

**OPTOMETRY EXAMINING BOARD
MEETING MINUTES
FEBRUARY 4, 2016**

PRESENT: Ann Meier Carli, Richard Foss, Brian Hammes (*via GoToMeeting*), Mark Jinkins, Robert Schultz

EXCUSED: Victor Connors

STAFF: Brittany Lewin - Executive Director, Nilajah Hardin - Bureau Assistant, Sharon Henes – Administrative Rules Coordinator and other DSPS Staff

CALL TO ORDER

Ann Meier Carli, Chair, called the meeting to order at 9:00 A.M. A quorum of five (5) members was confirmed.

ADOPTION OF AGENDA

MOTION: Mark Jinkins moved, seconded by Richard Foss, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Richard Foss moved, seconded by Brian Hammes, to approve the minutes of October 29, 2015 as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Election of Officers

Board Chair

NOMINATION: Mark Jinkins nominated Ann Meier Carli for the Office of Board Chair.

Brittany Lewin called for nominations three (3) times.

Ann Meier Carli was elected as Chair by unanimous consent.

Vice Chair

NOMINATION: Mark Jinkins nominated Robert Schulz for the Office of Vice Chair.

Brittany Lewin called for nominations three (3) times.

Robert Schulz was elected as Vice Chair by unanimous consent.

Secretary

NOMINATION: Ann Meier Carli nominated Mark Jinkins for the Office of Secretary.

Ann Meier Carli called for nominations three (3) times.

Mark Jenkins was elected as Secretary by unanimous consent.

2016 ELECTION RESULTS	
Board Chair	Ann Meier Carli
Vice Chair	Robert Schulz
Secretary	Mark Jenkins

Appointment of Liaisons

2016 LIAISON APPOINTMENTS	
Professional Assistance Procedure (PAP) Liaison(s)	Mark Jenkins
Monitoring Liaison	Mark Jenkins
Credentialing Liaison(s)	Ann Meier Carli
Education and Exams Liaison(s)	Richard Foss
Prescription Drug Monitoring Program Liaison (PDMP) Liaison(s)	Victor Connors

2016 SCREENING PANEL APPOINTMENTS	
January-December 2016	Richard Foss, Mark Jenkins, Robert Schulz

MOTION: Richard Foss moved, seconded by Ann Meier Carli, to affirm the Chair's appointment of liaisons for 2016. Motion carried unanimously.

Delegation of Authority

Delegated Authority for Urgent Matters

MOTION: Mark Jenkins moved, seconded by Robert Schulz, that, in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, to appoint liaisons to the Department to act in urgent matters, make appointments to vacant liaison, panel and committee positions, and to act when knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

Delegated Authority for Application Denial Reviews

MOTION: Ann Meier Carli moved, seconded by Richard Foss, that the Board counsel or another department attorney is formally authorized to serve as the Board's designee for purposes of Wis. Admin Code § SPS 1.08(1). Motion carried unanimously.

Document Signature Delegation

MOTION: Mark Jinkins moved, seconded by Robert Schulz, to delegate authority to the Chair or chief presiding officer, or longest serving member of the Board, by order of succession, to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair, chief presiding officer, or longest serving member of the Board, has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair, chief presiding officer, or longest serving member of the Board delegates the authority to Executive Director or designee to sign the name of any Board member on documents as necessary and appropriate. Motion carried unanimously.

Credentialing Authority Delegations

MOTION: Ann Meier Carli moved, seconded by Robert Schulz, to delegate authority to the Credentialing Liaisons to make all credentialing decisions. Motion carried unanimously.

MOTION: Mark Jinkins moved, seconded by Robert Schulz, to delegate credentialing authority to DSPS for those submitted applications that meet the criteria of Rule and Statute and thereby would not need further Board or Board liaison review. Motion carried unanimously.

Monitoring Delegation

MOTION: Robert Schulz moved, seconded by Ann Meier Carli, to affirm the Chair's appointment of Mark Jinkins as the Monitoring Liaison, to adopt the 'Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor' document as included in the agenda packet. Motion carried unanimously.

PDMP Delegation

MOTION: Ann Meier Carli moved, seconded by Richard Foss, to delegate authority to the Prescription Drug Monitoring Program (PDMP) Liaison for all matters relating to PDMP. Motion carried unanimously.

LEGISLATIVE AND ADMINISTRATIVE RULE MATTERS**Legislative Report for Opt 2 Relating to Board Operation**

MOTION: Mark Jinkins moved, seconded by Ann Meier Carli, to authorize the Chair to approve the Legislative Report and Draft for Clearinghouse Rule 15-079 relating to Organization of the Board for submission to the Governor's Office and Legislature. Motion carried unanimously.

Legislative Report for Opt 3, 5, 7 Relating to Licensure and Conduct

MOTION: Richard Foss moved, seconded by Ann Meier Carli, to authorize the Chair to approve the Legislative Report and Draft for Clearinghouse Rule 15-078 relating to Exam, Unprofessional Conduct, and Renewal for submission to the Governor's Office and Legislature. Motion carried unanimously.

Update on Legislation and Pending or Possible Rulemaking Projects

MOTION: Ann Meier Carli moved, seconded by Richard Foss, to request DSPS staff draft a Scope Statement relating to telehealth. Motion carried unanimously.

MOTION: Mark Jenkins moved, seconded by Robert Schulz, to designate the Chair as the legislative liaison regarding telehealth and to speak on behalf of the Board regarding this matter. Motion carried unanimously.

MOTION: Ann Meier Carli moved, seconded by Brian Hammes, to designate Robert Schulz to speak on the Board's behalf at the Public Hearing on Administrative Rule SPS 10 Relating to Optometrists Prescribing Hydrocodone Combination Products in Madison, WI on February 4, 2016 regarding support of the Rule. Motion carried unanimously.

ADJOURNMENT

MOTION: Mark Jenkins moved, seconded by Brian Hammes, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:50 A.M.