



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

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Board Meeting Minutes of 02/07/2025

Board	William Higgins, D.C. - Chair	Division	Cesley Metcalfe, Executive Officer
Members	George Fiegel, D.C.	Staff:	Greg Loos, General Counsel
Present:	Cathy Hart		Allegra Earl, Licensing Unit Manager
	Joseph Betz, D.C.		Steve Hogue, Investigative Unit Supervisor
	Howard Arrington, D.C.		Christian Runnalls, Board Support Specialist
			Dyan Durham, Board Support Specialist

The meeting was called to order at 9:10 AM by William Higgins, D.C.

Approval of Minutes

A motion was made and seconded to approve the 11/22/2024 minutes. The motion carried unanimously.

Public Comment

Caroline Merritt thanked the Board for its work on the rules and presenting the rules to the Legislature.

DIVISION BUSINESS

2025 Legislative Session Update: Ms. Metcalfe provided an update on the Board's Zero-Based Regulation (ZBR) rule changes, stating that they were presented separately to the House and Senate Health and Welfare Committees on January 23, 2025. The rules passed both Committees and now await concurrent resolution of both legislative bodies to take effect on July 1, 2025. She also presented information on the following legislation: H0014, H0107, H0110, RS32142, and S1056. Ms. Metcalfe will continue to track and report on any new legislation that may affect the Board.

DOPL Strategic Plan: Ms. Metcalfe provided an overview of the Division's strategic plan. She explained that it is updated annually and will be presented to the Board each year. This year's updates primarily involved removing completed initiatives, such as consolidation efforts, the implementation of the new licensing system, and process streamlining.

Board Meeting Survey: Ms. Metcalfe stated the Division is updating the Board meeting feedback survey, which is sent to all Board members after each meeting. She noted that the revised survey is expected to be released soon and encouraged Board members to submit feedback to help identify what is going well or any opportunities for improvement.

Financial Update: Ms. Metcalfe presented the Board's financial report for the second quarter of FY2025, providing an overview of revenue, expenditures, and cash balance.

BOARD BUSINESS

Board Meeting Continuing Education Credits: Ms. Metcalfe explained that under the Board's current rules, Continuing Education (CE) credit is available for meeting attendance and requested the Board discuss how this rule applies to Board members. The Board discussed CE credits, considering whether

different types of meetings should be treated differently for CE purposes and whether to impose any limits. The Board noted that the current rules state that if two or more courses have substantially similar content, credit is only offered for one course.

Mr. Loos noted that the language allowing CE credit for meeting attendance had been removed through the Board's ZBR rule changes, which are expected to take effect on July 1, 2025, once passed.

The Board did not take action on the matter at this time and agreed to review future requests from licensees in full when submitted to determine the appropriate course of action.

Licensing Report: Ms. Earl presented the licensing report.

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. Higgins, aye; Dr. Betz, aye; Dr. Arrington, aye; Dr. Fiegel, aye; and Ms. Hart, 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 number 1302565 with an advisory letter. The motion carried unanimously.

A motion was made and seconded to authorize the Board prosecutor to negotiate a Stipulation and Consent Order in case numbers 1367753 and 1378812 with the terms discussed in executive session and to authorize the Board chair to sign on behalf of the Board. The motion carried unanimously.

A motion was made and seconded to authorize the Board prosecutor to file an administrative complaint should any of the negotiations expire or be rejected. The motion carried unanimously.

Applications

A motion was made and seconded to deny the waiver request in case number CHIA-543. The motion carried unanimously.

Adjourn

There being no further business, the meeting was adjourned at 10:22 AM.

The next meeting is on 05/30/2025.