



## **NOTICE OF TELECONFERENCE BOARD MEETING**

### **Board Members**

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

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

**Friday, January 12, 2024**

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

(or until completion of business)

**Teleconference Instructions:** The Board will hold a public meeting via Webex Events. To access and participate in the meeting via teleconference, attendees will need to click on, or copy and paste into a URL field, the link below and enter their name, email address, and the event password, or join by phone using the access information below:

<https://dca-meetings.webex.com/dca-meetings/j.php?MTID=m5bea037e391d373ee86191669350f2f2>

### **If joining using the link above**

Webinar number: 2495 191 8325

Webinar password: BCE112

### **If joining by phone**

+1-415-655-0001 US Toll

Access code: 2495 191 8325

Passcode: 223112

Instructions to connect to the meeting can be found at the end of this agenda.

Members of the public may, but are not obligated to, provide their names or personal information as a condition of observing or participating in the meeting. When signing into the Webex platform, participants may be asked for their name and email address. Participants who choose not to provide their names will be required to provide a unique identifier, such as their initials or another alternative, so that the meeting moderator can identify individuals who wish to make a public comment. Participants who choose not to provide their email address may utilize a fictitious email address in the following sample format: [XXXXX@mailinator.com](mailto:XXXXX@mailinator.com).

**Note:** Members of the public may also submit written comments to the Board on any agenda item by Tuesday, January 9, 2024. Written comments should be directed to [chiro.info@dca.ca.gov](mailto:chiro.info@dca.ca.gov) for Board consideration.

**Primary Teleconference Meeting Location**

**Department of Consumer Affairs  
Ruby Room  
1747 N. Market Blvd., Suite 182  
Sacramento, CA 95834**

**Additional Teleconference Meeting Locations**

4100 W. Alameda Avenue  
Third Floor  
Burbank, CA 91505

28000 Rancho Parkway  
Meeting Room  
Lake Forest, CA 92630

3455 Knighton Road  
Redding, CA 96001

1165 Park Avenue  
San Jose, CA 95126

101 Andrieux Street  
Sonoma, CA 95476

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

**AGENDA**

- 1. Open Session – Call to Order / Roll Call / Establishment of a Quorum**
- 2. Public Comment for Items Not on the Agenda**  
Note: Members of the public may offer public comment for items not on the agenda. However, the Board may not discuss or take action on any matter raised during this public comment section that is not included on this agenda, except to decide whether to place the matter on the agenda of a future meeting. [Government Code Sections 11125 and 11125.7, subd. (a).]
- 3. Board Chair’s Report**
- 4. Elections of Board Officers for 2024:**
  - A. Chair
  - B. Vice Chair
  - C. Secretary
- 5. Department of Consumer Affairs (DCA) Report Which May Include Updates on DCA’s Administrative Services, Human Resources, Enforcement, Information Technology, Communications and Outreach, and Legislative, Regulatory, or Policy**

**Matters**

- 6. Review and Possible Approval of July 20, 2023 and October 19–20, 2023 Board Meeting Minutes**
- 7. Review and Possible Ratification of Approved Doctor of Chiropractic License Applications**
- 8. Review and Possible Ratification of Approved Continuing Education Provider Applications**
- 9. Executive Officer’s Report and Updates on:**
  - A. Administration, Continuing Education, Enforcement, and Licensing Programs
  - B. Business Modernization Project and Implementation of Connect System
  - C. Board’s Budget and Fund Condition
  - D. Regulatory Process and Status of Board’s Pending Proposals
  - E. Board’s 2022–2026 Strategic Plan Objectives
- 10. Presentation and Discussion Regarding the Council on Chiropractic Education’s (CCE) Accreditation Process for Doctor of Chiropractic Programs and Proposed Changes to the Accreditation Standards**
- 11. Updates and Discussion on the California Doctor of Chiropractic Programs:**
  - A. Life Chiropractic College West
  - B. Palmer College of Chiropractic – West Campus
  - C. Southern California University of Health Sciences, Los Angeles College of Chiropractic
- 12. Licensing Committee Report**
  - Committee Chair’s Update on Pending Regulatory Proposals Being Considered and Developed by the Committee, Including Approval of Chiropractic Programs and Educational Requirements, Chiropractic Practice Locations and Display of License, Inactive Doctor of Chiropractic Licenses, and Order for Physical or Mental Examination of Applicants
- 13. Continuing Education Committee Report**
  - Committee Chair’s Update on December 1, 2023 Meeting
- 14. Government and Public Affairs Committee Report**
  - Committee Chair’s Update on December 4, 2023 Meeting
- 15. Enforcement Committee Report**
  - Committee Chair’s Update on December 8, 2023 Meeting
- 16. Future Agenda Items**

Note: Members of the Board and the public may submit proposed agenda items for a future Board meeting. However, the Board may not discuss or take action on any

proposed matter except to decide whether to place the matter on the agenda of a future meeting. [Government Code Section 11125.]

**17. Closed Session – The Board Will Meet in Closed Session to:**

- A. Deliberate and Vote on Disciplinary Matters Pursuant to Government Code Section 11126, subd. (c)(3)
- B. Conduct the Annual Performance Evaluation and Consider the Salary of its Executive Officer Pursuant to Government Code Section 11126, subd. (a)(1)

**18. Adjournment**

This agenda can be found on the Board’s website at [www.chiro.ca.gov](http://www.chiro.ca.gov). The time and order of agenda items are subject to change at the discretion of the Board Chair and may be taken out of order. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the Board are open to the public.

The Board plans to webcast this meeting at <https://thedcapage.wordpress.com/webcasts/>. Webcast availability cannot, however, be guaranteed due to limitations on resources or other technical difficulties that may arise. The meeting will not be canceled if webcast is not available. If you wish to participate or to have a guaranteed opportunity to observe, please attend the meeting via Webex Events. Meeting adjournment may not be webcast if adjournment is the only item that occurs after a closed session.

Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the Board prior to it taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issue before the Board, but the Board Chair may, at their discretion, apportion available time among those who wish to speak. Members of the public will not be permitted to yield their allotted time to other members of the public to make comments. Individuals may appear before the Board to discuss items not on the agenda; however, the Board can neither discuss nor take official action on these items at the time of the same meeting (Government Code sections 11125 and 11125.7(a)).

The meeting is accessible to individuals with disabilities. A person who needs a disability-related accommodation or modification to participate in the meeting may make a request by contacting the Board at:

**Contact Person:** Tammi Pitto

**Telephone:** (916) 263-5355

**Email:** [chiro.info@dca.ca.gov](mailto:chiro.info@dca.ca.gov)

**Telecommunications Relay Service:** Dial 711

**Mailing Address:**

Board of Chiropractic Examiners

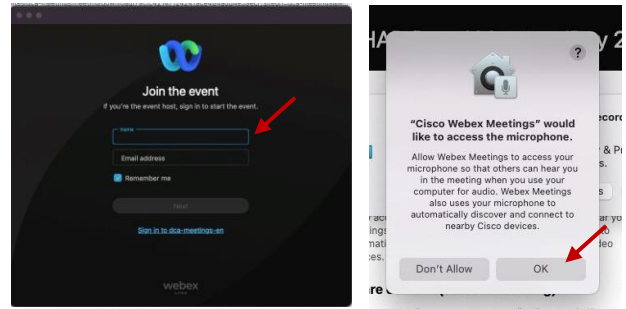
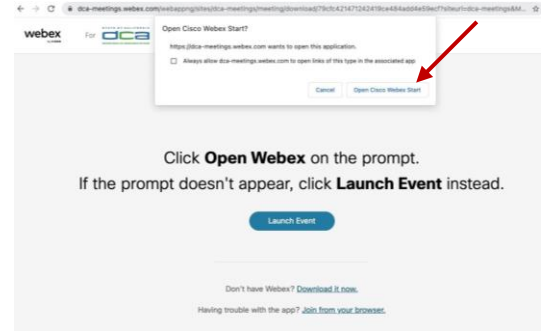
1625 N. Market Blvd., Suite N-327

Sacramento, CA 95834

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

## If joining using the meeting link

- 1 Click on the meeting link. This can be found in the meeting notice you received.
- 2 If you have not previously used Webex on your device, your web browser may ask if you want to open Webex. Click "Open Cisco Webex Start" or "Open Webex", whichever option is presented. DO NOT click "Join from your browser", as you will not be able to participate during the meeting.
- 3 Enter your name and email address\*. Click "Join as a guest". Accept any request for permission to use your microphone and/or camera.

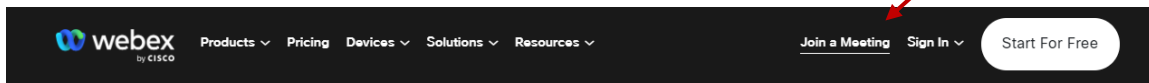


\* Members of the public are not obligated to provide their name or personal information and may provide a unique identifier such as their initials or another alternative, and a fictitious email address like in the following sample format: XXXXX@mailinator.com.

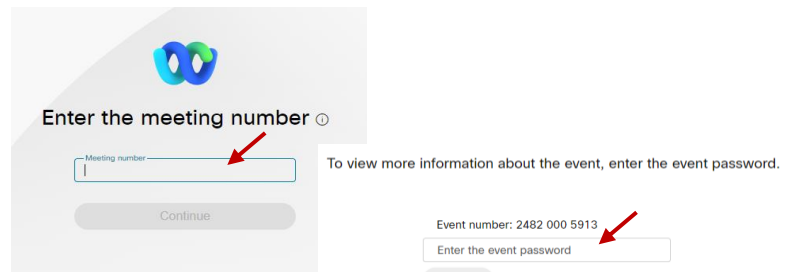
OR

## If joining from Webex.com

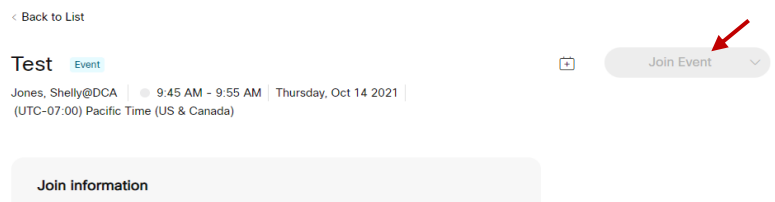
- 1 Click on "Join a Meeting" at the top of the Webex window.



- 2 Enter the meeting/event number and click "Continue". Enter the event password and click "OK". This can be found in the meeting notice you received.



- 3 The meeting information will be displayed. Click "Join Event".



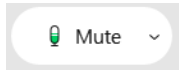
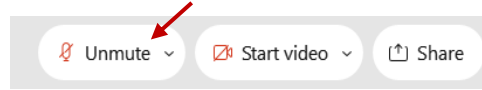
OR

## Connect via telephone\*:

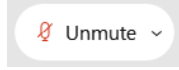
You may also join the meeting by calling in using the phone number, access code, and passcode provided in the meeting notice.

### Microphone

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

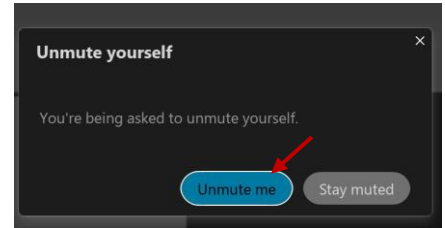


Green microphone = Unmuted: People in the meeting can hear you.



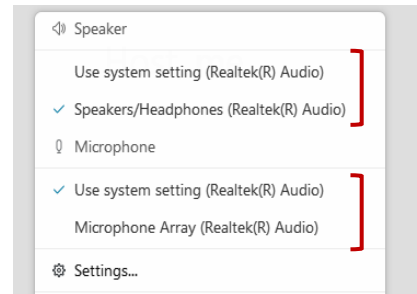
Red microphone = Muted: No one in the meeting can hear you.

*Note: Only panelists can mute/unmute their own microphones. Attendees will remain muted unless the moderator enables their microphone at which time the attendee will be provided the ability to unmute their microphone by clicking on "Unmute Me".*



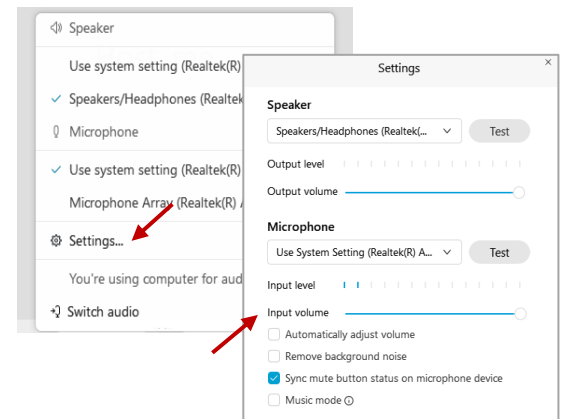
### If you cannot hear or be heard

- 1 Click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window, select a different:
  - Microphone option if participants can't hear you.
  - Speaker option if you can't hear participants.



### If your microphone volume is too low or too high

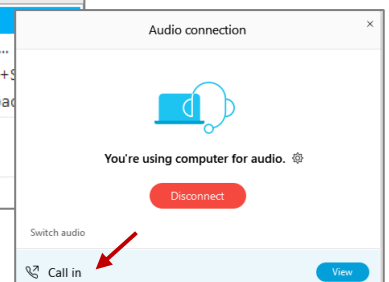
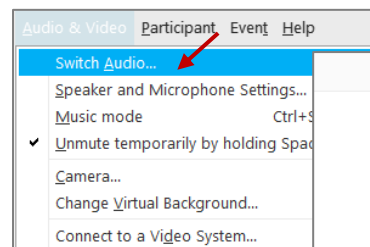
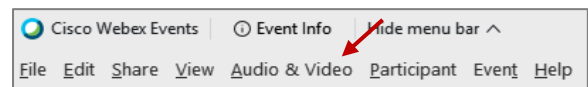
- 1 Locate the command row – click on the bottom facing arrow located on the Mute/Unmute button.
- 2 From the pop-up window:
  - Click on "Settings...":
  - Drag the "Input Volume" located under microphone settings to adjust your volume.



### Audio Connectivity Issues

If you are connected by computer or tablet and you have audio issues or no microphone/speakers, you can link your phone through Webex. Your phone will then become your audio source during the meeting.

- 1 Click on "Audio & Video" from the menu bar.
- 2 Select "Switch Audio" from the drop-down menu.
- 3 Select the "Call In" option and following the directions.



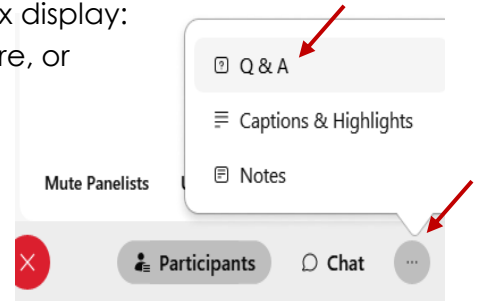
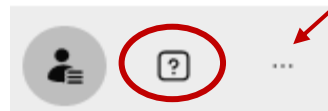
The question-and-answer (Q&A) and hand raise features are utilized for public comments.

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

### Q&A Feature

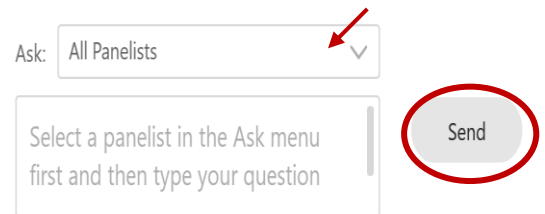
1 Access the Q&A panel at the bottom right of the Webex display:

- Click on the icon that looks like a “?” inside of a square, or
- Click on the 3 dots and select “Q&A”.



2 In the text box:

- Select “All Panelists” in the dropdown menu,
- Type your question/comment into the text box, and
- Click “Send”.



OR

### Hand Raise Feature

- 1
- Hovering over your own name.
  - Clicking the hand icon that appears next to your name.
  - Repeat this process to lower your hand.

If connected via telephone:

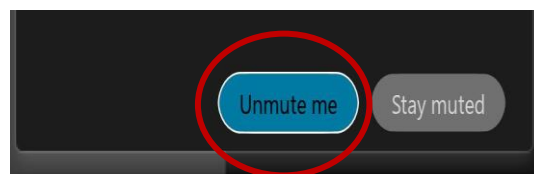
- Utilize the raise hand feature by pressing \*3 to raise your hand.
- Repeat this process to lower your hand.

### Unmuting Your Microphone



The moderator will call you by name and indicate a request has been sent to unmute your microphone. Upon hearing this prompt:

- Click the **Unmute me** button on the pop-up box that appears.

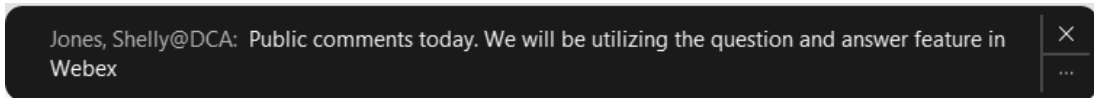


OR

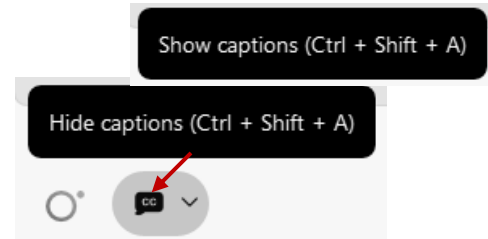
If connected via telephone:

- Press \*3 to unmute your microphone.

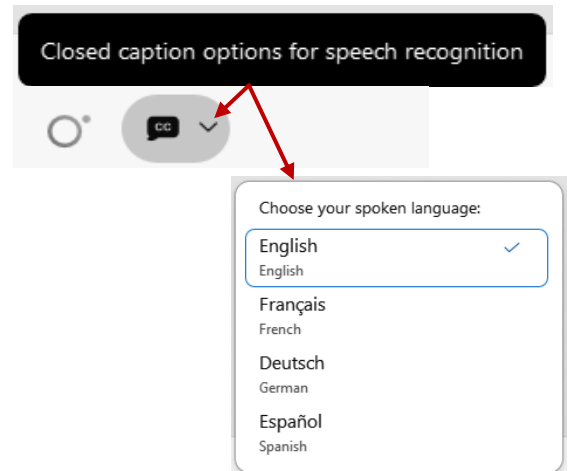
Webex provides real-time closed captioning displayed in a dialog box on your screen. The captioning box can be moved by clicking on the box and dragging it to another location on your screen.



The closed captioning can be hidden from view by clicking on the closed captioning icon. You can repeat this action to unhide the dialog box.



You can select the language to be displayed by clicking the drop-down arrow next to the closed captioning icon.



You can view the closed captioning dialog box with a light or dark background or change the font size by clicking the 3 dots on the right side of the dialog box.

