



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

**BRAD LITTLE**  
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**Board Meeting Minutes of 11/22/2024**

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|-------------------------------|--|------------------------|--|
| <b>Board Members Present:</b> | William Higgins, D.C. - Chair<br>Cathy Hart<br>Joseph Betz, D.C.<br>Howard Arrington, D.C. | <b>Division Staff:</b> | Cesley Metcalfe, Executive Officer<br>Greg Loos, General Counsel<br>Allegra Earl, Licensing Unit Manager<br>Christian Runnalls, Board Support Specialist |
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**Board Members Absent:**  
George Fiegel, D.C.

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 08/09/2024 minutes. The motion carried unanimously.

**Public Comment**

Peter Radetic, D.C., asked the Board why it is classified under occupational professionals instead of health professions on the DOPL website. Ms. Metcalfe and Dr. Higgins explained that the Board was previously under the Idaho Boards of Occupational Licenses and remained under occupational professions to retain institutional knowledge and keep the number of boards under health professions at a reasonable amount.

**DIVISION BUSINESS**

**Respectful Workplace Training:** The Board viewed a Respectful Workplace presentation.

**Financial Update:** Ms. Metcalfe presented the financial report.

**BOARD BUSINESS**

**Conference Updates and Reports:** Dr. Higgins gave a summary of the FCLB District IV Meeting, stating he enjoyed meeting the licensing boards from different states.

**Conference Attendance Requests:** The Board discussed attendance at the April 30, 2025, FCLB Annual Conference in St. Louis, MO. A motion was made and seconded to send one Board member to the FCLB District IV meeting and act as the voting delegate for the Board. The motion carried unanimously.

**Part IV Examiner Nominations and Part IV Test Development Committee:** The Board discussed sending board members as delegates to the May 2025 Part IV Exam. A motion was made and seconded to send two Board members to the Part IV NBCE Exam as Examiners. The motion carried unanimously.

A motion was made and seconded to send one Board member to the Part IV NBCE Test Development Committee. The motion carried unanimously.

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

**Adjourn**

There being no further business, the meeting was adjourned at 9:56 AM.