

**CHIROPRACTIC EXAMINING BOARD
MEETING MINUTES
JANUARY 24, 2013**

Present: Jim Koshick, Jodi Griffith, John Church, Wendy Henrichs, Kathleen Schneider

Staff: Tom Ryan, Executive Director; Yolanda McGowan, Legal Counsel; David Carlson, Communications Specialist; and other Department staff

Wendy Henrichs, Board Chair, called the meeting to order at 8:33 a.m. A quorum of five members was confirmed.

ADOPTION OF AGENDA

Amendments:

- Item G, add two preceptor approvals (Wepner and Diciaula)
- I.1.a. (unredacted items attachment)
- I.2.a (Cost Memo attachment)
- Item V2. (Review of on-line CE for S.T.)

MOTION: Kathleen Schneider moved, seconded by Jim Koshick, to adopt the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Jim Koshick moved, seconded by Kathleen Schneider, to approve the minutes of October 4, 2012 as published. Motion carried unanimously.

ELECTION OF OFFICERS FOR 2013

CHAIR

NOMINATION: Jim Koshick nominated Wendy Henrichs as Board Chair, Tom Ryan called three times for other nominations for the offices of Board Chair. Wendy Henrichs was elected as Chair unanimously.

VICE CHAIR

NOMINATION: Jodi Griffith nominated Jim Koshick, as Board Vice Chair, Tom Ryan called three times for other nominations for the offices of Board Vice Chair. Jim Koshick was elected as Vice Chair.

SECRETARY

NOMINATION: Jim Koshick nominated Jodi Griffith as Board Secretary, Tom Ryan called three times for other nominations for the offices of Board Secretary. Jodi Griffith was elected as Secretary.

| 2013 ELECTION RESULTS | |
|------------------------------|----------------|
| Chair | Wendy Henrichs |
| Vice Chair | Jim Koshick |
| Secretary | Jodi Griffith |

MOTION: Jim Koshick moved seconded by Jodi Griffith, that in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, to appoint liaisons to the Department where knowledge or

experience in the profession is required to carry out the duties of Board in accordance with the law. Motion carried unanimously.

MOTION: Jim Koshick moved seconded by Kathleen Schneider, to deny the request of Peter Slane for CPR/AED waiver. Motion carried unanimously.

MOTION: John Church moved, seconded by Jim Koshick, to approve all preceptors. Motion carried unanimously.

MOTION: Jodi Griffith moved, seconded by John Church to approve the postceptor application for Tad Diciaula. Motion carried unanimously.

BOARD MEMBER APPOINTMENTS

Board Chair Wendy Henrichs made the following board member appointments for 2013;

- **Preceptor Liaison:** Jodi Griffith
- **Practical Exam Liaison:** Jim Koshick
- **Exam Workgroup:** John Church, Jodi Griffith, Jim Koshick
- **Continuing Education (CE) Liaison:**
 - 1) John Church
 - 2) Wendy Henrichs (alternate)
- **Credentialing Liaisons:** Jodi Griffith
- **Division of Legal Services and Compliance Monitoring Liaison:** Jim Koshick

MOTION: Kathleen Schneider moved, seconded by Jim Koshick, to approve the Chair's appointments. Motion carried unanimously.

Note: There was no change made to the Screening Panel membership which is James Koshick; Jodi Griffith and Kathleen Schneider

MOTION: Jim Koshick moved seconded by Kathleen Schneider, to clarify that applicants who have not yet graduated are not prohibited from taking the practical exam. Motion carried unanimously.

The Board decided by consensus to review its rules in view of Executive Order 61 and its policy statements in view of Executive Order 50. For both, the Board decided that the entire Board would review the rules and policy statements as a group, at meetings, starting with the next meeting.

CLOSED SESSION

MOTION: Kathleen Schneider moved, seconded by Jim Koshick, to convene to closed session to deliberate on cases following hearing (s. 19.85(1) (a), Stats.; consider closing disciplinary investigation with administrative warning (s. 19.85(1)(b), Stats. and 440.205, Stats., to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.; and, to confer with legal counsel (s. 19.85(1)(g), Stats.). Roll Call Vote: Jim Koshick - yes; Jodi Griffith - yes; John Church - yes; Wendy Henrichs – yes; Schneider. Open session recessed at 11:14 a.m.

RECONVENE TO OPEN SESSION

MOTION: John Church moved, seconded by Kathleen Schneider, to reconvene in open session at 1:42 p.m. Motion carried unanimously.

MOTION: Kathleen Schneider moved, seconded by Jodi Griffith to reflect that the content and fee for the April practical exam will remain the same. To reduce costs, the following was determined: that the training will be held at the DSPS offices instead of the hotel and the Examiner compensation will be \$350 per examiner per day. Motion carried unanimously.

Note: The Board's motion assumes a break-even point of 13 examinees. The Board also assumes that more than 13 and possibly as many as 20 candidates will sit for the April examination, which will allow some payment toward the deficit. Projected revenues and expenses will be evaluated as the final count of candidates is clarified. Other options, such as reducing the number of scenarios so that the examination can be held at the DSPS offices, and a reduction in the examination fee, may be considered after the April examination.

VOTING ON ITEMS CONSIDERED/DELIBERATED IN CLOSED SESSION

PROPOSED STIPULATIONS, FINAL DECISIONS AND ORDERS

MOTION: Kathleen Schneider moved, seconded by John Church, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order, in the following matters:

- 10 CHI 052-Jeremy J. Fritz, D.C.
- 11 CHI 010-Richard L. Olson, D.C.
- 11 CHI 027-Dale R. Alt, D.C.
- 11 CHI 037-James Schiavo, D.C.
- 11 CHI 055-Daniel R. Eugster, D.C.

Motion carried unanimously.

CASE CLOSING

MOTION: Kathleen Schneider moved, seconded by John Church, to close case 12 CHI 024 for insufficient evidence. Motion carried unanimously.

MONITORING

MOTION: Kathleen Schneider moved, seconded by John Church, to grant Wanda Erdman's request to lift the suspension imposed on her license on November 14, 2012. Motion carried unanimously.

APPLICATION MATTERS

MOTION: Kathleen Schneider moved, seconded by John Church, to grant the request of B.D. for licensure by endorsement when all other requirements of licensure are met. Motion carried unanimously.

MOTION: Kathleen Schneider moved, seconded by John Church, to grant L.F. certification in exercise and rehabilitation as requested. Motion carried unanimously.

MOTION: Kathleen Schneider moved, seconded by John Church, to grant licensure by endorsement to the following individuals, upon successful completion of either

the NBCE SPEC exam or the state practical exam as well as all other requirements of licensure:

1. G.H.
2. J.H.
3. C.K.

Motion carried unanimously.

MOTION: Kathleen Schneider moved, seconded by Jodi Griffith, to deny the requests of S.P. and S.W. for extension of expired application for failure to comply with Wis Admin. Code s. Chir 2.02. Motion carried unanimously.

CONTINUING EDUCATION MATTERS

MOTION: Kathleen Schneider moved, seconded by Jodi Griffith, to grant E.D. a partial waiver and extension for the 2011-12 biennium. E.D. shall complete 20 hours of pre-approved continuing education courses (which may include on-line courses) on or before December 14, 2013. Motion carried unanimously.

MOTION: Kathleen Schneider moved, seconded by Jodi Griffith, to grant the request of S.T. for approval of on-line continuing education credits for the 2011-2012 biennium. Motion carried unanimously.

ADJOURNMENT

MOTION: Jim Koshick moved, seconded by Kathleen Schneider, to adjourn the meeting at 1:50 p.m. Motion carried unanimously.