



Board of Optometry Regular Meeting Minutes December 2, 2022

Board members present: Glen Owen, Optometrist, Chair
William Prothero, Optometrist, Vice-chair
Keren Yang, Optometrist
Palwinder Kaur, Optometrist
Barbara Rollinger, General Public

Staff members present: Lorelei Walker, Program Manager
Kristina Bell, Program Manager
Jennifer Santiago, Executive Director
Noelle Chung, Assistant Attorney General
Jeff Wise, Policy Analyst
Poppy Budrow, Budget Analyst
Shani Hue, Budget Analyst
Cami Jones, Business Practice & Productivity Manager
Candria Rauser, Business Project Manager
Marcus A Bailey, Contractor
Madi Schatz, Administrative Assistant

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OPEN SESSION:

9:00 a.m. **Open Session**

Welcome and Introductions

1. Call to Order and Introductions

Dr. Owen called the meeting to order at 9:13 a.m.

The board and Department of Health Staff introduced themselves.

2. Open Forum

No comments from the audience.

3. Approval of Agenda

Ms. Rollinger moved to accept the agenda as presented. The motion was seconded and adopted.

4. Approval of Minutes – September 02, 2022, business meeting

Ms. Rollinger moved to accept the minutes as written from the 9th of September. The motion was seconded and adopted.

5. Health Enforcement and Licensing Management System (HELMS) Presentation

Mr. Bailey and Ms. Rauser presented a HELMS project update to the board.

- February 2022- Hired a new Salesforce system integrator (MTX Group Inc.).
- Seventeen state staff are working to deliver HELMS.
- June 2022- Completed a Quick Win Prototype, which demonstrated that the Salesforce software could meet requirements for the credentials of nursing assistants, physician assistants, and psychologists.
- August 2022 – Present- Working on release one, which includes licensing and credentialing. The team is currently working on the planning and development of test cases for user acceptance testing.
- A training team is working to develop a training plan, training strategy, and training materials.

Reports

6. Glen Owen, Optometrist, Chair

Nothing to report.

7. Jennifer Santiago, Executive Director and Lorelei Walker, Program Manager; Department of Health

Credentialing- Ms. Walker shared optometrist licensing statistics from May 01, 2022 – October 31, 2022, regarding optometrist license credentials issued.

- Non-routine- 0
- All licenses- 81

Ms. Walker shared that the credentialing process for all licenses is averaging 15.5 days.

Budget- Ms. Walker shared the 2021-23 Biennium Budget Status Report for the period of July 01, 2021, through September 30, 2022. Information regarding fee studies will be presented at the March 2023 meeting.

Legislation- Dr. Yang and Dr. Prothero volunteered to attend the legislative update calls throughout the January-April 2023 legislative session. Ms. Rollinger volunteered to serve as backup for Dr. Yang.

Rules updates- A CR-101 will be filed prior to the March 2023 meeting for both health equity continuing education and terminology for monitoring programs. The board will discuss draft rule language at that time.

Committees:

Continuing Education Subcommittee- William Prothero, Optometrist; Palwinder Kaur, Optometrist; Glen Owen, Optometrist

Dr. Prothero and Ms. Bell have met to work on continuing education requirements.

Jurisprudence Subcommittee- William Prothero, Optometrist; Keren Yang, Optometrist; Glen Owen, Optometrist

Dr. Prothero and Keren Yang have met to work on the jurisprudence exam. Dr. Owen has reviewed their work.

Anti-discrimination Requirements for Healthcare Providers- The board addressed bilingual services for limited-English proficient (LEP) patients in healthcare settings.

Ms. Walker summarized the [Civil Rights Act of 1964](#), which prohibited discrimination in public places, provided for the integration of schools and other public facilities, and made employment discrimination illegal.

Ms. Walker shared [RCW 74.04.025 Bilingual services for non-English-speaking applicants and recipients-Bilingual personnel, when-Primary language pamphlets and written materials](#).

Ms. Walker and Ms. Santiago will work with the department's legal team to interpret the American with Disabilities Act's (ADA) requirements for bilingual services in healthcare settings. This interpretation will be presented at the next business meeting. The board will then prepare legal requirements for providers and patients in the form of a statement or policy.

Board Recruitment- Ms. Santiago shared that a package of consideration was submitted to the Governor's Office in September; however, a decision has not been made. Dr. Prothero will continue serving until a replacement is appointed.

8. Noelle Chung, Assistant Attorney General

Nothing to report.

9. Continuing Education (CE) – Online CE Policy and Rulemaking

9.1 The board considered rescinding or modifying the [Continuing Education Requirements During the COVID-19 Response Policy Statement](#).

Dr. Yang moved that the board extend the Continuing Education Requirements During the COVID-19 Response Policy Statement until the federal emergency ends. The motion was seconded and adopted.

9.1 The board reviewed and discussed proposed rule language for continuing education [WAC 246-851-090](#) through [246-851-235](#). The board considered letters written by stakeholders.

Ms. Santiago suggested that the board consider organizing the Washington Administrative Code's (WAC) in titled sections by topic. The subcommittee will discuss this topic further at a later date. The proposed rule language will be shared with stakeholders for comments.

10. Optometrist Jurisprudence Examination

The board reviewed the updated Washington State Board of Optometry State Jurisprudence Questionnaire questions.

Dr. Owen moved that the board accept the jurisprudence examination as presented. The motion was seconded and adopted.

11. Correspondence – Accreditation Council of Optometric Education (ACOE)

The board discussed a memorandum from the Accreditation Council on Optometric Education (ACOE) regarding the ACOE's decision to proceed with planning for potential phase out of ACOE Accreditation of Optometric Technician Programs, and proposed modifications to the Professional Optometric Degree Programs Seeking Accreditation Policy and Procedure and to Standard 4.3 of the Standards for professional optometric degree programs seeking preliminary approval pre-accreditation status.

Dr. Owen shared that he supports this decision and will send the ACOE an email in response. Board members are encouraged to send in their individual comments if they choose.

12. COVID-19 Emergency Topics

The board reviewed the updated disciplinary technical assistance letter regarding COVID-19 (coronavirus disease 2019) complaints.

13. Board Member Training

Ms. Walker asked the board for feedback regarding the case review training provided by the Department of Health on September 01, 2022, and December 01, 2022. Dr. Yang shared that the training was helpful but wished that the training had focused on information applicable to the optometry profession.

The board will schedule a training retreat for September or October 2023. Ms. Schatz will poll members on scheduling preferences.

14. Elections for 2023

Ms. Rollinger moved that Dr. Prothero serve as chair and Dr. Yang serve as vice-chair in 2023. The motion was seconded and adopted.

15. Agenda-building

The board discussed priority items for the March 10, 2023, agenda:

- Health equity
- The budget for fund balance
- Legal interpretation of the American with Disabilities Act, as it applies to LEP and American Sign Language (ASL) patients

- Continuing education
- COVID-19 policy change and extension
- Substance use monitoring rulemaking

Adjournment of Open Session

Dr. Prothero moved to call the meeting to close at 12:02 p.m. The motion was seconded and adopted.

Submitted by:
Loralei Walker, Program Manager
Board of Optometry

Approved by:
William Prothero, Chair
Board of Optometry

on file

SIGNATURE

DATE

on file

SIGNATURE

DATE