



## **Board of Naturopathy Business Meeting Minutes**

May 17, 2024

8:30 a.m.

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On May 17, 2024, the Board of Naturopathy held a hybrid business meeting at Department of Health, 111 Israel Road SE, Tumwater, WA 98501, Town Center 2, Room 166 with access via Zoom. In accordance with the Open Public Meetings Act, notices were published on the DOH website and through GovDelivery.

### **Board Members:**

Krystal Richardson, ND, Chair  
Joanne Hillary, ND, Vice Chair  
Amira Ahdut, ND, LAC  
Chad Aschtgen, ND  
Brooke Fotheringham, Public Member  
Elias Kass, ND  
Vacant, Public Member

### **Staff:**

Rachel Phipps, Program Manager  
James Chaney, Executive Director  
Alyssa Brazil, Administrative Assistant  
Jonathan Chamrad, Program Support  
Luke Eaton, Assistant Attorney General  
Marlon Basco, Policy Analyst

### **Public Attendees:**

Angela London	Karen Appel	Laura Wagner
Angela Ross, ND	Kimberly Bauer	Loraine Harkin
Billie Dickinson	Kristina Conner	Lorinda Corensen
Hannah Gordon	Marissa Boyd	Michael Brown-Echerd
Jeannine Wilmes		

## **Open Session**

### **1. Call to Order/Introductions**

Dr. Krystal Richardson, Chair, called the meeting of the Washington State Board of Naturopathy to order at 8:36 a.m. on May 17, 2024.

#### **1.1 Introductions**

Dr. Krystal Richardson Chair, led roll call of board members, staff, and guests. She then offered an introductory statement explaining the procedure for remote attendance and instructions for public comments.

#### **1.2 Approval of Agenda**

**MOTION:** A motion was made to approve the May 17, 2024, business meeting agenda. The motion was seconded and passed.

#### **1.3 Approval of February 9, 2024, regular meeting minutes**

**MOTION:** A motion was made to approve the February 9, 2024, regular meeting minutes. The motion was seconded and passed.

**2. Public Comment— Krystal Richardson, ND, Chair**

The board will hear comments from the public. The public may request items to be placed on a future meeting agenda.

**Public Comment**

Members of the public were invited to introduce themselves and share comments not related to an agenda item or to the rules hearing.

- No public comment was received.

**3. Payroll Presentation—Alyssa Brazil, Administrative Assistant**

Alyssa Brazil, Administrative Assistant, shared a presentation on payroll process for the board members.

**4. Old Business**

**4.1** Substantial Equivalency/CR-101 Committee. *Committee members presented a summary of recommendations regarding substantial equivalency to the board. Recommendations included approving the recommended list of substantially equivalent states, consider moving the JP exam to electronic/online format and consider fee rules associated with JP exam. There was also discussion about possible language for the open CR-101.*

**MOTION:** A motion was made to approve the recommended list of substantially equivalent states. The motion was seconded and passed.

**MOTION:** A motion was made to convert the Jurisprudence (JP) exam to electronic format. The motion was seconded and passed.

**MOTION:** A motion was made to table the discussion, on fees, for the JP exam until the next board meeting. The motion was seconded and passed.

**4.2** Business Plan Committee Update.

*The committee has not been able to meet, and a recommendation was made to move this update to the next board meeting after the BCC leadership meeting in June. Committee members agreed on meeting times for future meetings.*

**4.3** Newsletter Template

*Newsletter will resume on a quarterly basis, published after board meetings. The intent is to provide information from board meetings to licensees, as well as relevant or pertinent information that may be identified by board members and/or program staff.*

**4.4** DOH emails for board members.

*James Chaney, executive director, shared that he was still working on obtaining DOH emails for board members.*

- 4.5 Provider Performed Microscopic Procedures (PPMP) update.  
*Rachel Phipps, program manager, provided an update on the PPMP rulemaking status. The CR-103 was expected to be filed May 17, 2024, and effective June 17, 2024.*
5. **New Business—DISCUSSION/ACTION— Krystal Richardson, ND, Chair**
- 5.1 Continuing Education – The board briefly discussed opening a CR-101 to make changes to WAC 246-836-210 Continuing competency program; including but not limited to adding JP exam as a CE requirement.
- MOTION:** A motion was made to table the discussion until the next meeting. The motion was seconded and passed.
- 5.2 FMLA Forms – The board will discuss recent changes to the Washington Paid Family & Medical Leave website’s list of qualified healthcare providers.  
*Luke Eaton, AAG, shared information he has obtained. The board will monitor this issue and follow up at future meetings, if warranted.*
6. **Correspondence—DISCUSSION/ACTION— Krystal Richardson, ND, Chair**  
The board reviewed and discussed correspondence received since the last meeting.
- 6.1 Informational email from Shannon Hirst.
- 6.2 Idaho Board of Naturopathy email from Laura Farr.
- 6.3 Intrauterine Insemination Clarification email.
7. **Program Reports- James Chaney, Executive Director: Rachel Phipps, Program Manager**
- 7.1 Budget reports – *Mrs. Phipps, Program Manager, gave an update regarding the current budget to the members. The board would like our budget analyst to attend the next board meeting to answer any specific questions related to fees and our budget.*
- 7.2 Credentialing statistics report – Mrs. Phipps, Program Manager, gave an update to the members. As of 5/9/2024, 1636 active naturopathic physician licenses, 82 expired in renewal, and 15 pending.
- 7.3 Recruitment update – Mr. Chaney, Executive Director, gave an update regarding board member recruitment.
- 7.4 Legislative update – Mr. Chaney, Executive Director, provided general information regarding the 2025 legislative session.
- 7.5 Sunrise Review – Mrs. Phipps, Program Manager, gave an update on the Sunrise Review process.

7.6 FNMRA Board Membership – Mrs. Phipps, Program Manager, discussed with the board her position as a board member with FNMRA and the associated fee. *The board requested inviting a representative from FNMRA to the next board meeting prior to making their decision.*

**8. Future Business**

Future business items to be discussed includes:

8.1 Robert’s Rules of Order – Luke Eaton, AAG

8.2 Telemedicine

**MOTION:** A motion was made to create a committee to review the telemedicine policy. The motion was seconded and passed. *The committee members who volunteered include Dr. Richardson, Dr. Kass, and Dr. Aschtgen.*

8.3 Budget Report - Ashley May

8.4 FNMRA

*Rachel Phipps will invite a representative from FNMRA to share information with board of naturopathy on FNRMA board membership*

**9. Settlement Presentations- Krystal Richardson, ND, Chair**

- There were no settlement presentations.

**10. Adjournment of Public Meeting-**

**MOTION:** A motion was made to adjourn the meeting. The motion was seconded and passed. Dr. Richardson, Chair, adjourned the meeting at 11:41A.M.

**11. Discipline & Licensing-**

The board will attend to licensing and disciplinary matters in closed session.

**Next Scheduled Meeting:**

Date: August 9, 2024

Time: 8:30 A.M

Location: Hybrid - Virtual Zoom Meeting  
with a physical location at the Department of Health.