

**VIRTUAL/TELECONFERENCE  
CHIROPRACTIC EXAMINING BOARD  
MEETING MINUTES  
NOVEMBER 2, 2023**

**PRESENT:** Barbara Bradley, James Damrow, Kris Erlandson, Amy Heffernan, Kathleen Hendrickson, Daniel Meschefske

**STAFF:** Will Johnson, Executive Director; Jameson Whitney, Legal Counsel; Sofia Anderson, Administrative Rules Coordinator; Tracy Drinkwater, Board Administrative Specialist; and other Department Staff

**CALL TO ORDER**

Amy Heffernan, Chairperson, called the meeting to order at 8:34 a.m. A quorum was confirmed with six (6) members present.

**ADOPTION OF AGENDA**

**MOTION:** Daniel Meschefske moved, seconded by Barbara Bradley, to adopt the Agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF AUGUST 3, 2023**

**MOTION:** James Damrow moved, seconded by Barbara Bradley, to approve the Minutes of August 3, 2023, as published. Motion carried unanimously.

**ADMINISTRATIVE RULE MATTERS**

**Adoption Order: Chir 3 and 5, relating to professional boundaries education.**

**MOTION:** Daniel Meschefske moved, seconded by James Damrow, to approve the Adoption Order for Clearinghouse Rule 22-066 (Chir 3 and 5), relating to professional boundaries education. Motion carried unanimously.

**Drafting: Chir 3, relating to CPR requirements**

**MOTION:** Kris Erlandson moved, seconded by Barbara Bradley, to designate Amy Heffernan to serve as liaison to DSPS staff for drafting Chir 3, relating to CPR requirements. Motion carried unanimously.

**Drafting: Chir 12, relating to nutritional counseling certification**

**MOTION:** Kris Erlandson moved, seconded by Daniel Meschefske, to designate Amy Heffernan to serve as liaison to DSPS staff for drafting Chir 12, relating to nutritional counseling certification. Motion carried unanimously.

**CLOSED SESSION**

**MOTION:** James Damrow moved, seconded by Amy Heffernan, to convene to Closed Session to deliberate on cases following hearing (§ 19.85(1)(a), Stats.); to consider licensure or certification of individuals (§ 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (§§ 19.85(1)(b), and § 440.205, Stats.); to consider individual histories or disciplinary data (§ 19.85(1)(f), Stats.); and to confer with legal counsel (§ 19.85(1)(g), Stats.). Amy Heffernan, Chairperson, read the language of the motion aloud for the record. The vote of each member was ascertained by voice vote. Roll Call Vote: Barbara Bradley-yes; James Damrow-yes; Kris Erlandson-yes; Amy Heffernan-yes; Kathleen Hendrickson-yes; and Daniel Meschefske-yes. Motion carried unanimously.

The Board convened into Closed Session at 10:18 a.m.

**DELIBERATION ON DIVISION OF LEGAL SERVICES AND COMPLIANCE MATTERS****Proposed Stipulation and Final Decisions and Orders*****23 CHI 002 – Anthony J. Otto, D.C.***

**MOTION:** Kris Erlandson moved, seconded by James Damrow, to adopt the Findings of Fact, Conclusions of Law, and Proposed Decision and Order in the matter of disciplinary proceedings against Anthony J. Otto, D.C., DLSC Case Number 23 CHI 002. Motion carried unanimously.

**Case Closings*****21 CHI 001 – P.M.F.***

**MOTION:** Kathleen Hendrickson moved, seconded by Kris Erlandson, to close DLSC Case Number 21 CHI 001, against P.M.F., for Prosecutorial Discretion (P1). Motion carried unanimously.

**RECONVENE TO OPEN SESSION**

**MOTION:** Kris Erlandson moved, seconded by Amy Heffernan, to reconvene into Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 10:27 a.m.

**VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION,  
IF VOTING IS APPROPRIATE**

**MOTION:** James Damrow moved, seconded by Daniel Meschefske, to affirm all motions made and votes taken in Closed Session. Motion carried unanimously.

*(Be advised that any recusals or abstentions reflected in the Closed Session motions stand for the purposes of the affirmation vote.)*

**DELEGATION OF RATIFICATION OF EXAMINATION RESULTS AND RATIFICATION  
OF LICENSES AND CERTIFICATES**

**MOTION:** Amy Heffernan moved, seconded by Kris Erlandson, to delegate ratification of examination results to DSPS staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Amy Heffernan moved, seconded by Daniel Meschefske, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:36 a.m.