



State of Idaho  
Division of Occupational and Professional Licenses  
Idaho Board of Chiropractic Physicians

**BRAD LITTLE**  
Governor  
**RUSSELL BARRON**  
Administrator

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**Board Meeting Minutes of 12/8/2023**

<b>Board Members Present:</b>	William Higgins, D.C. - Chair Cathy Hart Joseph Betz, D.C. Howard Arrington, D.C.	<b>Division Staff:</b>	Cesley Metcalfe, Executive Officer Greg Loos, General Counsel Skip Liddle, Investigative Unit Supervisor Allegra Earl, Licensing Supervisor Christian Runnalls, Board Support Specialist Sarina Criswell, Board Support Specialist
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**Others Present:** Eric Nelson, Board Prosecutor

The meeting was called to order at 9:00 AM by William Higgins, D.C.

**Approval of Minutes**

A motion was made and seconded to approve the 6/6/2023, 6/12/2023, and 9/13/2023 minutes. The motion carried unanimously.

**Executive Session**

A motion was made and seconded to enter executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code § 74-106(9). The purpose of the executive session was to discuss documents relating to the fitness of a licensee to obtain or retain a license or registration. The vote was: Dr. Betz, aye; Dr. Arrington, aye; Ms. Hart, aye; and Dr. Higgins, aye. The motion carried unanimously.

A motion was made and seconded to exit executive session. The motion carried unanimously. No decisions were made in executive session.

**Discipline**

A motion was made and seconded to close case numbers CHI-2023-2 and I-CHI-2023-7. The motion carried unanimously.

A motion was made and seconded to negotiate a Stipulation in case numbers I-CHI-2023-13 and I-CHI-2024-2 and to allow the Board chair to sign on behalf of the Board. The motion carried unanimously.

**Applications**

A motion was made and seconded to table application DCA-2362 pending receipt of additional information. The motion carried unanimously.

**PUBLIC COMMENT**

Dr. Shoemaker made comments in support of his application.

## **DIVISION BUSINESS**

**Executive Agency Legislation Update:** Ms. Metcalfe explained that the Division has put forth executive agency legislation for the 2024 Legislative Session that would change renewals from an annual renewal to a biennial renewal with the expiration date remaining as the licensee's birthday.

**Financial Update:** Ms. Metcalfe informed the Board that an updated financial report was unavailable due to complications with the new Luma system.

## **BOARD BUSINESS**

**Zero-Based Regulation Introduction:** Mr. Loos introduced Zero-Based Regulation (ZBR) and explained the process to the Board. He outlined the meeting schedule for ZBR.

**Delegated Authority to Close Unfounded Complaints:** A motion was made and seconded to delegate authority to Division staff to close unfounded complaints. The motion carried unanimously.

**Delegated Authority to Close Expungement Requests:** A motion was made and seconded to delegate authority to Division staff to close expungement requests that fall under Idaho Code § 67-1413(3). The motion carried unanimously.

**Licensing Report:** Ms. Earl presented the licensing report to the Board.

## **Adjourn**

There being no further business, the meeting was adjourned at 9:55 AM.