

CENTER FOR PROFESSIONAL BOARDS AND COMMISSIONS  
ADVISORY COMMITTEE FOR OPTICIANRY

3 CAPITOL HILL  
CONFERENCE ROOM 104  
PROVIDENCE, RHODE ISLAND

Thursday, November 18, 2015  
8:45 AM

OPEN SESSION MINUTES

BOARD MEMBERS IN ATTENDANCE

Kim Chace\*, Licensed Optician  
Charles Hogenmiller, Licensed Optician  
John Lynch, Jr., Licensed Optician  
Matthew Steward, Licensed Optician

\*Ms. Chace arrived at 9:05 am due to parking challenges.

BOARD MEMBERS NOT IN ATTENDANCE

None

STAFF MEMBERS IN ATTENDANCE

Arlene Hartwell, Board Manager  
Donna Valletta, Board Manager

OTHERS IN ATTENDANCE

None

1. Establishment of a quorum

A meeting of the Advisory Committee for Opticianry was held on Thursday, November 18, 2015 at the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. A quorum was established and the Open Session meeting was called to order at 8:53 AM on a motion by Matthew Steward and seconded by Charles Hogenmiller. Motion carried.

2. Presentation of the July 15, 2015 Open Session Meeting Minutes

Motion was made by John Lynch, Jr. and seconded by Matthew Steward to accept the Open Session minutes of July 15, 2015. The Board voted unanimously to approve the Open Session minutes as presented. Motion carried.

3. Board Manager Report

- Introduction of newly appointed Board Manager  
Arlene Hartwell informed the board members of the restructuring of board management assignments and advised that Donna Valletta assumed Board Manager for the Advisory Committee for Opticianry. Ms. Valletta provided a brief introduction. Ms. Hartwell assured the members that she has shared the board's statutory and regulatory recommendations with Ms. Valletta, who will notify and discuss with Sarah Harrigan, Chief of Professional Boards and Commissions.

4. Old Business

- Change of Practical Examination Vendor  
Ms. Hartwell and Ms. Valletta informed the board that Sarah Harrigan is working to obtain Dr. Nicole Alexander- Scott's approval of the board's recommendation to change the practical examination vendor to the American Board of Opticianry (ABO) and National Contact Lens

Examiners (NCLE). Ms. Valletta will notify the board via e-mail of Dr. Alexander-Scott's decision.

5. New Business

- ABO/NCLE website  
Ms. Hartwell distributed ABO/NCLE's Memorandum, dated October 26, 2015, regarding ABO & NCLE Website's New "Practice Area."

6. Motion to adjourn to Closed Session

Motion was made by John Lynch, Jr. and seconded by Charles Hogenmiller to adjourn to Closed Session at 9:10 AM. Motion carried. Pursuant to Sections 42-46-4 and 42-46-5(a)(1) of the Rhode Island General Laws, for the purpose of discussing job performance, character, physical or mental health of applicants for licensure. Said individuals have been notified in advance by writing that they may request that the discussion be held at an open meeting. Also, pursuant to Sections 42-46-4 and 42-46-5(a)(4) of the Rhode Island General Laws, for investigatory proceedings regarding allegations of civil or criminal misconduct.

7. Motion to return to Open Session

Motion was made by John Lynch, Jr. and seconded by Kim Chace at 9:25 AM to re-open the Open Session and to seal the Minutes of the Closed Session pursuant to Sections 42-46-4, 42-46-5 and 42-46-7 of the Rhode Island General Laws. Motion carried.

8. Final Actions on all votes taken in Closed Session

- The board reviewed and approved three (3) Optician applications. The board voted for the primary and secondary application reviewers, i.e, Matthew Steward and John Lynch, Jr., to continue to review all complete Opticianry applications to determine eligibility for licensing.

9. Adjournment

The next Advisory Committee for Opticianry meeting will be held on a Wednesday, exact date to be confirmed, at 8:45 AM at the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. Motion was made by Kim Chace and seconded by John Lynch, Jr. to adjourn at 9:37 AM. Motion carried.

Respectfully submitted,

*Donna Valletta*

Donna Valletta  
Board Manager  
Center for Professional Boards and Commissions