



## **OHIO OPTICAL DISPENSERS BOARD**

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### **MINUTES OF MEETING**

**November 5, 2015**

#### **REGULAR MEETING OF THE OHIO OPTICAL DISPENSERS BOARD NOVEMBER 5, 2015**

The regularly scheduled meeting of the Ohio Optical Dispensers Board (Board) began on Thursday, November 5, 2015 at 9:40 A.M. at 77 South High Street, 31<sup>ST</sup> Floor, Columbus, Ohio. President Jeffrey R. Rohlf called the meeting to order in open session.

#### **BOARD MEMBERS IN ATTENDANCE:**

Present: President, Jeffrey R. Rohlf; Vice President, Brian J Miller; Thomas Barracato; Susan Robus; Rebecca M. Kuhns; Jeffrey Hutchison, D.O.

Absent: Treasurer, Timothy Fries, O.D.; Paul R. King

#### **STAFF MEMBERS IN ATTENDANCE:**

Present: Nancy L. Manns, Executive Director; William Lehman, Investigator; J. T. Wakley, Assistant Attorney General; Wilma Simmons, Administrative Professional.

#### **ADMINISTRATIVE MATTERS**

##### **Ordering of the Agenda**

The President and Executive Director reviewed the consent agenda prior to the meeting.

IT WAS MOVED BY BRIAN J MILLER AND SECONDED BY JEFFREY HUTCHISON, D.O. THAT THE CONSENT AGENDA FOR THE NOVEMBER 5, 2015 MEETING BE APPROVED AS WRITTEN. MOTION ADOPTED.

The President and Executive Director reviewed the regular agenda prior to the meeting.

IT WAS MOVED BY BRIAN J MILLER AND SECONDED BY SUSAN ROBUS THAT THE REGULAR AGENDA FOR THE NOVEMBER 5, 2015 MEETING BE APPROVED AS WRITTEN. MOTION ADOPTED.

##### **President's Report**

President Rohlf welcomed the guests in the gallery, and informed the Board and visitors that this meeting was going to be a very busy meeting.

##### **Approval of Minutes**

IT WAS MOVED BY SUSAN ROBUS AND SECONDED BY REBECCA M. KUHNS THAT THE MINUTES OF THE AUGUST 20, 2015 BOARD MEETING BE APPROVED AS WRITTEN. MOTION ADOPTED.

##### **Executive Director's Report**

Director Manns informed the Board that the process of re-writing the on-line renewal forms to reflect changes made in HB64 related to continuing education requirements for spectacle licensed opticians had been

completed. Director Manns reminded the Board that all spectacle licensees are required to complete the two hour Spectacle Contact Dispensing (SCD) course this year. Next year only those renewing for the first time will be required to take the 2-hour SCD course; those not renewing for the first time will be required to take the 4 hours of spectacle continuing education and 2 hours of any approved contact lens dispensing continuing education related to dispensing of soft contact lenses. Ms. Manns continued by saying that licensure renewals had been coming in at a steady pace and, so far, have surpassed the number of those who have renewed by this time last year.

Director Manns informed the Board that she and Ms. Simmons met with representatives of Deloitte/eLicensing3 team regarding the implementation of the new Board eLicensing3 system. Ms. Manns added that she and Ms. Simmons were very impressed about how knowledgeable the Deloitte representatives were about the Board's current system; e-Licensing and legislative issues facing the Board; and, the willingness of the representatives to accept suggestions from the staff. The implementation date is well into the future and will be centered around times when the Board is not at peak business processes such as during renewal periods.

Director Manns informed the Board that the biennial audit performed by the State Auditor of Ohio office had been concluded. However, at the time of the current Board meeting a final review and report date had not yet been made.

Issuance of Licenses: Director Manns reported the following statistics:

<b>Application</b>	<b>REC'D TO COMPLETE/# DAYS</b>	<b>COMPLETE TO APPROVED/ #DAYS</b>	<b>REC'D TO APPROVED/DAYS</b>
<b>Average</b>	<b>12.04</b>	<b>1.25</b>	<b>13.25</b>

Director Manns informed the Board that HB 213 legislation that was introduced by Rep. Brinkman (Cincinnati) would require all Boards who currently do annual renewals to go to biennial renewals. At the time of the current Board meeting there had been no activity on the legislation since June 23, 2015 when sponsor testimony was given by Rep. Brinkman before the House Commerce and Labor Committee.

Director Manns also informed the Board that the Annual Report as approved by the Board was sent to the Governor's office and to the State Library and was placed on the Board's web page.

Director Manns informed the Board that she and the staff had gone through a series of on-line training for a recent overhaul of the financial processes that were implemented into the Ohio Administrative Knowledge System (OAKS). As with any change in such a large system, there have been many "unexpected glitches" that have made simple processes more complicated and time consuming.

Director Manns informed the Board that she completed the Trust Wave certification required for continuing to use the CBOSS business software for processing on-line credit card transactions. The certification is necessary to verify that the Board has processes in place to safeguard the confidential personal information that is collected during the on-line renewal process.

Director Manns informed the Board that SB216 introduced by Senator Burke would exempt the first \$500 of prescription eye glasses, contact lenses and other optical aids sold by Licensed Dispensers from sales and use tax should the legislation pass.

Director Manns further informed the Board that she had worked with representatives of the Attorney General's office and prevent Blindness of Ohio to develop a press release concerning the dangers of purchasing contact lenses without a prescription. A copy of the press release could be found under section 11.1 on the agenda.

Director Manns informed the Board that the Board was recognized by the Equal Opportunity Division of the Department of Administrative Services (DAS), State of Ohio for the Board's contribution toward the Minority Business Enterprise (MBE) set-aside requirement and the Encouraging Diversity, Growth and Equity (EDGE) contributions. The Board was ranked 12<sup>th</sup> out of 47 agencies for the MBE awards and 3<sup>rd</sup> out of 47 agencies for the EDGE awards.

**Special Orders:**

**Review and Approval of Policy: Disclosure of Criminal Convictions and Background Checks:**

After discussion,

IT WAS MOVED BY BRIAN J MILLER AND SECONDED BY REBECCA M. KUHN THAT THE BOARD APPROVE AS WRITTEN THE POLICY "DISCLOSURE OF CRIMINAL CONVICTIONS AND BACKGROUND CHECKS" AS PRESENTED. MOTION ADOPTED.

**Review and Approval of Policy: Hearings:**

After discussion,

IT WAS MOVED BY SUSAN ROBUS AND SECONDED BY BRIAN J MILLER THAT THE BOARD APPROVE AS WRITTEN THE POLICY "HEARINGS." MOTION ADOPTED.

**Review and Approval of Policy: Processing Complaints:**

After discussion,

IT WAS MOVED BY REBECCA M. KUHN AND SECONDED BY SUSAN ROBUS THAT THE BOARD APPROVE AS WRITTEN THE POLICY "PROCESSING COMPLAINTS." MOTION ADOPTED.

**Review and Approval of Policy: Records Retention:**

After discussion,

IT WAS MOVED BY SUSAN ROBUS AND SECONDED BY REBECCA M. KUHN THAT THE BOARD APPROVE AS WRITTEN THE POLICY "RECORDS MANAGEMENT/ RETENTION." MOTION ADOPTED.

**Approval of Financial Report**

After discussion,

IT WAS MOVED BY BRIAN J MILLER AND SECONDED BY JEFFREY HUTCHISON, D.O. THAT THE FINANCIAL REPORT FOR CURRENT FY 2016 BE ACCEPTED AS WRITTEN. MOTION ADOPTED.

**Board Governance/Planning**

**Sunset Review Committee Information**

A handout was given to each Board member that described the role of the Legislative Sunset Review Committee; the Boards, including the Optical Dispensers Board, currently on schedule to be reviewed by the Committee; and, that the committee's report may be in the form of a bill prepared for introduction in the Senate or in the House of Representatives. Director Manns will continue to monitor the progress of the committee.

**Follow-up discussion: ABO-NCLE and NCSORB Practicum Demonstrations**

A discussion was conducted by Board members related to the ABO-NCLE AND NCSORB respective practicum demonstrations that were provided at the August 20, 2015 Board meeting. After discussion, it was the decision of the Board to have Director Manns put together a summary comparison report of both practicums and provide the summary report to the Board members at the January, 2016 Board meeting. The Report should be related, but not limited to, cost of each exam, testing facilities used, what states use which exam, number of times given per year, security measures, who accredits each exam, test proctors used, how long it takes to get results and how results are provided to licensing boards, etc.

**Continuing Education Requests for Approval:**

After review by Board members and discussion regarding applications submitted for approval of continuing education hours,

IT WAS MOVED BY BRIAN J MILLER AND SECONDED BY REBECCA M. KUHNS THAT THE BOARD APPROVE AS PRESENTED THE CONTINUING EDUCATION PROGRAM “YOU AND THE LAW” TO BE PRESENTED AT VARIOUS LOCATIONS IN OHIO IN 2016 FOR 2 HOURS OF SPECTACLE, CONTACT LENS, SPECTACLE/CONTACT LENS OR OCULARIST FOR EACH 2 HOURS OF PRESENTATION. MOTION ADOPTED.

IT WAS MOVED BY SUSAN ROBUS AND SECONDED BY BRIAN J MILLER THAT THE BOARD APPROVE “SPECTACLE CONTACT DISPENSING” COURSE OFFERED BY DIVERSIFIED OPHTHALMICS FOR 2 SCD HOURS AND “THESE GLASSES JUST AREN’T RIGHT” FOR 2 SPECTACLE HOURS TO BE GIVEN ON NOVEMBER 8, 2015 IN CINCINNATI, OH FOR A TOTAL OF FOUR HOURS. MOTION ADOPTED.

IT WAS MOVED BY BRIAN J MILLER AND SECONDED BY REBECCA M. KUHNS THAT THE BOARD APPROVE “INTRO TO IN-OFFICE FINISHING” COURSE OFFERED BY THE OPTICIANS ASSOCIATION OF OHIO FOR 1 HOUR OF MANAGEMENT TO BE OFFERED NOVEMBER 8, 2015 IN COLUMBUS, OH AND NOVEMBER 22, 2015 IN WESTLAKE, OH. MOTION ADOPTED.

IT WAS MOVED BY BRIAN J MILLER AND SECONDED BY SUSAN ROBUS THAT THE BOARD APPROVE FOR 4 HOURS OF SPECTACLE/CONTACT LENS AND RE-APPROVAL OF 2 HOURS OF SPECTACLE CONTACT DISPENSING (SCD) HOURS TO BE OFFERED BY THE OPTICIANS ASSOCIATION OF OHIO JANUARY 24, 2016 IN TWINSBURG, OH AND SEPTEMBER 11, 2016 IN COLUMBUS, OH. MOTION ADOPTED.

IT WAS MOVED BY BRIAN J MILLER AND SECONDED BY REBECCA M. KUHNS THAT THE BOARD RE-APPROVE THE TWO HOUR SPECTACLE CONTACT DISPENSING COURSE (SCD) OFFERED ON-LINE BY C.E.D.O. FOR 2016. MOTION ADOPTED.

IT WAS MOVED BY SUSAN ROBUS AND SECONDED BY REBECCA M. KUHNS THAT THE BOARD APPROVE THE COURSE “HIV/AIDS INFECTIOUS CONTROL” FOR 1 HOUR OF OCULARIST/OCULARIST INFECTIOUS CONTROL OFFERED BY QUANTUM OPTICAL FOR 2015. MOTION ADOPTED.

IT WAS MOVED BY BRIAN J MILLER AND SECONDED BY SUSAN ROBUS THAT THE BOARD RE-APPROVE AS PRESENTED THE 2 HOUR ON-LINE SPECTACLE CONTACT DISPENSING COURSE (SCD) OFFERED BY QUANTUM OPTICAL FOR 2016. MOTION ADOPTED.

IT WAS MOVED BY REBECCA M. KUHN AND SECONDED BY BRIAN J MILLER THAT THE BOARD RE-APPROVE AS PRESENTED THE 2 HOUR ON-LINE SPECTACLE CONTACT DISPENSING COURSE (SCD) OFFERED BY OPTICAL TRAINING FOR 2016. MOTION ADOPTED.

IT WAS MOVED BY SUSAN ROBUS AND SECONDED BY REBECCA M. KUHN THAT THE BOARD APPROVE THE COURSES "COMMUNICATING WITH YOUR PATIENTS," "DIABETES-A DISEASE WITH FAR REACHING IMPLICATIONS," "ONLY YOU KNOW HOW GREAT YOU ARE," "TRIAGE IS GOOD MEDICINE" FOR 1 HOUR EACH OF OCULARIST/SPECTACLE CONTINUING EDUCATION COURSES OFFERED ON-LINE BY QUANTUM OPTICAL FOR 2015. MOTION ADOPTED.

IT WAS MOVED BY SUSAN ROBUS AND SECONDED BY REBECCA M. KUHN THAT THE BOARD APPROVE THE COURSES "PREVALENCE, SYMPTOMS AND DIAGNOSIS OF DRY EYE DISEASE," AND "THE EYE AND AGE RELATED CHANGES" FOR 1 HOUR EACH OF OCULARIST/CONTACT LENS CONTINUING EDUCATION COURSES OFFERED ON-LINE BY QUANTUM OPTICAL FOR 2015. MOTION ADOPTED.

IT WAS MOVED BY SUSAN ROBUS AND SECONDED BY JEFFREY HUTCHISON, D.O. THAT THE BOARD APPROVE THE COURSE "CORNEAL TOPOGRAPHY" FOR 2 OCULARIST/2 CONTACT HOURS OF CONTINUING EDUCATION OFFERED BY QUANTUM OPTICAL FOR 2015. MOTION ADOPTED.

IT WAS MOVED BY BRIAN J MILLER AND SECONDED BY SUSAN ROBUS THAT THE BOARD APPROVE AS PRESENTED THE 2 HOUR SPECTACLE CONTACT DISPENSING COURSE (SCD) OFFERED BY DENISE CAPRETTA NOVEMBER 30, 2015 IN WOOSTER, OH. MOTION ADOPTED.

IT WAS MOVED BY BRIAN J MILLER AND SECONDED BY REBECCA M. KUHN THAT THE BOARD APPROVE THE REQUEST FOR WAIVER OF CONTINUING EDUCATION ONLY FOR INDIVIDUAL #5.2.1-11/2015 FOR THE RENEWAL OF THE 2016 LICENSE FOR REASONS OF MEDICAL HARDSHIP. MOTION ADOPTED.

**Ratification of Licenses:**

IT WAS MOVED BY REBECCA M. KUHN AND SECONDED BY SUSAN ROBUS THAT THE BOARD RATIFY FOR LICENSURE THE APPLICANTS LISTED ON ADDENDUM 1.0. MOTION ADOPTED.

**AAG Report**

AAG J. T. Wakley informed the Board that there were no current pending hearings or pending actions related to the Board. AAG Wakley further discussed the memo in the Board's packet from the Governor's office regarding the Antitrust Issue Related to Licensing or Regulatory Actions. AAG Wakley concluded by saying that as long as the Board continues to conduct business as the Board has done in the past, including disciplinary actions, he did not see any repercussions for the Board. AAG Wakley went on to say that there may be a movement to appoint additional consumer members to all licensing boards.

**New Business:**

**2016 Board Meeting and Office Schedule**

After discussion;

IT WAS MOVED BY BRIAN J MILLER AND SECONDED BY SUSAN ROBUS THAT THE BOARD APPROVE THE PROPOSED MEETING AND OFFICE HOURS FOR 2016 AS AMENDED. MOTION ADOPTED.

**Review and Recommendations regarding foreign-educated applicant**

After discussion;

IT WAS MOVED BY BRIAN J MILLER AND SECONDED BY SUSAN ROBUS THAT THE BOARD ACCEPT AS AMENDED THE RECOMMENDATIONS FOR THE PRE-LICENSURE EDUCATIONAL QUALIFICATIONS FOR MH; AND, TO REQUIRE MH TO COMPLETE ONE YEAR OF APPRENTICESHIP IN ADDITION TO TAKING THE QUALIFYING EXAM TO MEET THE REQUIREMENTS FOR LICENSURE. MOTION ADOPTED.

**Review and Recommendations regarding foreign-educated applicant**

After discussion;

IT WAS MOVED BY BRIAN J MILLER AND SECONDED BY SUSAN ROBUS THAT THE BOARD ACCEPT THE RECOMMENDATIONS TO ACCEPT THE DOCUMENTED EDUCATION AS MEETING THE PRE-LICENSURE EDUCATIONAL REQUIREMENTS AS A DISPENSING OPTICIAN IN OHIO FOR AN. MOTION ADOPTED

**National Commission of State Opticianry Regulatory Boards (NCSORB)**

IT WAS MOVED BY SUSAN ROBUS AND SECONDED BY REBECCA M. KUHNS THAT THE BOARD APPROVE THE EXPENDITURE OF \$700 FOR MEMBERSHIP IN THE NATIONAL COMMISSION OF STATE OPTICIANRY REGULATORY BOARDS (NCSORB). MOTION FAILED.

After further discussion, it was the decision of the Board that re-approval of NCSORB membership be added to the agenda for the January 28, 2016 Board meeting for further discussion and possible vote.

**Report from Sub-Committee Reviewing Continuing Education**

Chairman Barracato reported to the Board that the Sub-Committee on Continuing Education met prior to the regularly scheduled Board meeting. The Committee decided to meet at least three more times and will meet in January 28, 2016 prior to the regularly scheduled Board meeting. The Sub-committee will meet 15 minutes earlier to begin at 8:30 AM to allow for additional time for discussion prior to the full Board meeting at 9:30 AM. Mr. Barracato went on to say the CE Sub-committee would like to engage in further research and requested that the Board staff make copies of the minutes from Board meetings in 2004 and 2015 that relate to continuing education requirements for licensure renewal; and, to gather data from other licensing boards within the state of Ohio to determine their requirements and restrictions placed on continuing education for licensure renewal; and, to gather data from other Boards in the US, as well as collecting information about disciplinary actions in those states as compared with actions in Ohio.

**Other Issues/Discussion:**

Board member Barracato suggested that the Board review Non SCD contact lens courses that may be appropriate for the SCD designation so licensees would have more options for subsequent renewals. It was the Board's decision to put this subject on the agenda for the January, 2016 Board meeting. Mr. James Morris, Director of ABO-NCLE stated he would review ABO-NCLE courses currently approved to determine if those courses could also be designated as Spectacle Contact Dispensing (SCD) courses.

Optical Dispensers Board  
November 5, 2015

HEARING NO OTHER DISCUSSION, IT WAS MOVED BY BRIAN J MILLER AND SECONDED BY THOMAS BARRACATO THAT THE NOVEMBER 5, 2015 MEETING OF THE OPTICAL DISPENSERS BOARD BE ADJOURNED. MOTION ADOPTED.

President Rohlf adjourned the regularly scheduled meeting at 11:50 a.m. November 5, 2015.

**ATTESTED:**

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**PRESIDENT, JEFFREY R. ROHLF**

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**EXECUTIVE DIRECTOR, NANCY MANNS**

**Future Board Meeting Dates:**

January 28, 2016  
April 7, 2016  
June 16, 2016  
August 25, 2016  
November 10, 2016

**ODB - First Issued**

**Report Parameters**

Board = ODB

Credential status = ACTIVE, ACTIVE IN RENEWAL

Credential prefix = , C, O, S, SC

From 08/20/2015 to 11/03/2015

Report generated on 11/3/2015 at 3:19:23 PM

Type	Number	Name	Add Line 1	City	State	Zip	Orig Issue	Expiration Date	description
C	15726	STOKES RICHARD	512 Nancy Dr	Miamisburg	OH	45342	20151021	20151231	ACTIVE IN RENEWAL
S	12985	WERNER KAYLIE	5115 E Lake Rd Apt 825	Sheffield Lake	OH	44054	20150921	20151231	ACTIVE IN RENEWAL
S	13716	CURTIS CHRISTINE	2316 North County Line Road	Sunbury	OH	43074	20150909	20151231	ACTIVE IN RENEWAL
S	14074	ROSS JOEL	7024 Ohio Ave	Cincinnati	OH	45236	20150904	20151231	ACTIVE IN RENEWAL
S	14142	DAVIS LYNN	540 Lee St	Marion	OH	43302	20151020	20151231	ACTIVE IN RENEWAL
S	14164	KORINECK RACHEL	26 Landis Circle	Hamilton	OH	45013	20150921	20151231	ACTIVE IN RENEWAL
S	14213	BURRIS JANE	485-A Crestmont Ct	Copley	OH	44321	20151015	20151231	ACTIVE IN RENEWAL
S	14253	JACKSON JILL	119 N Tippecanoe Dr	Tipp City	OH	45371	20151028	20151231	ACTIVE IN RENEWAL
S	14378	MORA MEGAN	20 Wythe Ct Apt 206	Fairfield	OH	45014	20150921	20151231	ACTIVE IN RENEWAL
S	14380	MUSKA GRACE	8482 Oberlin Rd	Elyria	OH	44035	20151030	20151231	ACTIVE IN RENEWAL
S	14620	PATRICK PAMELA	316 Ruby Ln	Streetsboro	OH	44241	20151026	20151231	ACTIVE IN RENEWAL
S	15217	BANDJOUGH AMANDA	297 Summerfern Lane	Columbus	OH	43213	20150928	20151231	ACTIVE IN RENEWAL
S	15727	WHITEHEAD KAYLA	932 Oaknoll Dr	Springboro	OH	45066	20150902	20151231	ACTIVE IN RENEWAL
S	15749	HALTER JAMIE	971 N Dorset Rd	Troy	OH	45373	20150911	20151231	ACTIVE IN RENEWAL
S	15797	SHEPPARD STEVEN	2514 Cove Creek Dr	Gastonia	NC	28056	20151005	20151231	ACTIVE IN RENEWAL
S	15798	RODRIGUEZ CESAR	4751 Santa Maria Dr	Toledo	OH	43614	20151006	20151231	ACTIVE IN RENEWAL
S	15810	SCARLATO APRIL	6003 Montrose Ave	Florence	KY	41042	20151015	20151231	ACTIVE IN RENEWAL
S	3818	BELKE BARBARA	5115 Chuckleberry Lane	Westerville	OH	43081	20151026	20151231	ACTIVE IN RENEWAL
SC	11554	BROWN CHRISTOPHER	5666 Turney Road	Garfield Heights	OH	44125	20150901	20161231	ACTIVE
SC	14172	DELAUDER SAMANTHA	475 Wrexham Ave	Columbus	OH	43223	20151014	20151231	ACTIVE IN RENEWAL
SC	14421	BEEENEY TAMMY	18 Cherry St PO Box 84	Richwood	OH	43344	20151028	20151231	ACTIVE IN RENEWAL
SC	15107	FLEMING KARA	611 W Brown St	New Lexington	OH	43764	20150821	20151231	ACTIVE IN RENEWAL
SC	15700	HOBBS KAMI	7427 Brookstone Dr	Franklin	OH	45005	20150821	20151231	ACTIVE IN RENEWAL
SC	15709	RYKENA CECELIA	4868 Summer Lane	Brooklyn	OH	44144	20150826	20151231	ACTIVE IN RENEWAL
SC	9594	SCHOONER LISA	2853 Joseph Rd	Luckey	OH	43443	20151027	20151231	ACTIVE IN RENEWAL
SC	9603	GOULD CHRISTOPHER	4675 Clayburn Dr E	Grove City	OH	43123	20150928	20151231	ACTIVE IN RENEWAL
SC	9605	HOCK MICHELLE	12093 Mallet Drive	Cincinnati	OH	45246	20150914	20151231	ACTIVE IN RENEWAL

27 Items Found