.	Administration Manager/ Executive Officer	Completed
4.1.5 Work with the Government Affairs & Strategic Planning Committee to update the Board Administration Manual.	Administration Manager/ Executive Officer/	Completed Annually
4.1.6 Present the onboarding manuals for Board approval.	Administration Manager/ Executive Officer	Completed

**4.2 Increase Board awareness of staff functions, responsibilities, and timeframes for completing tasks.**

<b>Objective Measurement</b>		
Board member satisfaction of materials and awareness of BCE staff functions.		
<b>Action Item</b>	<b>Responsible Party</b>	<b>Completion Date</b>
4.2.1 Schedule BCE office visits for Board members.*	Administration Manager/ Executive Officer	Completed  (Ongoing)
4.2.2 Implement email blasts of Board related events to notify Board members of BCE, DCA BMOT, and association meetings.	Administration Manager/ Executive Officer	Completed  (Ongoing)
4.2.3 Survey Board members to determine the types of materials requested.	Administration Manager/ Executive Officer	Completed
4.2.4 Based on feedback, develop materials that provide overview of BCE staff functions.	Administration Manager/ Executive Officer	Q2 2016
4.2.5 Provide Board program overview information to Board members.	Administration Manager/ Executive Officer	Q3 2016

\* BCE office visits for Board members are optional, but recommended by the Board Chair.

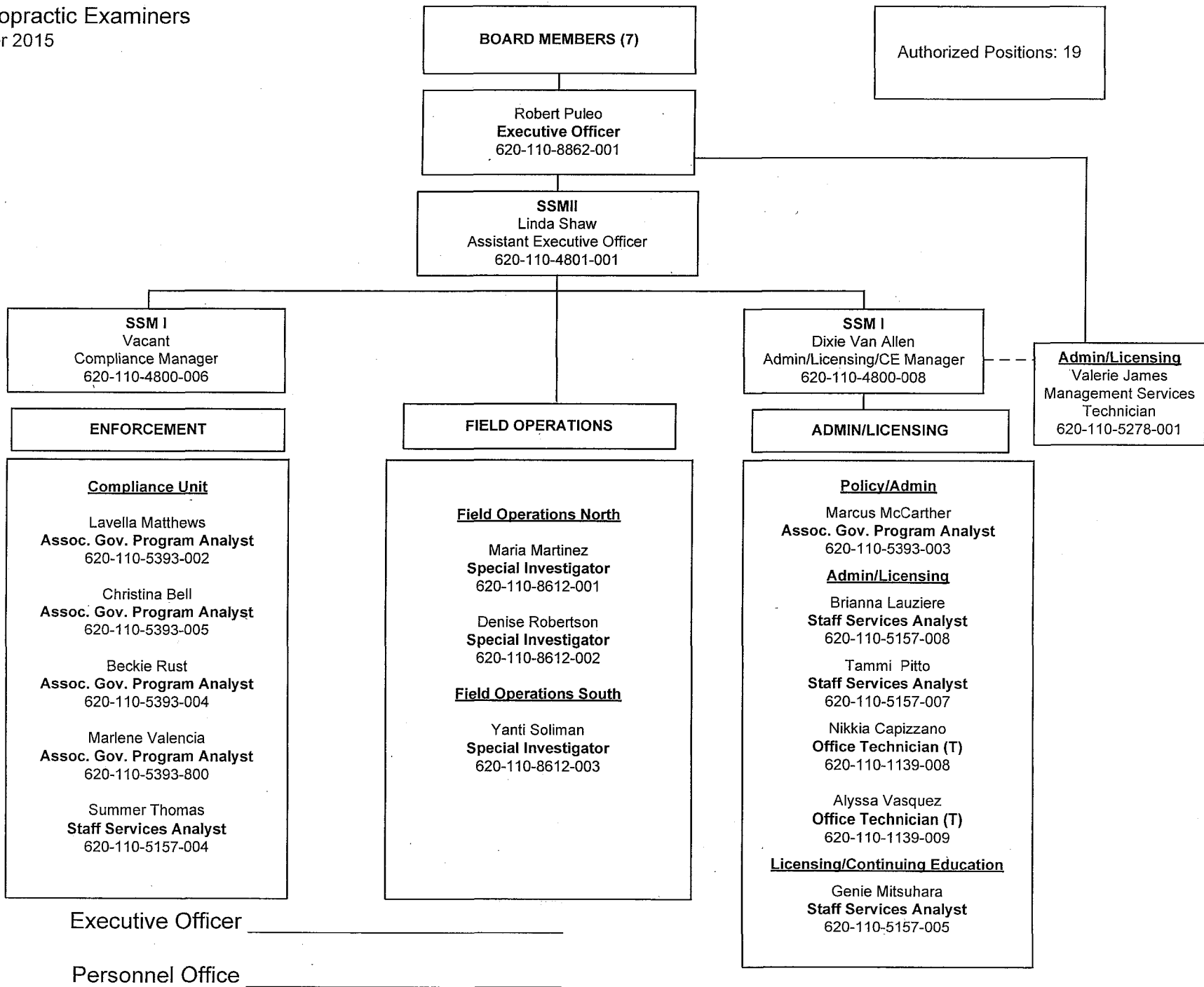


**4.3 Explore alternative ways to engage public participation in Board and committee meetings that leverage new technologies.**

<b>Objective Measurement</b>		
Increased public attendance and participation at Board Meetings.		
<b>Action Item</b>	<b>Responsible Party</b>	<b>Completion Date</b>
4.3.1 Establish a process that would encourage licensees to attend Board meetings (e.g., credit earned toward professional development).	Administration Manager/ Executive Officer	Completed (Ongoing)
4.3.2 Invite school representatives as guest speakers at Board meetings.	Administration Manager/ Executive Officer	Completed (Bi-annually)
4.3.3 Send Board meeting calendar to schools, colleges, and associations to disseminate.	Administration Manager/ Executive Officer	Completed (Quarterly)
4.3.4 Ask professional associations to publicize Board meeting dates.	Administration Manager/ Executive Officer	Completed (Quarterly)
4.3.5 Work with DCA's Office of Public Affairs to regularly update Twitter, Facebook, and other social media channels to increase awareness of Board meeting dates.	Administration Manager/ Executive Officer	Completed (Ongoing)
4.3.6 Identify and implement methods to increase accessibility to Board meetings.	Administration Manager/ Executive Officer	Q1 2017



Department of Consumer Affairs  
 State Board of Chiropractic Examiners  
 October 2015



## Board of Chiropractic Examiners Staff Functions

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**Executive Officer (620-110-8862-001)** – Oversees management of the Board of Chiropractic Examiners. Directs negotiations for stipulated agreements, monitors deadlines and procedures for compliance with the Administrative Procedures Act. Directs the organization and coordination of committee, executive and task force meetings and compilation of data for Board meetings, ensures compliance with the Open Meetings Act, coordinates closed sessions and hearings, attends all Board meetings. Identifies the need for legislation and recommends modifications to existing statutes or regulations to the Board. Oversees all aspects of the legislative and rulemaking processes. Testifies before legislative committees on behalf of the Board, advocates consumer protection and lobbies on behalf of consumers and the Board, interprets and clarifies the Board's Initiative Act, regulations, and policies. Represents the Board before professional and health associations or other state, federal, local, or community groups/entities.

**Assistant Executive Officer (620-110-4801-001)** - Oversees all administrative duties of the Administration, Enforcement, Licensing/Continuing Education, and Field Investigation divisions, directly supervises managers and field staff, assists the EO with special projects, attends Board and Committee meetings, acts as the Board's liaison to DCA, attends all informal office conferences and writes resulting decisions. Oversees management of the Board in the EO's absence and backs up managers in their absence, represents the Board before professional and health associations or other state, federal, local or community groups/entities in the absence of the EO. Develops, reviews and implements policies and operating procedures, directs the development and implementation of regulations adopted by the Board. Advises EO of critical issues which may result in litigation or require legislation, regulations or policy adjustment, oversees the planning and ensures timely preparation and mailing of all Board and Committee materials, directs the preparation of recurring special reports, monitors the Board's revenue and expenditures.

**Compliance Manager (620-110-4800-006)** – Manages and supervises compliance and probation programs/staff, performs case reviews and reviews case closure recommendations, participates in probationer interviews, attends informal citation conferences, reviews administrative citations and fines, monitors monthly caseload statistics, monitors success of Expert Consultant program, reviews AG billing statements for accuracy.

**Compliance Analyst (620-110-5393-002)** - Reviews and investigates complex complaints, drafts recommendations for complaints including referral of complaints to the AG's office, prepares packets for Petitioner hearings, evaluates administrative cases, and proposed decisions, stipulations and default decisions for adherence to the Admin. Procedures Act and Disciplinary Guidelines, develops settlement and probationary terms for the Executive Officer's approval.

**Probation Monitor (620-110-5393-005)** – Monitors probationers for compliance with conditions and terms of probation, sends letters to probationers who are out of compliance with their terms of probation, coordinates site inspection or suspension visits with field staff, schedules probation interviews, refers cases to Board experts, consults with the AG's office and makes recommendations to management on cases ready for petition to revoke or accusation referral due to non-compliance issues, tracks cases waiting to be heard at Office of Administrative Hearings, recommends settlement or probationary terms for management approval, prepares stay of decision, reviews and investigates complex complaints, drafts recommendations for complaints including referral of complaints to the AG's office. Serves as coordinator for the Enforcement Committee.

## **Board of Chiropractic Examiners Staff Functions**

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**Compliance Analyst (620-110-5393-004)** - Reviews and investigates complex complaints, drafts recommendations for complaints including referral of complaints to the AG's office, prepares packets for Petitioner hearings, evaluates administrative cases, and proposed decisions, stipulations and default decisions for adherence to the Admin. Procedures Act and Disciplinary Guidelines, develops settlement and probationary terms for the Executive Officer's approval.

**Compliance Analyst (620-110-5393-800)** - Reviews and investigates complex complaints, drafts recommendations for complaints including referral of complaints to the AG's office, prepares packets for Petitioner hearings, evaluates administrative cases, and proposed decisions, stipulations and default decisions for adherence to the Admin. Procedures Act and Disciplinary Guidelines, develops settlement and probationary terms for the Executive Officer's approval.

**Compliance Analyst (620-110-5157-004)** – Assists the public with inquiries about the complaint process, performs intake and assignment of consumer complaints, requests court documents for subsequent arrest reports, requests Interim Suspension Orders or Penal Code 23 assistance, reviews and investigates routine consumer complaints, drafts recommendations for complaints including referral of complaints to the AG's office, reviews administrative cases and proposed decisions, stipulations and default decisions for adherence to the Admin. Procedures Act and Disciplinary Guidelines, tracks proposed decisions received and cases awaiting hearing at the Office of Administrative Hearings. Serves as the contact for the National Data Bank reporting.

**Licensing, CE, Administration Manager (620-110-4800-008)** - Manages and supervises licensing, continuing education, and administrative programs and staff, compiles and analyzes licensing workload statistics, assists applicants and licensees with licensing issues, reviews staff recommendations regarding licensure and continuing education applications and grants or denies approval, monitors development and administration of the California Law and Professional Practices Examination, attends Board and committee meetings, assists AEO and EO with preparation of special reports or projects.

**Policy Analyst (620-110-5393-003)** – Prepares and compiles all rulemaking documents for the repeal, amendment or adoption of regulations. Identifies, tracks and analyzes legislative bills impacting the Board, acts as Personnel Liaison for Board staff, acts as training coordinator for Board staff, assists management with research and special projects, works with Licensing manager in monitoring and analyzing the Board's budget and preparation of reports for DCA's budget office. Acts as coordinator for the Government Affairs committee. Attends Board and committee meetings.

**Administrative Assistant (620-110-5278-001)** – Performs administrative tasks for the EO (responds to information requests, emails and telephone inquiries), compiles program statistical reports for EO's report at Board meetings, performs special projects assigned by EO, prioritizes EO's workload and maintains EO's calendar, coordinates EO's travel arrangements and processes travel claims. Prepares Board meeting packets, Board meeting minutes, and operates webcasting equipment at Board and Committee meetings, identifies action items and prepares a prioritized list to the EO and management, recommends agenda items for future board meetings. Coordinates travel arrangements and travel claims for Board members, establishes contracts for meeting accommodations, provides back-up support to Licensing technicians, responds to subpoenas and public records requests, performs fleet management responsibilities, assist with preparation of contracts and interagency agreements for equipment maintenance work.

## Board of Chiropractic Examiners Staff Functions

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**Licensing Analyst (620-110-5157-008)** – Processes restoration of cancelled licenses and corporation applications, Makes determinations and recommendations regarding licensure and denial of applicants. Refers cases to the AG's office for a Statement of Issues for applicants whose licensure was denied and decisions were appealed, prepares mail vote ballots to Board members, distributes decision to all parties once adopted by the Board. Serves as Board liaison for Form 700 filings with the Fair and Political Practices Commission, acts as the webmaster for the Board's website, maintains Board's social media sites, and serves as coordinator for the Licensing & Continuing Education Committee meetings.

**Licensing Analyst (620-110-5157-007)** – Processes reciprocal and initial applications for a Chiropractic License including all supplemental documents relating to background, education and discipline, prepares deficiency and eligibility letters to applicants. Responds to telephone and written inquiries regarding application status, licensing requirements or processes. Makes determinations and recommendations regarding licensure or denial of applicants. Prepares statistical reports to management, refers cases to the AG's office for a Statement of Issues for applicants whose licensure was denied and decisions were appealed, researches and responds to questions by the assigned Deputy Attorney General, prepares and mails vote ballots to Board members, distributes decision to all parties once adopted by the Board. Processes applications for Chiropractic Referral Services, prepares information on newly licensed applicants for ratification at Board meetings.

**Licensing Technician (620-110-1139-008)** – Processes Satellite Office certificates, renewals, and license verifications. Answers telephones, maintains inventory of equipment and office supplies, compiles board meeting packets, and obtains approval for payment of bills.

**Licensing Technician (620-110-1139-009)** – Cashiers all monies received by the Board, requests refunds for overpayments, sends underpayment notices to licensees, performs Continuing Education audits, audits renewal statements for practicing with an expired license, processes address changes, front counter support, answers telephones, greets visitors, receives and distributes mail.

**CE/Licensing Analyst (620-110-5157-005)** – Reviews and processes continuing education provider applications and continuing education course applications and submittal to manager for approval, maintains database of CE providers and courses, prepares information on CE providers for ratification at Board meetings, prepares approval letters for CE providers and CE courses, processes inactive to active license requests, updates CAS with information from death certificates, name and address changes, processes applications for restoration of forfeiture licenses, approves licensees for the preceptor program, prepares monthly statistical reports for the licensing manager.



State of California  
Edmund G. Brown Jr., Governor

# Goal 7

# Government Affairs

## GOAL 7: GOVERNMENT AFFAIRS

Establish and maintain collaborative partnerships in government to ensure the Board of Chiropractic Examiners is well informed regarding priorities and initiatives.

The objectives and action items to meet this goal are listed below in order of priority:

**7.1** Establish open lines of communication with government stakeholders to ensure the Board is well informed about information relevant to the chiropractic profession.

<b>Objective Measurement</b>		
Subscription and identification of regulatory notices impacting BCE.		
<b>Action Item</b>	<b>Responsible Party</b>	<b>Completion Date</b>
7.1.1 Subscribe to other DCA health care boards email subscriptions to receive email blasts of information updates.	Executive Officer/ Administration Manager	Completed (Ongoing)
7.1.2 Review email updates and identify important information to communicate to Board members.	Executive Officer/ Administration Manager	Completed (Ongoing)
7.1.3 Participate in the Executive Officer Roundtable Meeting and forward information to Board members.	Executive Officer/ Administration Manager	Completed (Ongoing)
7.1.4 Monitor the Office of Administrative Law regulatory notices of current and pending regulation packages, and disapprovals from other DCA health care programs and boards.	Policy Analyst	Completed (Ongoing)
7.1.5 Report to the Board on regulatory notices impacting the BCE.	Policy Analyst	Ongoing (As needed)



7.2 Partner with state and local government to participate in consumer related events to increase awareness of the Board’s mission and consumer protection services.

<b>Objective Measurement</b>		
Identified outreach events and implemented Board approved recommendations.		
<b>Action Item</b>	<b>Responsible Party</b>	<b>Completion Date</b>
7.2.1 Work with the Government Affairs & Strategic Planning Committee to identify target groups for outreach.	Policy Analyst/ Sponsor: Government Affairs & Strategic Planning Committee	Q4 2015
7.2.2 Research and work with the DCA Outreach Unit to identify events for outreach.	Policy Analyst Sponsor: Government Affairs Committee	Q4 2015
7.2.3 Provide recommendations to the Government Affairs & Strategic Planning Committee.	Policy Analyst Sponsor: Government Affairs Committee	Q1 2016
7.2.4 Provide recommendations to the Board.	Policy Analyst Sponsor: Government Affairs Committee	Q1 2016
7.2.5 Implement the Board approved recommendations to increase awareness.	Policy Analyst	Q2 2016