

**BOARD FOR HEARING AID SPECIALISTS AND OPTICIANS  
MINUTES OF MEETING**

The Board for Hearing Aid Specialists and Opticians met on Wednesday, August 14, 2024, at the Offices of the Department of Professional and Occupational Regulation, Perimeter Center, Board Room 2, 2<sup>nd</sup> Floor, 9960 Mayland Drive, Richmond, Virginia 23233.

The following members were present for the meeting:

Debra Ogilvie, AuD, Vice Chair  
Kaytlyn Young  
Desire'e Lewis-Nelson  
Pamela Chavis, MD  
Judith Canty  
Francis Lunsford  
Fitim Xhemalli  
LeighAnna Morris, AuD  
Kenneth Kirk, MD

The following members were not present:

Michael Armstrong, MD  
Darla All  
Stacey Brayboy

DPOR staff present for all, or part of the meeting included:

Brian Wolford, Interim Director  
Jeb Wilkinson, Special Assistant to the Director  
Stephen Kirschner, Deputy Director Licensing and Regulatory Programs  
Kelley Smith, Executive Director  
Wendy Duncan, Licensing Operations Administrator  
Heather Garnett, Administrative Coordinator

A representative from the Office of the Attorney General was present.

Dr. Ogilvie, determined a quorum present and called the meeting to order at 9:32 a.m.

**CALL TO ORDER**

Dr. Ogilvie read the Department of Professional & Occupational Regulations mission and announced several meeting reminders.

Ms. Smith, Executive Director, explained the emergency egress procedure for board room 2.

**EMERGENCY  
EGRESS**

The Board took the agenda under consideration.

**APPROVAL OF  
AGENDA**

Ms. Canty motioned to approve the agenda, seconded by Dr. Chavis.

The members voting 'Aye' were Ms. Young, Dr. Ogilvie, Ms. Lewis-Nelson, Dr. Chavis, Ms. Lunsford, Mr. Xhemaili, Ms. Canty, Dr. Morris, and Dr. Kirk.

There were no negative votes. The motion carries.

The Board took the minutes from the Board meeting on March 13, 2024, and the Curriculum Review Committee meeting on May 22, 2024, under consideration.

**APPROVAL OF  
MINUTES AS A  
BLOCK**

Ms. Young motioned to approve the minutes, seconded by Ms. Lewis-Nelson.

The members voting 'Aye' were Ms. Young, Dr. Ogilvie, Ms. Lewis-Nelson, Dr. Chavis, Ms. Lunsford, Mr. Xhemaili, Ms. Canty, Dr. Morris, and Dr. Kirk.

There were no negative votes. The motion carries.

Ms. Smith reintroduced Brian Wolford, DPOR new Interim Director. Ms. Smith introduced Jeb Wilkinson, DPOR new Special Assistant to the Director. Ms. Smith introduced new Board members Frances Lunsford, Fitim Xhemaili, Dr. Kenneth Kirk, and Dr. Leigh Anna Morris.

**INTRODUCTION  
OF AGENCY  
STAFF AND NEW  
BOARD MEMBERS**

Dr. Ogilvie called the Boards attention to the communication in the electronic agenda from United Opticians Association regarding membership opportunities.

**COMMUNICATIONS**

There were no questions nor discussion from the Board.

There were no public comments.

**PUBLIC  
COMMENT**

Dr. Ogilvie welcomed Ms. Jackson-Bailey from Post-Adjudication Licensing section to discuss the administrative process for licensing cases.

**TRAINING**

Ms. Jackson-Bailey, director of Post-Adjudication Licensing (PAL) and presiding officer for informal fact finding (IFF) conferences addressed the Board. Ms. Jackson-Bailey explained the purpose of IFF conferences, processes, timelines, and how the presiding officer determines the recommendation submitted to the Board for consideration.

There were no questions nor discussion from the Board.

**CASES**

**Licensing**

In the matter of File Number, **2024-01942, Patrice Avesha Lee**, the Board members reviewed the record of the Informal Fact-Finding Conference, which consisted of the transcript, investigative file, report of findings, and exhibits.

**File Number, 2024-01942, Patrice Avesha Lee**

Patrice Lee and Brian Spittle addressed the Board.

Dr. Morris motioned to accept the recommendation and approve Patrice Lee's application for optician license, seconded by Ms. Young.

There was no Board discussion.

The members voting "Aye" were Ms. Young, Dr. Ogilvie, Ms. Lewis-Nelson, Dr. Chavis, Ms. Lunsford, Mr. Xhemaili, Ms. Canty, Dr. Morris, and Dr. Kirk.

There were no negative votes. The motion carried.

**REPORTS**

Ms. Garnett presented the licensing statistics that were provided in the electronic agenda.

**Licensing Statistics**

There were no questions from the Board nor discussion.

Ms. Duncan presented the examination statistics that were provided in the electronic agenda.

**Examination Statistics**

There were no questions from the Board nor discussion.

Ms. Smith presented the current regulatory actions that were provided in the electronic agenda.

**Regulatory Report**

The Board discussed the regulatory report.

Ms. Smith presented a handout of the executive directors' report.

**Executive Director Report**

The Board did not have any questions or discussion.

## **OLD BUSINESS**

Ms. Smith reminded the Board during the June 21, 2023, board meeting the Board created the Hearing Aid Specialist Exam Review Committee. Due to new Board member replacements the committee currently consists of two members, Dr. Ogilvie and Dr. Armstrong. Ms. Smith requested additional volunteers to serve on the committee. Dr. Kirk volunteered and Dr. Morris is interested and will confirm her availability at a later date.

### **Hearing Aid Specialist Practical Exam**

## **NEW BUSINESS**

Ms. Smith announced the new implementation of EPICx, the new licensing system. EPICx will upgrade and modernize the operations, providing greater efficiency and enhanced public access. This new system will replace the Department's outdated systems offering a unified platform for licensing, enforcement, and document management. The project will roll out in two waves. The Board for Hearing Aid Specialists and Opticians will be included in the first wave roll out.

### **EPICx Update**

The Board discussed the implementation of EPICx with concerns of a full digital licensing system. Mr. Wolford addressed the Board's concerns indicating upon the roll out, a dual process will be available. The dual process will phase out.

Dr. Ogilvie opened the floor for nominations of Board chair.

### **Board Elections**

Dr. Ogilvie nominated Ms. Young for chair. There were no other nominations for chair.

Ms. Canty motioned to close nominations for board chair and proceed to vote on the nominated slate, seconded by Ms. Lewis-Nelson.

The members voting "Aye" were Ms. Young, Dr. Ogilvie, Ms. Lewis-Nelson, Dr. Chavis, Ms. Lunsford, Mr. Xhemaili, Ms. Canty, Dr. Morris, and Dr. Kirk. The motion carries

The slate of nominations is Ms. Young for the position of chair.

The members voting "Aye" were Ms. Young, Dr. Ogilvie, Ms. Lewis-Nelson, Dr. Chavis, Ms. Lunsford, Mr. Xhemaili, Ms. Canty, Dr. Morris, and Dr. Kirk.

There were nine in the affirmative, 0 in opposition and 0 abstentions.

Ms. Young is the Board's new chair.

Dr. Ogilvie opened the floor for nominations of Board vice-chair.

Ms. Young nominated Dr. Ogilvie for vice-chair. There were no other nominations for chair.

Ms. Canty motioned to close nominations for board vice-chair and proceed to vote on the nominated slate, seconded by Ms. Young.

The members voting "Aye" were Ms. Young, Dr. Ogilvie, Ms. Lewis-Nelson, Dr. Chavis, Ms. Lunsford, Mr. Xhemaili, Ms. Canty, Dr. Morris, and Dr. Kirk. The motion carries.

The slate of nominations is Dr. Ogilvie for the position of vice-chair.

The members voting "Aye" were Ms. Young, Dr. Ogilvie, Ms. Lewis-Nelson, Dr. Chavis, Ms. Lunsford, Mr. Xhemaili, Ms. Canty, Dr. Morris, and Dr. Kirk.

There were nine in the affirmative, 0 in opposition and 0 abstentions.

Dr. Ogilvie is the Board's new vice-chair.

**REMINDERS**

Dr. Ogilvie reminded the Board of the next scheduled Board meeting on October 30, 2024.

**Next Schedule Board Meeting**

There being no further business, the meeting adjourned at 10:21 a.m.

**Adjourn**

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Kaytlyn Young, Board Chair

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Brian P. Wolford, Board Secretary