

**Board of Registration of Dispensing Opticians
Public Session Minutes**

Date: October 4, 2023 Time: 10:00 a.m.

A public meeting of the Massachusetts Board of Registration of Dispensing Opticians (“the Board”) was held via Videoconference and Conference Call pursuant to section 40 of chapter 2 of the acts of 2023, signed into law on March 29, 2023.

Board Members Present:

William Carleton, Board Chair
Mark Davini, Board Secretary
Jesse Ellis
Deborah Black
Alicja Prachanronarong

Staff Present:

Sheila York, Board Counsel
Thomas F. Burke, Executive Director
Margaret McKenna, Board Staff

Housekeeping:

- Board Chair, William Carleton, called the meeting to order at 10:02 am and established a quorum via calling attendance: William Carleton, Jesse Ellis, Deborah Black, Alicja Prachanronarong, and Mark Davini. All members participated remotely via Cisco Webex.
- Mr. Burke advised members of the public to mute their volume and utilize the raise hand function to address the Board. He asked that members of the public turn off their cameras during the meeting and when not directly addressing the Board.

Board Minutes:

- Public Meeting Minutes from September 6, 2023: **Dr. Davini moved to accept the minutes and Ms. Prachanronarong seconded. The motion to accept the September 6, 2023 minutes passed by a roll call vote: Ms. Black: “Yes”, Mr. Ellis: “Yes”, Dr. Davini: “Yes”, Mr. Carleton: “Yes”, Ms. Prachanronarong: “Yes”.**

Board Business:

- **Report from Executive Director, Thomas Burke:** Mr. Burke reminded the board and members of the public of the new eLicensing system currently in place for processing license renewal applications and encouraged licensees to create license accounts or contact board staff for assistance. The new electronic license system will send emails to remind dispensing opticians of pending renewal deadlines. Board staff will mail license account instructions to licensees who, at present, are not registered. He noted that board staff no longer processes paper renewals.
- **Board Elections:** Board members held yearly elections for Board Chair and Board Secretary
 - **Chair – VOTE: Mr. Ellis nominated Mr. Carleton as the Board Chair and Ms. Prachanronarong seconded. The motion passed by roll call vote: Ms. Black: “Yes”, Mr. Ellis: “Yes”, Dr. Davini: “Yes”, Mr. Carleton: “Yes”, Ms. Prachanronarong: “Yes”.**

- **Secretary- VOTE: Mr. Carleton nominated Dr. Davini as Board Secretary and Ms. Prachanronarong seconded. The motion passed by roll call vote: Ms. Black: “Yes”, Mr. Ellis: “Yes”, Dr. Davini: “Yes”, Mr. Carleton: “Yes”, Ms. Prachanronarong: “Yes”.**

Application Review:

- At 10:25 a.m., the Board was scheduled to meet with applicants for licensure and reviewed applications and additional documentation. Below is a list of the candidates for review and the motion and roll call vote for each:

Ashley Figueroa – **After review of Ms. Figueroa’s application, Mr. Ellis moved to approve her for licensure. Ms. Black seconded. Motion passed by a roll call vote: Ms. Black: “Yes”, Mr. Ellis: “Yes”, Dr. Davini: “Yes”, Mr. Carleton: “Yes”, Ms. Prachanronarong: “No”.**

Tabitha Hanay-Reaves – Ms. Hanay-Reaves met with the Board to review her application for licensure. Upon request, she submitted a letter to board staff signed by a Massachusetts optometrist attesting to the applicant’s off-site lab training. **After discussion, Mr. Ellis moved to approve her for licensure. Ms. Black seconded. Motion passed by a roll call vote: Ms. Black: “Yes”, Mr. Ellis: “Yes”, Dr. Davini: “Yes”, Mr. Carleton: “Yes”, Ms. Prachanronarong: “Yes”.**

Discussion:

- **Draft Apprentice Optician Curriculum for On-the-Job Training & Related Technical Instruction – VOTE** – The board reviewed the final draft of the proposed apprentice curriculum for technical instruction and supervised training and Gary Peters spoke in favor of the Board adopting the proposed curriculum. The board noted that the curriculum provides for documentation of offsite training and recommends a minimum number of training hours in each subject matter area. The Board also noted that the proposed curriculum may incentivize sponsors and mentors to work closely with the Division of Apprentice Standards (“DAS”) in documenting training. The Board agreed that the proposal aligns closely with the sixteen subject matter areas in 235 CMR 4.04. In conclusion, the board commended DAS staff for their hard work and thanked Professor Blair Wong and Mr. Kevin Silva for their contributions.

After discussion, Mr. Ellis moved to approve the draft apprentice optician curriculum. Ms. Black seconded. Motion passed by a roll call vote: Ms. Black: “Yes”, Mr. Ellis: “Yes”, Dr. Davini: “Yes”, Mr. Carleton: “Yes”, Ms. Prachanronarong: “Yes”.

- **Reynolds Community College – CEPA Request** – The board reviewed a proposed CEPA agreement from J. Sargeant Reynolds Community College. The board tabled discussion and instructed Mr. Burke to request that faculty from J. Sargeant Reynolds Community College meet with the board at a subsequent meeting. No vote was taken.

Open session for topics not reasonably anticipated 48 hours in advance meeting

None

Cases, Investigative Conference, Settlement Offers [Closed session pursuant to M.G.L. c. 112 §65C]: Investigative Matters and Settlement Offers- [Closed Session Pursuant to M.G.L. c. 112, § 65C]: None

Adjournment:

At 11:23 p.m. Mr. Ellis moved to adjourn the meeting. Ms. Prachanronarong seconded. Motion passed by a roll call vote: Ms. Black: “Yes”, Mr. Ellis: “Yes”, Dr. Davini: “Yes”, Mr. Carleton: “Yes”, Ms. Prachanronarong: “Yes”.

Respectfully Submitted,



Thomas F. Burke
Executive Director

Documents used in the open meeting:

- Meeting agenda for October 4, 2023
- Draft public meeting minutes from September 6, 2023
- Applications for A. Figueroa, T. Hanay-Reaves (protected personal data redacted)
- Draft Apprentice Optician Curriculum for On-the-Job Training & Related Technical Instruction
- Letter from Dr. Stephanie Liang, O.D.