

**TENNESSEE BOARD OF DISPENSING OPTICIANS
EMERGENCY MEETING MINUTES**

DATE: May 18, 2020

TIME: 2:00 P.M., CST

LOCATION: Health Related Boards
WebEx-Teleconference
665 Mainstream Drive
Nashville, TN

BOARD MEMBERS

PRESENT: William DeCrow, DPO
Brandy Miller, DPO
Janet Perry-Martinez, DPO
Jonathan Winnegrad, DPO

**BOARD MEMBERS
ABSENT:** LeRhonda Walton-Hill, DPO

STAFF

PRESENT: Lyndsey Boone, Board Manager
Yvette Vagle, Board Administrator
Kimberly Wallace, Executive Director
Kaitlin Parham, Assistant General Counsel

Call to Order

This meeting was convened electronically, via WebEx, due to the gathering restrictions resulting from the COVID-19 pandemic. The meeting was called to order at 2:00PM CST. A roll call of the Board Members and Board staff present was conducted by Kimberly Wallace, Unit 3 Director.

Necessity of Meeting

Ms. Wallace informed all present that prior to proceeding with the electronic meeting, certain criteria for continuing with an electronic meeting must be met. To ensure the meeting proceeded according to guidelines, Ms. Wallace requested that each Board Member and Staff Member confirm they were able to hear one another. All confirmed.

Next, Ms. Wallace reminded all present that this Board Meeting was being held for the purpose of reviewing one time-sensitive matter, being that of ABO/NCLE remote exam proctoring. Because this Board was unable to convene a physical quorum today to consider these matters in light of the COVID-19 pandemic, for which the TN Governor and Mayor of Nashville have

recommend limiting the number of attendees at meetings for the next several weeks, this WebEx remote meeting is necessary.

Ms. Wallace noted that, with only one item on the agenda for review by the Board, the meeting will open for Public Comments at the end of the meeting, should anyone is interested in giving comment on that item.

Jonathan Winnegrad made a motion for the Board Meeting to proceed to conduct this electronic meeting for the aforementioned purpose, with a second from Brandy Miller.

A roll call vote was conducted:

YES Mr. DeCrow
YES Ms. Miller
YES Ms. Perry-Martinez
YES Mr. Winnegrad

The motion passed.

Further, Ms. Wallace asked each Board Member to acknowledge whether they had received, prior to this meeting, all the materials that are to be discussed at this meeting.

A roll call confirmation was conducted:

YES Mr. DeCrow
YES Ms. Miller
YES Ms. Perry-Martinez
YES Mr. Winnegrad

All Board Members confirmed.

Finally, Ms. Wallace informed the Board that only certain matters are proper for a teleconference; accordingly, Brandy Miller made a motion, with a second by Janet Perry-Martinez, followed by a roll call vote, that matters to be discussed do meet the following requirements:

The subject matter requires timely action;

The physical presence of all members is not possible considering the period of time required for action; and

The participation by some or all of the members of the Committee by electronic is necessary.

A roll call vote was conducted:

YES Mr. DeCrow
YES Ms. Miller
YES Ms. Perry-Martinez
YES Mr. Winnegrad

The motion passed.

ABO/NCLE Remote Proctored Exams

Communication was received from the ABO/NCLE that, in light of the COVID-19 pandemic, they were opening an option for conducting their exams via remote proctoring. The Board reviewed whether exam scores obtained through remote proctored exams would be acceptable, pursuant to Rule 0480-02-.08(1)(a) and (b).

Ms. Parham reviewed with the Board that there was nothing currently in rule or statute that would prohibit the acceptance of remotely-proctored testing. She recommended that if the Board approves this exam method, they should set a date to re-visit and adjust as needed in the future.

Brandy Miller made a motion to allow exam candidates to test via the remote proctoring method, due to COVID-19, through until 7/31/2020, seconded by Jonathan Winnegrad.

A roll call vote was conducted:

YES Mr. DeCrow
YES Ms. Miller
YES Ms. Perry-Martinez
YES Mr. Winnegrad

The motion passed.

Public Comment

Ms. Wallace announced that public comments would be heard at this time. There were no Public Comments offered at this time.

Adjournment

Jonathan Winnegrad made a motion for adjournment, with a second made by Janet Perry-Martinez.

A roll call vote was conducted:

YES Mr. DeCrow
YES Ms. Miller
YES Ms. Perry-Martinez
YES Mr. Winnegrad

The motion passed.

The teleconference board meeting adjourned at 2:25PM CST.

These Minutes were Ratified by the Board on October 21, 2020.

William D. DeCrow
Board Chair

Oct. 21, 2020
Date