



STATE OF NEVADA

BOARD OF DISPENSING OPTICIANS

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Minutes of Board Meeting

Wednesday, December 11, 2013, 4 p.m.
Kietzke Plaza; 4600 Kietzke Lane, Rm. I-204
Reno, Nevada 89502

Members Present

Josh Wasson, President
Tamara Sternod, Vice President
Marilyn Brainard, Treasurer
Marsha Costuros, Member
Danny Harris, Member

Others Present

Corinne Sedran, Executive Director
Colleen Platt, Deputy Attorney General (filling in for Sarah Bradley)

- 1. Call to order:** Joshua Wasson called the meeting to order at 4 p.m.
- 2. Public Comment:**

Member of the public Hilda Lopez stated that she works for an optometrist who wants her to answer the phone while he is out of the office and answer questions (would require her to access patient files while the doctor is out of the office). She is a licensed optician but has never been asked to answer optometry questions as part of her job before. She wants to know whether her license could be subject to discipline for accessing patient prescriptions without doctor supervision; Joshua Wasson and Tamara Sternod noted this question falls within optometry law and should be presented to the optometry board. Colleen Platt advised Lopez to send this question to the optical board office in an email to be forwarded to Sarah Bradley for clarification of the law.

- 3. Approval of Board meeting minutes (for possible action):**

Board Meeting November 6, 2013. Tamara Sternod moved to approve; Danny Harris seconded; Marilyn abstained (was not present at the November 6 meeting). The minutes were approved.

- 4. Executive director's report (for possible action):**

A. Hiring of Assistant

Corinne Sedran stated she had hired an assistant for the month of December on a temporary basis. She noted the assistant she hired will be traveling in January and unavailable during the time help is needed with renewals. She does not believe the job of executive director can be adequately performed in the 20 to 25 hours per week originally discussed and much of the board's business needs to be conducted by the director rather

than an assistant. She presented the possibility of having the executive director work 30 hours per week and supplementing the salary of the psychological board's assistant (Caitlin McHugh) with an extra \$5 per hour in exchange for having her answer phone calls and greet people who come into the office. She had spoken to Sarah Bradley (board attorney) about this possibility and Sarah said the board could make this a contract position with McHugh being contracted to perform receptionist duties for the additional pay of \$5 per hour.

Wasson asked if Sedran was planning to hire McHugh in lieu of the current assistant. Sedran said she planned to have the current assistant continue through December and have McHugh take over in January. Sternod asked if McHugh would still be available to answer phones when the director's workload goes down in February. Sedran said that yes, even if the assistant is only needed for an additional 10 hours per week after renewal season, McHugh would be available to perform that service. Wasson asked if the board would be supplementing McHugh's income or paying the Psychology Board. Sedran said it would be a contract between the board and McHugh for a fixed amount per hour and the board would pay her directly.

Wasson asked if the board needs to make a motion to approve contracting with McHugh. Platt stated a motion is not necessary because the board already directed Sedran to hire an assistant and she has the ability to make the hiring decision.

B. Office Updates

Sedran stated there have been some computer updates/changes that have gone into effect. The state boards no longer have access to board secure folders, so a board Dropbox has been set up. The new board website is up and running and she will be able to make modifications to the website with training from EITS. She will also need to set up a board listserv for sending out mass emails to licensees because sending mass emails through the Outlook system is prohibited by State Web Services.

Sedran said Sarah Bradley is still working on the lease agreement for leasing office space from the Psychology Board. Things are running smoothly in the office and sharing space with the Psychology Board has worked out well. Sedran will present the lease agreement to the board when she receives it from Sarah. Platt stated that Buildings and Grounds has to negotiate all lease agreements for state boards. The board will enter into the lease, but Buildings and Grounds will have to negotiate the terms.

Wasson asked if there is a possibility the board will be moving to a new location and the board contact information will be changing again. Sedran said the Psychology Board had originally suggested a three-month limited sublease to ensure sharing space would work well for both boards. She spoke to the Psychology Board director and Sarah Bradley on Monday and the Psychology Board is now comfortable with entering into a long-term lease. Platt suggested postponing a discussion of monthly rent amounts until Buildings and Grounds prepares the lease. Sedran would like to pay the Psychology Board rent for time the board has already occupied the office space. Wasson directed her to get in touch with Sarah Bradley about paying back rent.

Sedran presented the board with the monthly internet cost at the new office. She suggested the office terminate its Pitney Bowes account and instead take mailings to a mailing center. The board members agreed this would save money.

5. Financials (for possible action):

Review and decision on October and November 2013 financial statements

Sternod asked why the financial statements show a negative amount for July 2014 legal costs. Sedran said she would check the account numbers and let the board know why the amount is negative. Sternod asked which line of the budget the board will be taking its base rent from. She asked that this issue be added as a future agenda item so the board can decide where to place office rent in the budget. Wasson asked that a new line item be added to the budget for office rent. Wasson and Sternod discussed where Cindy Kimball's final pay fit into the budget and whether PERS and PEBP would still need to be paid.

The board discussed the possibility of changing banks. Sedran stated that the current bank account presents several difficulties, including: bank statements need to be requested at the end of each month, bills cannot be paid online, and there is not a charge card available on the account, so an invoice must be requested for all purchases. The board members requested that Sedran research other banking options. Platt stated she did not believe the board had to get state approval before opening a new bank account.

6. Review and decision regarding apprentice applications (for possible action):

A. Zachary Sylvester

Harris moved to approve; Sternod seconded the motion; approved unanimously

B. Luis Flores

Sternod moved to approve with the stipulation his license be dated from January 2014 because that is when he will begin working; Harris seconded the motion; carried unanimously

C. Jessica Villasenor-Villa

Sternod moved to approve; Harris seconded, carried unanimously

7. Review and decision regarding request for apprentice license extension (for possible action):

Seyda Arellano, apprentice license #915

Sedran stated the applicant has completed all requirements to take the state board exam other than passing her GED exam. Sternod noted this will be the seventh renewal of her apprentice license and asked if the board had lifted the six renewal maximum in its regulations. Wasson noted if the board does not approve her request for an extension, she will have to apply for a new apprentice license. Sternod moved to approve the renewal application pending receipt of verification of having taken the GED exam twice this year (or she will have to submit 14

continuing education credits per the regulations); Harris seconded the motion; carried unanimously.

8. Review and decision regarding special ophthalmic dispenser license applications (for possible action):

A. Terry Harris

Sternod noted Harris' ABO certification would only be current through 2013; do the regulations require his ABO be current at the time he takes the exam, or only at the time his application is approved? Platt stated the board's regulations only require current ABO certification at the time his application is reviewed and approved. Sternod noted Harris' Contact Lens Training Record was missing. She moved to approve Harris' application pending receipt of proof of 100 hours of contact lens training; Harris seconded; approved unanimously.

B. George Green

Sedran noted Green's application was still missing one letter of reference; she had contacted him and he would get another letter to the office as soon as possible. Harris moved to approve Green's application pending receipt of the third letter; the letter must be received at least 60 days prior to the exam; Sternod seconded; carried unanimously.

C. Karen Wilken

Marsha Costuros moved to approve Karen's application; Harris seconded; carried unanimously.

9. Review and decision on continuing education classes (for possible action):

Davis Optical Center: (a total of 10 hours of contact lens courses)

Location: Smithridge Plaza, Reno 89501

Hosted by: Wayne Davis and Robert Olds:

December 18, 2013:

Anatomy and Physiology of the Eye (1 hr)

Historical Development of Contact Lenses (1 hr)

January 8, 2014:

Scleral Contact Lenses (2 hrs)

January 15, 2014:

Trouble-shooting Rigid Gas Permeable Lenses (1 hr)

Ultrahealth Hybrid Contact Lenses (2 hrs)

January 22, 2014:

Current Concepts of Contact Lenses (1 hr)

Instrumentation for Contact Lens Fitting and Verification (2 hrs)

Harris moved to approve the proposed continuing education courses for license renewal credit, Costuros seconded; carried unanimously.

10. Review of complaints 2013-26 through 2013-27 (for possible action)

Sedran stated two complaints had been submitted to the board office since the previous board meeting. Letters have been sent to the complainants and the alleged violators.

11. Discussion on procuring P.O. Box for board (for possible action)

This item will be moved to the February meeting agenda and presented with costs.

12. Discussion on switching to email receipts for applications and fees (for possible action)

Sedran stated switching to email receipts would save the board money on postage. Sternod moved to begin emailing application and fee receipts; Brainard seconded; carried unanimously.

13. Future meetings and agenda items (for possible action)

A. Disciplinary requirements:

The Director of the Legislative Counsel Bureau must be sent a report with the number of licenses issued and license statuses per NRS 622.100.

B. The board will be discussing the collection of social security numbers per NRS requirements; the board director must create an SB21 report.

C. The board would like to reserve a room at the Legislative Counsel Bureau at 10 a.m. for the February meeting; the board will be discussing changing its standard meeting dates and times.

14. Public Comment

There was no public comment.

15. Adjournment

The meeting was adjourned at 5:29pm.