

THE KENTUCKY BOARD OF OPHTHALMIC DISPENSERS
MEETING MINUTES
September 18, 2025

A special meeting of the Kentucky Board of Ophthalmic Dispensers conducted for The Department of Professional Licensing at 500 Mero St., Frankfort, Kentucky 40601 via Teams in PPC Conference Room 259SW.

MEMBERS PRESENT

Chad McCarty
Curt Duff
Justin Morris
Larry Tenkman

DPL STAFF

Jeff Bardroff, Administrative Supervisor
Sara B. Janes, Board Counsel
Kristen Lawson, Commissioner

MEMBER ABSENT

None

GUESTS

None

CALL TO ORDER

The board chair Curt Duff called the meeting to order at 2:33 pm.

BOARD ELECTIONS

The Board chair Curt Duff made the motion to appoint Larry Tenkman and Chad McCarty to the Complaints Committee. Larry Tenkman seconded the motion, and the motion carried.

MEETING MINUTES

The July 16, 2025, meeting minutes were reviewed. Curt Duff made the motion to approve the meeting's minutes. The motion was seconded by Larry Tenkman, and the motion carried.

FINANCIAL REPORT

The board reviewed financials from July-August of 2025, & FY2026. Curt Duff asked if the board would have enough funding to function for 2025. Fiscal staff Jenna Wells answered yes that there was enough funding for 2025 functions.

DPL REPORT

- Commissioner Lawson updated the board regarding some personal changes of Department of Professional Licensing (DPL) that Administrative Supervisor Lyndsay Sipple was promoted to Executive Advisor, and that Jeff Bardroff has been detailed to Administrative Supervisor until the DPL fills that position.
- Commissioner Lawson updated the board of the vacant board member seat that is required to be filled by an Optometrist. She suggests reaching out to the Kentucky Optometrist Association KOA to notify them of the vacancy. Curt Duff made the motion to reach out to KOA to notify them of the open optometrist vacancy. Larry Tenkman seconded the motion, and the motion carried.

BOARD COUNSEL REPORT:

Nothing to report

OLD BUSINESS:

Larry Tenkman made the motion for the Board Counsel to work with the Board Administrator to make any technical corrections to regulations and forms to submit as filed to LRC unless there are

any substantive changes requiring board review. Chad McCarty seconded the motion, and the motion carried.

NEW BUSINESS:

- Curt Duff made the motion to maintain the application process as currently in place with BA review for approval and issuance between meetings and with ratification of all approved applications between meetings, and that any recommended for denial be put before the board for review at each meeting before a denial is issued. Chad McCarty seconded the motion, and the motion carried.
- 2026 Meeting Dates – Curt Duff made the motion for the 2026 Meeting dates to be held at 2:30 Eastern Time on the third Wednesday bi-monthly. Jan 21, March 18, May 20, July 15, September 16, and November 18, 2026. Justin Morris seconded the motion, and the motion carried.

LICENSURE STATUS REPORT:

Jeff Bardroff gave the board the current Licensure report.

APPLICATION REVIEW:

No applications for board review.

CE REVIEW

Curt Duff made the motion to approve the CE applications notifying the applicant that the CE has been approved for 2 of 4 hours for Apprentices, and 3 of 6 hours for Ophthalmic Dispensers. The remaining hours must be provided by an approved sponsor pursuant to:201 KAR 13:55(1). Chad McCarty seconded the motion, and the motion carried.

APPROVAL FOR PER DIEM:

Curt Duff made a motion to approve per diem. Chad McCarty seconded the motion, and the motion carried.

NEXT MEETING

The next scheduled board Meeting will take place on Wednesday, November 19, 2025, at the 500 Mero St, Frankfort, KY 40601, The Mayo-Underwood Building. 2:30 pm eastern Time.

ADJOURNMENT

Larry Tenkman made a motion to adjourn the meeting at 3:17 pm. Chad McCarty seconded the motion, and the motion carried.

Sincerely,



Curt Duff
Board Chairmen