

**BOARD OF OPTOMETRY
FULL BOARD MEETING
November 2, 2018**

TIME AND PLACE: The Virginia Board of Optometry (Board) meeting was called to order at 10:32 a.m. at the Department of Health Professions (DHP), Perimeter Center, 9960 Mayland Drive, 2nd Floor, Room 3, Henrico, Virginia 23233.

PRESIDING OFFICER: Helene Clayton-Jeter, O.D., President

MEMBERS PRESENT: Steven A. Linas, O.D., Chair
Fred E. Goldberg, O.D.
Clifford A. Roffis, O.D.
Lisa Wallace-Davis, O.D.

MEMBERS NOT PRESENT: All members were present.

STAFF PRESENT: Barbara Allison-Bryan, M.D., Chief Deputy Director
Leslie L. Knachel, Executive Director
Kelli Moss, Deputy Director
Charis Mitchell, Assistant Attorney General, Counsel
Elaine Yeatts, Senior Policy Analyst
Anthony C. Morales, Operations Manager

OTHERS PRESENT: Peggy Wood, Health Practitioners' Monitoring Program, (HPMP)

QUORUM: With five members of the Board present, a quorum was established.

ORDERING OF AGENDA No changes or additions were made to the agenda.

INTRODUCTION OF NEW STAFF: Ms. Knachel introduced new staff members

PUBLIC COMMENT: No public comment was presented.

APPROVAL OF MINUTES: Dr. Wallace-Davis moved to approve the meeting minutes for the following meetings as presented:

- July 12, 2018 – Formal Hearing
- July 13, 2018 – Full Board Meeting

The motion was seconded and carried.

DIRECTOR'S REPORT: Dr. Allison-Bryan provided an update of building security and the opioid crisis.

LEGISLATIVE/REGULATORY UPATE: **Update on Regulatory Actions**
Ms. Yeatts provided the following regulatory information:

- Inactive Licenses for the board of Optometry
 - NOIRA published with no comments
 - Discussed proposed regulations which could be promulgated by a fast-track action

Dr. Wallace-Davis moved to adopt the proposed regulations as amended. The motion was seconded and carried.

Ms. Knachel reported that the CE Committee asked that Ms. Yeatts and she work on drafting changes to the list of entities that are allowed by the regulations to sponsor, accredit or approve CE courses or programs.

DISCUSSION ITEMS:

Continuing Education Audits

- **Update on CE Audit**
Ms. Knachel reported that the CE Audit is under way and thanked Dr. Linas for his help with the audit.
- **Use of OE Tracker during CE audits**
Ms. Knachel identified the difficulties encountered in using OE tracker during the CE audit process. She indicated that the CE Committee might need to be engaged in future audits. She commented that the regulations do not require an annual audit and recommended that the Board determine by each year after the renewal period is over whether a CE will be conducted.
- **Updates to Guidance Document 150-12 Guidance for Continuing Education Audits and Sanctioning for Failure to Complete CE**
Ms. Knachel discussed the proposed changes to the guidance document.150-12 including the following amendments:
 - Q: Does the Board grant CE extensions or waivers?
A: Delete: “Yes, the Board does grant CE extensions and waivers” and add “The Board may choose to grant an extension or waiver.”
 - Q: What is the Board’s process for conducting CE audits?
A: Delete: Licensees must complete Continuing Education Reporting Form and submit certificates” because this is duplicate information.

Dr. Linas moved to accept draft with the discussed amendments of Guidance Document 150-12. The motion was seconded and carried.

Updates to Guidance Document 105-14 Virginia Board of Optometry By-Laws

Ms. Knachel discuss the draft amendments to Guidance Document 150-14.

Dr. Roffis moved to accept the draft amendments to the by-laws as proposed. The motion was seconded and carried

BOARD MEMBER TRAINING:

Board Member, Devon Cabot, joined the meeting during Board Member Training.

Health Practitioners’ Monitoring Program

Ms. Wood provided information on the HPMP program.

Confidentiality

Ms. Moss and Ms. Knachel provided information on a board member’s need to maintain confidentiality in certain circumstances.

Freedom of Information Act (FOIA)

Ms. Knachel provided information on FOIA.

Virtru Encryption

Mr. Morales provided information on the new encryption program that board staff will use to ensure confidentiality of sensitive information sent via email.

COUNSEL REPORT:

Ms. Mitchell stated that she did not have anything to report.

PRESIDENT'S REPORT:

Dr. Clayton-Jeter stated that she felt it was important to remind the Board at each meeting of its mission. She restated the Board's mission.

**BOARD OF HEALTH
PROFESSION'S REPORT:**

Dr. Clayton-Jeter reported on activities of the Board of Health Professions.

STAFF REPORTS:

Executive Director's Report – Ms. Knachel

Ms. Knachel provided an update on the licensure statistics and budget.

Discipline Report – Ms. Moss

Ms. Moss provided an overview of the caseload statistics.

NEW BUSINESS:

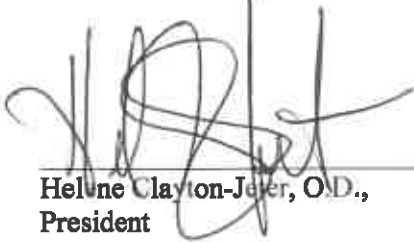
Ms. Knachel provided information on the 2019 proposed legislation in response to a question from a board member.

NEW MEETING:

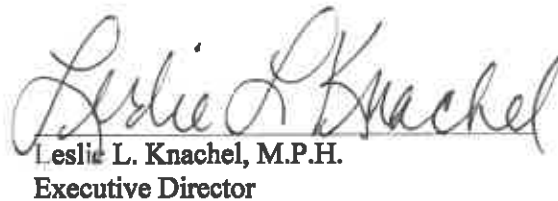
The next scheduled full board meeting is February 8, 2018.

ADJOURNMENT:

The meeting adjourned at 1:20 p.m.



Helene Clayton-Jeter, O.D.,
President



Leslie L. Knachel, M.P.H.
Executive Director