

MINNESOTA BOARD OF OPTOMETRY

2829 University Avenue SE, Suite 403, Minneapolis, MN 55414
(651) 201-2762

January 13, 2016 Board Meeting

The Minnesota Board of Optometry met on Wednesday, January 13, 2016 in the Conference Room of Suite 403, University Park Plaza Building, 2829 University Avenue SE, Minneapolis, MN for the purpose of conducting such business as would normally come before the Board.

Patrick O'Neill, O.D., President called the meeting to order at 10:15 AM.

Introductions and roll call of all board members was completed. A quorum was declared.

Present were:

Kari Slotten, Public Member
Ron Czerepak, Public Member
Roger Pabst, O.D.
John Muellerleile, O.D.
Patrick O'Neill, O.D.
Michelle Falk, O.D.
Don Sipola, O.D.

Also present were:

Jennifer Middleton, Office of the Attorney General
Beth Coleman, Minnesota Optometric Association
Anna Hartsel, Office and Administrative Specialist, Sr.
Randy Snyder, Executive Director

Members Absent: none

A motion to approve the agenda was made by Pabst, and seconded by Muellerleile. Motion passed.

Minutes of the September 23, 2015 meeting were approved; motion by Sipola, seconded by Pabst and the minutes were approved.

The new licensee report was approved as presented with motion to approve by Slotten, seconded by Pabst. The following applicants/new licensees requesting a Minnesota Optometry license were presented to the Board. Each applicant has provided documentation meeting the requirements for licensure by examination in the state of Minnesota as a licensed optometrist. The board approved a delegation of authority for board staff to initially license candidates that provide an application with all requirements clearly met.

Daniel Marsac,	License # 3455
Aaron Peterson	License # 3456
Yewande Olagoke	License # 3457

The Continuing Education Approved Courses for the prior year and current quarter were reviewed and approved.

The November 30, 2015 and most current financial report was reviewed. Significant discussion took place on the Statewide Indirect expenditure of \$17,479.00 including the Office of the Legislative Auditor bill for over \$16,454.00 for the prior year audit or approximately 10% of the board's annual receipts. Expenditures for the year were provided to the board. The board directed that revenues be secured in the 2018-2019 budgeting process to fund unanticipated expenses such as the audit.

The Board reviewed budgeted revenue and expenditures reports, as well as other financial reports generated by the Administrative Services Unit (ASU) and Board, per the 2005 OLA Financial Audit recommendation stating that Board members should be provided detailed, monthly revenue and expenditure accounting transactions report for their review and approval during regularly scheduled Board meetings, no less than annually. No other concerns were raised about the summary of monthly revenue and expenditure transactions. Financial reports were accepted; motion by Sipola, seconded by Slotten; motion carried.

Dr. Sipola provided the update and work plan following the 2015 statutory changes. The Statute/Rules Committee reviewed, edited and created the new Minnesota State Jurisprudence 2015 Exam consists of 50 psychometrically developed questions; each exam question is reviewed for content accuracy, grammar, punctuation and relevance to entry level practice. The board approved the work of the State Law Exam work group, and records the sunset of the 2004 Minnesota Jurisprudence exam and the approved 2015 MN exam series. Motion to accept by Slotten, seconded by Muellerleile, the motion carried.

Board conversation on the next step in reviewing current rules was held with no formal action. Discussion to formalize next steps will be outlined at the April meeting.

Mr. Snyder reviewed the preliminary renewal statistics and all comments received during the 2016 renewal process. The board held discussion and will continue to review CE earned through volunteer activity, OE Tracker and renewal processes.

Beth Coleman, representing the Minnesota Optometric Association (MOA) updated the board on their 2016 public policy initiatives, continuing the projects discussed at the October board meeting. No formal action was required.

The board reviewed and approved the HPSP Program Committee proposed Governance model which reduces the existing 17 health licensing boards active voting membership to seven appointed committee members of which five are executive directors and two public members. Motion to approve the new Governance Model was made by Sipola, Seconded by Pabst and the motion carried.

Pat O'Neill updated the board on the Board of Optometry Position Description (PD) and managerial review for compensation levels which could have future hiring implications for the board. The letter to be sent to Assistant Commissioner O'Brian was reviewed and approved by motion of Falk, second by Slotten and the motion passed.

The board approved the executive director and board evaluation tool. The actual evaluation will be completed following the meeting and reported to the full board in April.

Dr. O'Neill asked board members to be thinking 'how best to communicate public safety and best practices' to the Optometric community. The electronic newsletter format could be a great tool for board members to draft public safety related communications to the OD community. This agenda item will remain to be discussed at the April meeting.

Sean McCarthy of the Health Licensing Boards Criminal Background Check unit presented their work to date. Fingerprinting for new applicants will be required no later than January, 2018 and a report on current licensed

Optometrists and approaches to complete a CBC on all health related occupations is due to the legislature by January, 2017 were key discussion points.

The board will be polled to schedule a different March meeting date due to spring break and board member absences. (Post meeting survey resulted in the new date selected as April 6, 2016). The remainder of 2016 board meetings will be July 6, and September 28, 2016.

Meetings are open to the public and normally held at University Park Plaza, 2829 University Avenue SE, Minneapolis, MN.

The meeting was adjourned at 12:45 PM by Pabst and seconded by Muellerleile.

Respectfully submitted,



Randy Snyder
Executive Director

Approved by



Don Sipola, O.D.
Secretary