

**The Kentucky Board of Ophthalmic Dispensers
September 16, 2009**

A regular meeting of the Kentucky Board of Ophthalmic Dispensers was conducted September 16, 2009, at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, Kentucky.

Members Present

Granville Smith, Chairman
Melanie Abner, Secretary
John Gleason
Kevin Stallard
Charlotte Whittaker

Occupations and Professions Staff Present

Frances Short, Executive Director
David Garr, Deputy Executive Director
Carla Claypool, Board Administrator
Janet Cox, Admin. Specialist III
Susan Ellis, Internal Policy Analyst III

Others Present

John Steffen, Executive Director, Executive Branch Ethics Commission
Byron Brentlinger, Ophthalmic Inspector

Members Absent

J. Michael West, Board Counsel/Assistant Attorney General

Call to Order

Chairman Smith called the meeting to order at 9:00 a.m.

Swear In New Board Member

Janet Cox administered the oath of office to new Board member, Dr. Kevin Stallard.

Executive Director's Report

Director Short introduced Mr. David Garr, newly-appointed Deputy Executive Director of the Office of Occupations and Professions.

Director Short informed the Board that their new website (<http://bod.ky.gov>) was now fully operational and that the old website was no longer available.

Director Short also informed the Board that a meeting was scheduled for Thursday, October 8, 2009, 1:00 – 3:30 p.m., at the Office of Occupations and Professions, to discuss “best practices” used by each board and to exchange ideas. The meeting is open to any board chair (or their designee) who wants to attend.

Ethics Training

John Steffen, Executive Director of the Executive Branch Ethics Commission, spoke to the Board about Executive Order 2008-454, which was signed by Governor Beshear on May 27, 2008. Mr. Steffen stated that the purpose of the training was to provide guidance about the Order, on the Governor's behalf. Mr. Steffen explained that the Order established certain ethical standards for members of policy-making and regulatory boards and commissions. Specifically, Mr. Steffen addressed the following specifics of the Order: prohibition against self dealing, obligation to disclose and abstain, and acceptance of gifts.

Approval of Minutes

Ms. Abner made a motion to approve the minutes from July 15, 2009. The motion, seconded by Dr. Stallard, carried.

Approval of Financial Statement

Ms. Abner made a motion to approve the financial statement ending March 31, 2009. The motion, seconded by Dr. Gleason, carried.

Inspector – Introduction and Review of Expectations

Chairman Smith introduced Mr. Byron E. Brentlinger, who applied and was approved to fill the Request for Proposal for Inspector for the Board.

Chairman Smith reported that Mr. Brentlinger's contract will run for one year and that during his term as inspector, Mr. Brentlinger will travel to several towns at which time he will inspect two or more stores and report his findings in writing to the Board administrator (via email). The Board administrator will submit Mr. Brentlinger's paperwork for payment of per diem and reimbursement of travel expenses and forward any reports of non-compliance to the Board attorney. Additionally, Mr. Brentlinger will report his findings at upcoming Board meetings.

For record-keeping purposes, Mr. Brentlinger brought a *State Inspection Form* before the Board for consideration and the form was accepted.

For identification purposes, the Office of Occupations and Professions made arrangements for Mr. Brentlinger to have an official I.D. badge made so that he can properly identify himself when inspecting establishments.

Board Counsel Report

Director Short explained the Open Meetings Protocol for informational purposes only.

Monthly Licensure Status Report

There currently are 180 apprentice ophthalmic dispensers, 618 active ophthalmic dispensers and 189 inactive ophthalmic dispensers.

Approval of Apprentice Applications

Ms. Abner made a motion to approve the following applicants for apprentice ophthalmic dispenser licenses:

Shelley M. Butts
Amber Lynn Dunn
Matthew Dawson Garner
Maegan A. Hance
Natasha Desiree Lopez
Joan T. Mineer
Erin Marie Reid
Adelin Sadikovic
David R. Sweet
Gracie H. Tussey

The motion, seconded by Dr. Stallard, carried.

Approval of Continuing Education Requests

None to approve at this time.

Additional Business

Chairman Smith reported the results from the practical exam given on July 15, 2009. Eighteen applicants took the exam. Seven of the eighteen were retakes from the March 2009 exam—all passed this attempt. Sixteen were licensed and two must retake the entire exam.

Chairman Smith read aloud the Thank-You Note sent to the Board from Ms. Debra Bertke whose term on the Board recently ended.

Chairman Smith reported on his recent trip to the National Committee of State Opticianry Regulatory Boards (NCSORB) meeting in Nashville. At the meeting, the Committee worked to further the idea of establishing a national practical exam.

Mr. Smith also reported that he recently attended the national education conference which was held in conjunction with the American Board of Opticianry (ABO)/National Contact Lens Examiners (NCLE) board meeting in Cincinnati.

Approval of Travel and Per Diem

Ms. Abner made a motion to approve travel and per diem for the members attending today's meeting. The motion, seconded by Dr. Stallard, carried.

Next Meeting

The next meeting of the Board was confirmed for November 18, 2009 at 10:00 a.m., with the practical exam to be given at 1:00 p.m.

Chairman Smith announced he and Ms. Abner would be coming to the Office of Occupations and Professions to review applications for the practical exam on or around November 10, 2009.

Having no further business to bring before the board, Ms. Abner made a motion to adjourn at 10:00 a.m. The motion, seconded by Dr. Stallard, carried.

(Signature on File)

Approved November 18, 2009
Granville Smith, Chairman