



STATE OF NEVADA

BOARD OF DISPENSING OPTICIANS

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Minutes of Board Meeting

October 2, 2013

The Regular Meeting of the Nevada Board of Dispensing Opticians was called to order by President Joshua Wasson at 5:31 p.m., Wednesday, October 2, 2013

IGT Applied Technology Center Room 221
475 Edison Way, Reno, Nevada 89502

Members Present

Josh Wasson, President
Tamara Sternod, Vice President
Marilyn Brainard, Treasurer
Danny Harris, Member (by speakerphone)

Others Present

Sarah Bradley, Deputy Attorney General, Board Counsel
Cindy Kimball, Executive Director

1. **Call to Order:** President Josh Wasson called the meeting to order at 5:31 p.m.
2. **Public Comment:** There was no public comment.
3. **Approval of Board meeting minutes:**
 - A. Board Meeting August 14, 2013. Marilyn Brainard moved to approve. Tamara Sternod seconded. Motion carried unanimously.
 - B. Board Meeting August 30, 2013. Tamara moved to approve with correction of one typo. Marilyn Brainard seconded. Motion carried unanimously.
4. **Review and decision regarding issuing ophthalmic dispenser licenses to the September 28, 2013 examinees:**

Beatriz Alvarado, Joyce Hodges, Kimberly Kekahuna-Lee, Patricia Lee, Jayme Lopez, Kevin McGrew, Nina Ness, Diane Patio, Christy Porter, Amber Reyes, Gabriel Valle

Josh Wasson announced the names of the individuals who achieved a passing score on the September 28, 2013 state optical examination. Tamara Sternod moved to issue Nevada ophthalmic dispenser licenses to those individuals: Jayme Lopez, Christy Porter, Gabriel Valle. Marilyn Brainard seconded. Motion carried unanimously
5. **Financials:**
 - A. Review and approval of August 2013 financial statements: This item was deferred to a future meeting.
 - B. Review and decision on FY13/14 budget: Board briefly discussed the current budget, agreeing that adjustments will need to be made in the future, after personnel and location changes are decided upon.
6. **Review and decision regarding apprentice applications:** Mikah Gesler-Dumbrys. This application was not considered because it was not received.
7. **Review and decision regarding revisions to Apprentice Credit for Previous Experience Policy:** Cindy Kimball explained that at the Board's direction at its August 14, 2013 meeting, the

policy was being brought forward for discussion and possible revision. She noted written input was given by two Board members. Kimball added that she proposed removing the requirement for the employer letter to be notarized, stating that letters mailed directly from the employer to the Board office on company letterhead was sufficient, and often, employers were reluctant to notarize their letters. Board members discussed the content of the employer letter, agreeing that it should contain a breakdown of percentages of time devoted to each category of duties. Tamara Sternod said that requests for credit for time devoted to laboratory duties should be treated consistently. Danny Harris stated that such requests should be considered on a case-by-case basis. Marilyn Brainard said that whatever method is used, the Board should be clear about what it expects and will accept for credit. Sternod recommended both the employer and the applicant should be required to provide percentages of duties. She added that former apprentices should have to demonstrate progress in their apprenticeships in order to receive credit. Kimball suggested that could be accomplished by making the requirements for both former apprentices and those who have not previously held an apprentice license similar to each other. Brainard moved to direct Kimball to draft policy revisions based on the Board's discussion and place the proposed revised policy on the Board's November 6, 2013 meeting agenda. Harris seconded. Motion carried unanimously.

- 8. Review and decision regarding request for credit for prior experience toward apprenticeship:** Michael Lorton. Not present. Tamara Sternod moved to grant Michael Lorton two years' apprenticeship credit for prior experience and training. Marilyn Brainard seconded. Motion carried unanimously.
- 9. Review and decision on selection of candidates to interview for executive director position:** Josh Wasson described the screening process, stating that prior to the meeting, each Board member had reviewed and rated the candidates' resumes using a screening tool designed to gauge how closely each candidate's qualifications matched those of the position. Cindy Kimball added that the names and identifying information had been blacked out, and alpha characters assigned to each resume. Wasson then asked each Board member to list their top candidates, in order, by the alpha character assigned to the resume. He then noted which candidates had the overall highest ratings. Board members discussed the qualifications of those who did not fall into the top five, stating their reasons they believed, or did not believe, the candidates should qualify for an interview. Tamara Sternod moved to interview candidates B, C, D, F, and E. Danny Harris seconded. Marilyn Brainard opposed. Motion carried 3-1-0. Sternod moved to reopen agenda item 9. Danny Harris seconded. Motion carried unanimously. Sternod moved to schedule the interviews 45 minutes apart and provide a half hour break between interviews 2 and 3. Harris seconded. Motion carried unanimously.
- 10. Review and decision on location of Board office:** Cindy Kimball noted she provided the Board with descriptions and comparisons of the options to share office space with the Nevada Board of Veterinary Examiners or the Nevada Board of Psychological Examiners, both located in the Kietzke Plaza office complex. Josh Wasson described his visit with Kimball to the proposed office spaces. Board members discussed the pros and cons of each location. Marilyn Brainard moved to accept the offer to share office space with the Nevada Board of Psychological Examiners. Danny Harris seconded. Motion carried unanimously. Board members expressed their gratitude to both the Veterinary and Psychological Examiners Boards for their willingness to share space with the Dispensing Opticians Board.
- 11. Review and decision on revisions to Officer Election Procedure:** Cindy Kimball said the proposed revisions to the procedure were based on previous Board member input. She added they

added the option for self-nominations to be made in order of preference, and included an option for Board members to nominate other Board members to an office. Marilyn Brainard moved to accept the proposed revisions. Danny Harris seconded. Motion carried unanimously.

12. Review and decision on continuing education classes:

2013-06—International Vision Expo & Conference West 2013, (177 spec/cl), October 2-5, 2013, Sands Convention Center, Las Vegas, Nevada: Danny Harris moved to approve all credit courses, as well as these courses listed as noncredit: 21O1 Optical Boot Camp Level 1 (3 spec/cl), 23O1 Optical Boot Camp Level 2 (3 spec), 31L1 Contact Lens Boot Camp (4 cl), 43O1 Bootcamp Workshop (2 spec). Tamara seconded. Motion carried unanimously.

2013-07—Northern Nevada Association of Ophthalmic Dispensers Annual Convention, (12 spec/cl), October 20, 2013, 7am to 8pm, Peppermill Hotel and Casino, 17th floor, 2702 S. Virginia St., Reno, Nevada: Danny Harris moved to approve, with the provision that the participants are reminded that the law states they cannot take a course for renewal credit more than once every three years. Tamara Sternod seconded. Motion carried unanimously.

13. Future meetings and agenda items: Josh Wasson directed that the August 2013 financial statements, and proposed revisions to the Apprenticeship Credit for Prior Experience Policy be placed on the November 6, 2013 agenda. Marilyn Brainard noted she would be absent for the November 6, 2013 meeting.

14. Public Comment: Linda Brown asked the Board to ensure that the number of hours actually spent attending VisionExpo continuing education courses is verified. Temma Chaparro suggested that the interviewees be scheduled so that if there is waiting time, it is the interviewees who are waiting, rather than Board members. Regarding the Apprenticeship Credit for Prior Experience Policy, Chaparro said the apprentice should be required to report percentages of time devoted to each category of duties, as well as the employer.

15. Adjournment: President Josh Wasson adjourned the meeting at 7:53 p.m.