

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

Date: March 6, 2024 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
Lauren McShane, Chief Investigator
Thomas F. Burke, Executive Director
Margaret McKenna, Board Staff
Christian Carl, Board Staff Intern

Housekeeping:

- Board Chair William Carleton called the meeting to order at 10:04 am and established a quorum via calling attendance: Jesse Ellis, Deborah Black, Alicja Prachanronarong, Mark Davini, and William Carleton. All members participated remotely via Cisco Webex.
- Mr. Burke advised members of the public to mute their audio and video feeds during the public meeting unless they are addressing Board members. Individuals may utilize the Webex “raised hand” function if they wish to address the Board.

Board Minutes:

- Public Meeting Minutes from February 7, 2024: **Dr. Davini moved to accept the minutes and Ms. Prachanronarong seconded. The motion to accept the February 7, 2024 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:** No report.

Apprentice Extension Request:

- Christopher Lake – Mr. Lake met with the Board to request an extension of his apprenticeship so that he may complete his exam requirements. three-month apprenticeship extension to allow him to complete his practical exam. **Mr. Carleton moved to accept the three-month apprenticeship extension and Ms. Black seconded. The motion to accept the extension passed by a roll call vote: Ms. Black: “Yes”, Mr. Ellis: “Yes”, Dr. Davini: “Yes”, Mr. Carleton: “Yes”, Ms. Prachanronarong: “Yes”.**
- Robert Lutters – Board member Deborah Black recused herself from this discussion and left the meeting. Mr. Lutters met with the Board to request an apprenticeship extension so that he may fulfill the remaining apprenticeship requirements. He successfully completed

all exam requirements. Mr. Lutters explained that since his apprenticeship expired on February 1, 2020 he has worked exclusively as a sales and operations manager and has not dispensed eyewear. **After discussion, Mr. Ellis moved to grant Mr. Lutters a six-month apprenticeship extension with no additional extensions. Dr. Davini seconded. The motion to grant the extension did not pass by roll call vote: Ms. Black: “Abstain”, Mr. Ellis: “Yes”, Dr. Davini: “Yes”, Mr. Carleton: “No”, Ms. Prachanronarong: “No”.** The Board instructed the executive director to request from the Division of Apprentice Standards (DAS) the total number of non-manger hours of training and instruction that Mr. Lutter received prior to the date his apprenticeship ended.

Ms. Black rejoined the meeting at 11:03 a.m.

Application Review:

Board member Alicja Prachanronarong recused herself from application review and left the meeting.

- At 11:05 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:

Abigail Hughes – **After review of Ms. Hughes’ application, Ms. Black moved to approve her for licensure. Mr. Ellis seconded. Motion passed by a roll call vote: Ms. Black: “Yes”, Mr. Ellis: “Yes”, Dr. Davini: “Yes”, Mr. Carleton: “Yes”, Ms. Prachanronarong: “Abstain”.**

Ms. Prachanronarong rejoined the meeting at 11:16 a.m.

Discussion:

- **Dispensing optician apprenticeship policy**

In the review of the draft policy on apprenticeship training, Board members generally agreed that the policy should address how apprentices may fulfill requirements in some of the subject matter areas through classroom instruction rather than hands on training. For example, they noted that some optical goods stores do not have a laboratory on the premises, making it difficult for apprentices to acquire on the job skills in performing required tasks and duties. The policy could offer alternative ways to fulfill these requirements. The executive director requested that members send him their suggestions for future discussions.

- **235 CMR 4.00 Apprenticeship Requirements and Procedures**

The Board briefly discussed apprentice training requirements in 235 CMR 4.00 and concluded that the regulation should be reviewed for possible changes to procedures to remove obsolete and out-of-date practices. The Board agreed to discuss at future meetings.

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]:

At 11:46 a.m., Mr. Ellis made a motion, seconded by Ms. Black to adjourn the public meeting and to enter into closed session to conduct investigatory conferences, pursuant to G.L. c. 112, §65C, and at the conclusion of the closed session, not return to the public meeting. Motion passed by a roll call vote: Ms. Black: “Yes”, Mr. Ellis: “Yes”, Dr. Davini: “Yes”, Mr. Carleton: “Yes”, Ms. Prachanronarong: “Yes”.

Mr. Ellis recused himself from the investigative conference and left the public meeting. He did not attend the closed session.

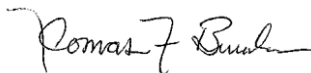
During the closed session, the Board took the following action:

- **CASE-2023-0719** – Dismissed with advisory letter.

Adjournment:

At 12:15 p.m. Dr. Davini moved to adjourn the meeting. Ms. Black seconded. Motion passed by a roll call vote: Ms. Black: “Yes”, Mr. Ellis: “Not Present”, 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 March 6, 2024
- Draft public meeting minutes from February 7, 2024
- Application for Abigail Hughes (protected personal data redacted)
- Apprentice Extension Request for C. Lake and R. Lutters
- Draft Dispensing Optician Apprentice Policy
- 235 CMR 4.00 Apprenticeship Requirements and Procedures