

BOARD FOR OPTICIANS

DRAFT MINUTES OF MEETING

The Board for Opticians met on Friday, August 19, 9:30 a.m., at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2nd Floor, Board Room 3, Richmond, Virginia 23233.

The following members were present:

Billie L. Taylor, Chair
Renee P. Allgood
Robert E. Flippin

The following members were not present:

Faye Prichard
William H. Bearden, III, MD

The DPOR staff present for all or for portions of the meeting included:

Gordon N. Dixon, Director
Mark N. Courtney, Deputy Director/LRD
William H. Ferguson, II, Executive Director
Steven L. Arthur, Deputy Director/ Admin. & Finance
Sharon Sweet, Director/Education & Examinations
Demetrios J. Melis, Board Administrator
Cathy Clark, Administrative Assistant

A representative from the Office of the Attorney General was not present.

Ms. Taylor determined there was a quorum and called the meeting to **Call to Order** order at 9:30 a.m.

Ms. Taylor introduced Renee P. Allgood, appointed January 7, 2011 to **New Board Member** succeed Jon Bright.

Upon a motion by Mr. Flippin and seconded by Ms. Allgood, the Board **Resolution** voted to approve resolutions for board member Jon Bright for his service to the Board.

The members voting 'yes' were Ms. Taylor, Ms. Allgood, and Mr. Flippin. There were no negative votes. The motion passed unanimously.

Ms. Taylor presented the Resolution to Mr. Bright, who was present at

the meeting, and read it into the minutes:

WHEREAS, Jon D. Bright has faithfully and diligently served as a member of the Board for Opticians from 1996 until 2010 and

WHEREAS, Jon D. Bright has devoted generously of his time, talent and leadership to the Board; and

WHEREAS, Jon D. Bright has endeavored at all times to render decisions with fairness, good judgment, and in the best interest of the Board; and

WHEREAS, the Board for Opticians wishes to acknowledge its gratitude and deepest appreciation for devoted service of a person who is held in high esteem by the members of the Board and the citizens of the Commonwealth.

NOW THEREFORE BE IT RESOLVED, by the Board for Opticians this nineteenth day of August, 2011, that Jon D. Bright be given all honors and respect due him for his outstanding service to the Commonwealth and its citizens and the Board for Opticians; and

BE IT FURTHER RESOLVED, that this Resolution be presented to him and be made a part of the official minutes of the Board so that all may know of the high regard in which he is held.

Upon a motion by Mr. Flippin and seconded by Ms. Allgood, the Board voted to approve the agenda. The members voting 'yes' were Ms. Taylor, Ms. Allgood, and Mr. Flippin. There were no negative votes. The motion passed unanimously.

Approval of Agenda

Ms. Taylor asked for public comment. There was no public comment.

Public Comment

Upon a motion by Mr. Flippin and seconded by Ms. Allgood, the Board voted to approve the minutes of the Board for Opticians December 10, 2010 board meeting.

**Approval of Minutes
December 10, 2010
Board Meeting**

The members voting 'yes' were Ms. Taylor, Ms. Allgood, and Mr. Flippin. There were no negative votes. The motion passed unanimously.

The Board reviewed its examination statistics for informational purposes.

**Examination
Statistics**

The Board reviewed its quarterly board statistics for informational purposes.

Quarterly Statistics

Mr. Ferguson provided an overview of the Commonwealth's

Procurement Process

procurement process as it relates to the potential purchase of an examination contract, in preparation for the presentation by NCSORB representatives later in the meeting. The procurement process is governed by the Virginia Public Procurement Act (VPPA) and the Agency Procurement and Surplus Property Manual (APSPM). All contracts with a value exceeding \$50,000 must be obtained through competitive sealed bidding or competitive negotiation. Mr. Ferguson provided a synopsis of the process, from the publication of the Request for Proposals (RFP), through the negotiation process, to the contract offer to the successful vendor.

The Board recessed at 10:00 a.m. and was called back to order at 10:12 a.m. by Ms. Taylor.

Recess

Representatives of NCSORB, who are involved in the examination development process, presented a slide presentation and demonstration of the proposed, national examination for opticians. The panel of presenters included, Susan Larson, Certification Manager for the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO); Jerry Himes, President of NCSORB and Chair of the Arkansas State Board of Dispensing Opticians; and Jon Bright, representing NCSORB. The panel answered questions from the Board about the proposed examination, with regard to costs, exam locations, and the examination service that would administer the exam.

**National Committee
of State Opticianry
Regulatory Boards
(NCSORB)
Examination**

Mr. Ferguson announced the dates for 2012 Board meetings: April 6, August 3, and December 14, 2012.

2012 Meeting Dates

Mr. Ferguson announced that, in accordance with the Governor's Executive Order 14, a periodic review of the existing Optician Regulations must be conducted. The review is to include a small business impact review. Prior to the commencement of the review, a notice must be posted to the Regulatory Town Hall and allow a minimum of 21 days for public comment. No later than 60 days after the close of the public comment period, the agency shall post a completed periodic review report on the Town Hall.

Periodic Review

Mr. Courtney conducted new board member training on Board Member Roles and Responsibilities. Board members present for the training were Ms. Taylor, Ms. Allgood, and Mr. Flippin.

**Board Member
Training – Roles &
Responsibilities**

Mr. Ferguson conducted the required annual Board member training on the State and Local Government Conflict of Interests Act. Board Members successfully completing the training were Ms. Taylor, Ms. Allgood, and Mr. Flippin.

**Conflict of Interest
Training**

Upon a motion by Mr. Flippin and seconded by Ms. Allgood, the Board voted to request staff to investigate procurement of the computer-based examination presented by the NCSORB panel. The members voting 'yes' were Ms. Taylor, Ms. Allgood, and Mr. Flippin. There were no negative votes. The motion passed unanimously.

**Other Board
Business**

Since there was no further business to be brought before the Board, the meeting was adjourned at 1:43 p.m.

Adjourn

Billie Taylor, Chair

Gordon N. Dixon, Secretary