

STATE OF NEVADA



Board of Dispensing Opticians

Minutes of Public Meeting: October 10, 2024 at 5:00 p.m.

Board Members Present:

Jennifer Letten, President
Jennifer Seymour, Vice President
(Note: Name amended from Brusven on
agenda to Seymour in minutes)
Priscilla Acosta, Board Member
Maria Landin, Board Member

Board Staff Present:

Corinne Sedran, Executive Director
Michael Cabrera, Board Counsel
Joseph Ostunio, Deputy Attorney General

1. Call to order

Ms. Letten called the meeting to order and called roll at 5:04 p.m. Board member Cristobal Esparza was absent.

2. Public comment

There was no public comment.

3. Welcome and introduction of new board member

Ms. Maria Landin, who was appointed to the Board in September, introduced herself and gave an overview of her experience in the optical field.

Ms. Letten said she would be taking agenda items out of order; she proceeded to Items 7 and 9 before returning to Item 4.

4. FOR POSSIBLE ACTION: Approval of previous board meeting minutes

August 8, 2024 Board Meeting

Motion: Ms. Seymour moved to approve the minutes as presented.

Vote: The motion passed unanimously.

5. FOR POSSIBLE ACTION: Confirmation of newly licensed Dispensing Opticians

819 Kaitlin Dolman

820 Daisy Chipen

821 Mejia Herandy

822 Nicolle Martin

Motion: Ms. Letten moved to confirm the licensure of the new Dispensing Opticians.

Vote: The motion passed unanimously

6. FOR POSSIBLE ACTION: Election of Board Officers from following list of candidates, in alphabetical order: **Priscilla Acosta, Jennifer Seymour (Brusven), Cristobal Esparza, Maria Landin, Jennifer Letten**

Discussion: Ms. Sedran said she received the following responses from the board members regarding their interest in serving as an officer: Ms. Letten would like to continue as President; Ms. Seymour would like to continue as Vice President; Ms. Acosta would like to serve as Treasurer; there has been no interest expressed in the office of Secretary. Ms. Sedran asked Ms. Landin if she would be interested in running for Board Secretary, and Ms. Landin agreed.

- a. Election of President

Nomination: Ms. Acosta nominated Ms. Letten for Board President.

Vote: The Board elected Ms. Letten President by unanimous vote.

- b. Election of Vice President

Nomination: Ms. Letten nominated Ms. Seymour (Brusven) as Vice President.

Vote: The Board elected Ms. Seymour (Brusven) Vice President by unanimous vote.

- c. Election of Secretary

Nomination: Ms. Letten nominated Ms. Landin as Secretary.

Vote: The Board elected Ms. Landin Secretary by unanimous vote.

- d. Election of Treasurer

Nomination: Ms. Letten nominated Ms. Acosta as Treasurer.

Vote: The Board elected Ms. Acosta Treasurer by unanimous vote.

7. FOR POSSIBLE ACTION: Updates on the Office of Nevada Boards, Commissions and Councils Standards, created pursuant to NRS 232.8413

Update: Ms. Sedran said the Office of Nevada Boards, which operates under the Governor's Office of Business and Industry, issued a survey to the occupational licensing boards asking for their historical licensing data, as well as information on how the laws governing each agency compare to those in other western states. Once the surveys were collected, the Office invited the executive directors of the various boards to a meeting in August to give an overview of what they are planning to do with the information. The Office indicated it will be proposing legislation during the 2025 Session that will open the statutes of all the licensing boards to allow for the total reorganization of many of the boards. Some of the larger boards will be exempted from the project; most of the smaller boards will either be eliminated or combined into larger boards. The Office has since asked for individual meetings with each of the board directors and lobbyists, which will take place in October. They have not indicated the purpose of the meetings, other than to state they will be "listening sessions only". Ms. Sedran said the Board typically hires a lobbyist only for the duration of the legislative session. However, because this board reorganization project is already underway and has major implications for the Board and its statutes, it would be prudent to hire a lobbyist now.

Ms. Letten directed the Board to proceed to Item 9.

8. FOR POSSIBLE ACTION: Discussion and updates with representative for the American Board of Opticianry

Update: Ms. Nicole McGinnis, CEO of the ABO, was on the line to give updates on exam numbers for 2024. The number of Nevada exam-takers for 2024 is roughly on par with the numbers for 2023, with the exception of the ABO Advanced Exam which has jumped significantly from an average of 4 test-takers per quarter to an average of 16 per quarter. There has also been a slight decrease in the number of NCLE Practical exam-takers from an average of 11 per quarter to an average of 8 per quarter. Ms. Letten thanked Ms. McGinnis for attending the meeting and providing exam statistics.

9. FOR POSSIBLE ACTION: Discussion/decision on hiring lobbyist and/or authorizing executive director to choose and contract with lobbyist

Discussion: Ms. Sedran said there is a formal process for contracting with a lobbyist that can take some time to complete. As the Office of Boards is asking to meet with the board lobbyists in the next couple of weeks, she would like the Board to authorize her to choose a lobbyist and work on the contract process between now and the next meeting. She has already contacted a few potential lobbyists.

Representatives from the firm Flynn Giudici were in attendance to answer any questions from the Board. Ms. Mendy Elliott and Mr. Nick Vander Poel introduced themselves and gave an overview of their experience. Ms. Elliot was the former Director of Business and Industry and a Deputy Chief of Staff under a former governor's administration, and Mr. Vander Poel oversaw the Boards and Commissions under a previous administration. Mr. Vander Poel said their firm has over 40 years of experience working in legislative affairs in Nevada. He personally oversaw the boards, including their board member appointments, during his time with the Governor's Office, so he is very familiar with how they operate. Their firm is also representing two other licensing boards for the upcoming legislative session, so they will remain well-informed regarding any issues pertinent to the boards. The bill proposed by the Governor's Office will be a herculean effort to consolidate many of the boards and will potentially take multiple legislative sessions to complete. Mr. Vander Poel expressed his thanks to the Board for considering Flynn Giudici for its lobbying representation during the upcoming months.

Ms. Letten said Marilyn Brainard, a prior board member, had recommended Ms. Elliott's lobbying services several times in the past; she is happy to know Ms. Elliot is with the firm, and that Mr. Vander Poel has an extensive background in state government. She thanked them both for attending the meeting.

Motion: Ms. Letten moved to grant the Executive Director authority to hire a lobbyist and finalize a contract for services in the interim between board meetings.

Vote: The motion passed unanimously.

Ms. Letten directed the Board to return to Item 4. Item 10 was discussed after Items 4, 5, 6, and 8.

10. FOR POSSIBLE ACTION: Executive Director's report

- a. Financial report and discussion/decision on investment of surplus funds in new CD

Discussion: Ms. Sedran said the Board's CD account matured at the end of September and she recommends reinvesting up to \$40,000 in a 90-day CD. With additional legal and lobbying expenses this year, it would be best to keep most of the Board's surplus funds accessible,

especially because interest rates have fallen and there will be less return on any investment accounts. The Board will need to utilize some of its additional funds for office administration and other costs between now and when renewal fees begin to accrue in December. The bank is currently offering a 90-day CD at 4.00% APY. The Board can reassess its investment strategy at the conclusion of renewals in February. Ms. Sedran also gave a brief overview of the Board's current financial state and said the budget will need to be adjusted for additional lobbying costs.

Motion: Ms. Letten moved to authorize the Executive Director to invest up to \$40,000 in a new 90-day CD.

Vote: The motion passed unanimously.

b. Licensing updates

Ms. Sedran said the Board issued 7 new optician licenses since last meeting, and 18 so far in 2024, for a total of 422 active optician licenses. The Board also issued 34 new apprentice licenses so far in 2024, for a total of 123 active apprentice licenses.

c. General office and state/legislative updates

Ms. Sedran said she will keep a standing item for legislative updates on the meeting agendas going forward as the Board gets ready for the 2025 Legislative Session. She may send updates to the board members between meetings, however, discussion and decisions on any updates must take place during meetings.

11. Public comment

Ms. Seymour spoke regarding the Nevada Apprentice Training Records, which are required for licensure as an optician. She said there is ambiguity surrounding whether persons who are not yet licensed as apprentices may use these forms during their time as students at the College of Southern Nevada. She would like the Board to determine whether forms that are completed and signed prior to an applicant becoming a licensed apprentice are valid.

Mark Bolos, License No. 636, asked for clarification on whether teachers at CSN may back-date training hours logged on the training forms if they are not able to sign the forms until a student is a licensed apprentice.

Ms. Letten thanked everyone for attending and closed the meeting at 5:41 p.m.

Nevada Optician Applicants: Contact Lens Training Record

Name _____ License # _____

Instructions: Use this form to demonstrate completion of requirements under NRS 637.100 and corresponding regulations. The form must be completed in its entirety to qualify for licensing as a dispensing optician. Have your trainer sign on each individual date training takes place and include information on each of your trainers at the bottom of the form.

Contact Lens Fitting (30 Hours Required)		
Date	Hours	Supervisor Signature
Ex: 9/21/2018	3	<i>Supervisor Signature</i>
Total Hours		

Contact Lens Fitting Follow Up (20 Hours Required)		
Date	Hours	Supervisor Signature
Total Hours		

Filling Prescriptions (5 Hours Required)		
Date	Hours	Supervisor Signature
Total Hours		

Insertion and Removal (15 hours required)		
Date	Hours	Supervisor Signature
Total Hours		

Nevada Optician Applicants: Contact Lens Training Record

Name _____ License # _____

Instructions: Use this form to demonstrate completion of requirements under NRS 637.100 and corresponding regulations. The form must be completed in its entirety to qualify for licensing as a dispensing optician. Have your trainer sign on each individual date training takes place and include information on each of your trainers at the bottom of the form.

Instrumentation (20 hours required)			Inspection (10 hours required)		
Date	Hours	Supervisor Signature	Date	Hours	Supervisor Signature
Total Hours			Total Hours		

Trainer Information: This section to be completed by the applicant. Include information for each person who signs off on your training hours.

Trainer Name:	License #	Contact: Phone or Email
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

DECLARATION OF APPLICANT: By signing this form, I certify that all of the above information is true and correct, and I acknowledge that I may be subject to disciplinary action by the Board, up to and including revocation of my license, if any of the above information is determined to be false or fraudulent.

Printed Name Signature Date

Nevada Optician License Applicant: Spectacle Training Record - page 1

Instructions for Applicants: Use this form to demonstrate completion of requirements under NRS 637.100 and corresponding regulations. The form must be completed in its entirety to qualify for licensing as a dispensing optician. Record training in unit increments (1 unit = 1 pair of spectacles) and have your trainer sign next to each individual date training takes place. **Before submitting your form to the Board with your license application, make sure:**

- 1) All of your units have been added up under "Total Units" at the bottom of each section. If you do not include total units for each section, your form will be returned to you.
- 2) You have completed a total of 100 units (50 neutralizations and 50 final inspections) and have not included more/less than the maximum/minimum number of pairs for each section.
- 3) You have included the required information for each of your trainers on page 3 of the form and your name and license number is at the top of each page.

Instructions for Trainers: The applicant is to demonstrate using a manual lensmeter only (no auto lensmeter permitted). Manual RX verification must be in compliance with ANSI standards. Neutralize eyeglasses to the patient's given PD and mark eyewear according to PPD. Do not look at work order until eyewear is neutralized, then compare to work order and apply ANSI standards.

Lensmeter Training Part I: Neutralization (50 pairs required)

Name _____ License # _____

Neutralization: Single Vision (20 Pairs Required)

Date	Units	Supervisor Signature	Date	Units	Supervisor Signature
Ex: 9/21/2024	3	<i>Supervisor Signature</i>			
Total Units					

Neutralization: Bifocal or Trifocal Segmented (10 Pairs Required)

Date	Units	Supervisor Signature	Date	Units	Supervisor Signature
Total Units					

Neutralization: Progressive (20 Pairs Required)

Date	Units	Supervisor Signature	Date	Units	Supervisor Signature
Total Units					

Nevada Optician License Applicant: Spectacle Training Record - page 2

Lensmeter Training Part II: Final Inspection Verification to a Work Order (50 pairs required)

Name _____ License # _____

Final Inspection: Single Vision (10 Pairs Required/20 Pairs Max)					
Date	Units	Supervisor Signature	Date	Units	Supervisor Signature
Ex: 9/21/2024	3	<i>Supervisor Signature</i>			
			Total Units		

Final Inspection: Bifocal or Trifocal Segmented (5 Pairs Required)					
Date	Units	Supervisor Signature	Date	Units	Supervisor Signature
			Total Units		

Final Inspection: Progressive (10 Pairs Required/20 Pairs Max)					
Date	Units	Supervisor Signature	Date	Units	Supervisor Signature
			Total Units		

Final Inspection: Digitally Surfaced Single Vision or Progressive -Adjusted Lensmeter Rx (5 Pairs Required)					
Date	Units	Supervisor Signature	Date	Units	Supervisor Signature
			Total Units		

Nevada Optician License Applicant: Spectacle Training Record - page 3

Lensmeter Training Part II: Final Inspection (optional lens types)

Name _____ License # _____

Final Inspection: Slab Off (Optional)		
Date	Units	Supervisor Signature
Total Units		

Final Inspection: Myodisc (Optional)		
Date	Units	Supervisor Signature
Total Units		

Final Inspection: Bi-concave (Optional)		
Date	Units	Supervisor Signature
Total Units		

Final Inspection: Lenticular (Optional)		
Date	Units	Supervisor Signature
Total Units		

Final Inspection: With Prescribed Prism (Optional)		
Date	Units	Supervisor Signature
Total Units		

Final Inspection: Occupationals-Double Segs (Optional)		
Date	Units	Supervisor Signature
Total Units		

Trainer Information: This section is to be completed by the applicant. Include information for each person who signs off on your training hours.

Trainer Name:	License #	Contact: Phone or Email
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

DECLARATION OF APPLICANT: By signing this form, I certify all of the above information is true and correct, and I acknowledge I may be subject to disciplinary action by the Board, including possible revocation of my license, if any of the above information is determined to be false or fraudulent.

_____	_____	_____
Printed Name	Signature	Date