

**TENNESSEE BOARD OF DISPENSING OPTICIANS
MEETING MINUTES**

DATE: October 22, 2025

TIME: 9:00 A.M. CST

LOCATION: Health Related Boards
Poplar Room
665 Mainstream Drive
Nashville, TN 37243

BOARD MEMBERS

PRESENT: Herman Bowman
Larry Christopher
Brandy Miller
LeRhonda Walton-Hill
Jonathan Winnegrad

BOARD MEMBER(S)

ABSENT: Consumer Member – Vacant

STAFF PRESENT: Kimberly Wallace, Regulatory Board Administrative Director
Leigha Kullman, Regulatory Board Administrative Assistant
Kathy Trawick, Associate General Counsel

Call to Order

Mr. Winnegrad called the meeting to order at 9:01 AM CST and chaired the meeting. A roll call was conducted, and a quorum was present, with Mr. Bowman, Mr. Christopher, Ms. Miller, Ms. Walton-Hill, and Mr. Winnegrad present.

Staff were introduced, with Ms. Wallace, Ms. Kullman, and Ms. Trawick present.

Ms. Trawick presented the Conflict of Interest Statement and Open Meetings Act Notice to the Board, as follows:

Conflict of Interest

PURPOSE: To assure that the individual interests of board members do not conflict with or have the appearance of conflicts with their responsibilities to the Board to which they are appointed.

CONFLICT OF INTEREST: A circumstance in which a board member's individual interest impairs or impedes, or gives the appearance of impairing or impeding, his or her ability to make full, unbiased decisions or to provide full unbiased service to the Board.

It is the duty of this Board to protect the health, safety, and welfare of the citizens of Tennessee and that the administration of this solemn responsibility is dependent upon avoiding even the appearance of impropriety.

Any board member who has a conflict of interest as defined above must recuse himself/herself from any matter and is prohibited from participating in any discussion or vote on the matter and shall leave the hearing room during the discussion or vote.

If you have a personal or financial interest in the outcome of any issue or matter before this Board that may suggest a bias on your part, you are asked to state that interest on the record so a determination can be made as to whether there exists a need for recusal.

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Open Meetings Act

Pursuant to the Open Meetings Act, Board business may only be discussed by the Board members during the meeting. Members should not discuss the Board's business at any time other than during the open Board meeting. The prohibition applies to phone calls, e-mails, and text messages. Board members should also ensure that all comments during the meeting are stated for all to hear; private conversations between or among members during the meeting are inappropriate.

An executive session convened by the Board for the purpose of discussing an applicant's health conditions, including mental health conditions and substance use disorders revealed during an application process, is not a public meeting as defined in T.C.A. § 8-44-102. However, during the executive session the Board may not vote on the matter at issue until the open Board meeting.

No Board Members had any conflicts or needs for recusal in this meeting.

Mr. Christopher noted he has worked in the store where Teliea Hurst, File 3523 works. The attorney discussed with Mr. Christopher, who noted that he could make an unbiased decision on the agenda item. He has not served as her supervisor Board Chair Winnegrad and all board members concurred that it does not pose a conflict and Mr. Christopher may participate in that agenda item.

Discuss and take action as necessary regarding Legislation

There were no legislative items for the Board to review in this meeting.

Receive Reports and/or Requests from the Division of Health Licensure and Regulation

Deputy Director and Interim Fiscal Director, Ms. Kyonzte Hughes-Toombs was present to provide the Board their preliminary FY25 Year End reports, with highlights as follows:

- Total Expenditures: \$72,646.98
- Revenue: \$48,246.59
- Change in Position: (\$24,400.38)
- Reserve Balance: \$749,087.57
- Revenue is not two times greater than expenses for two consecutive fiscal years.
- Reserve balance exceeds two times the three-year average of operating expenditures for two consecutive fiscal years.
- Technology Projections: (\$43,245.85)

The Board's last fee decrease was effective 09/13/2022 and was put in place strategically to decrease the Reserve Balance, which it is accomplishing.

Presentation of Orders, and Other OGC Disciplinary Items

Consent Orders

Christine Stewart, License #1832

A motion was made by Ms. Walton-Hill

To approve the Consent Order for Christine Stewart, License #1832

With a second made by Mr. Christopher

Discussion: ☒ None OR ☐ As Follows

The motion passed unanimously by voice vote.

Agreed Orders

None

Orders of Compliance

None

Requests for Order of Modification

None

Discuss and take action as necessary regarding ongoing ABO/NCLE credential maintenance

The Board discussed the necessity of maintaining active ABO/NCLE credentials after the issuance of initial licensure as it relates to the documentation required to be submitted with an application for licensure reinstatement.

The Board stated that their intent is that an individual successfully pass the ABO/NCLE Exams prior to initial licensure, but proof of maintenance of the ABO/NCLE credentials is not required to be produced at the time of reinstatement of licensure for those who may have allowed their license to be expired or retired. This is separate from the re-testing requirements for those seeking reinstatement after a period of 3 years. The current rule language supports this intent and requires no further Board action. The Administrative Office will review and update their processes accordingly.

Applicant Interviews/File Reviews/Waivers & Other Requests

John Norton, License #383 – File Review, Reinstatement Application

The applicant was: ☐ Present in Person ☐ Present via Phone Call ☒ Not Present

Mr. John Norton submitted an application for reinstatement of license #383, which expired on 01/31/2025. Mr. Norton does not hold active ABO/NCLE credentials. He did previously hold the ABO and NCLE credentials, which are now expired. The Board proceeded to review the application in light of their previous agenda item and statement of intent regarding ABO/NCLE credentials coincidental to a reinstatement application.

A motion was made by Ms. Walton-Hill

To approve the license reinstatement application for John Norton, License #383

With a second made by Mr. Christopher

Discussion: ☒ None OR ☐ As Follows

The motion passed unanimously by voice vote.

Clinton Buttrey, File #4225 – File Review, Education

The applicant was: ☒ Present in Person ☐ Present via Phone Call ☐ Not Present

Mr. Clinton Buttrey applied for a full license, with request for approval to sit for the TN Practical Exam. Mr. Buttrey applied as a graduate of a 2-year opticianry school, earning his degree from East Mississippi Community College in 2011.

In accordance with the Board's Policy Statement on Board Approved Educational Programs, the

Administrative Office reviewed the list of approved schools published on the websites of the United Opticians Association (formerly the National Federation of Opticianry Schools prior to the March 2024 merger with the Opticians Association of America) and the Commission on Opticianry Accreditation. The application could not be administratively approved due to East MS Community College not appearing on either list of approved opticianry schools. Upon review by the Administrative Office, this school does not appear to offer an opticianry degree at this current time.

Mr. Buttrey was present to discuss his application with the Board.

A motion was made by Mr. Bowman

To accept the educational transcripts and approve Mr. Buttrey to sit for the Practical Exam

With a second made by Ms. Miller

Discussion: ☒ None OR ☐ As Follows

The motion passed unanimously by voice vote.

Telia Hurst, File #3523 – Apprenticeship File Extension Request

The applicant was: ☐ Present in Person ☐ Present via Phone Call ☒ Not Present

Ms. Telia Hurst is currently an active apprentice. Her apprentice program was approved to begin on 03/19/2020 and will end on 03/19/2026 and her file will be closed if she has not met the qualifications and obtained or applied for a full license by that date. Ms. Hurst requested the Board grant her an extension of her apprentice program for one year, until 03/19/2027.

The Board discussed the rules stating that an apprenticeship training program is to be no more than six (6) years and must include a total of 5,250 hours. If it is not completed in the maximum of six (6) years, the applicant is required to start the apprenticeship program over from the beginning by submitting a new application and all required supporting documentation. There are no provisions or instructions in the rules for a waiver or extension of the apprentice program.

A motion was made by Ms. Walton-Hill

To deny the request for an extension of the apprenticeship program

With a second made by Mr. Christopher

Discussion: ☒ None OR ☐ As Follows

The motion passed unanimously by voice vote.

Tiffany Skyler, File #4197 – Apprenticeship Hours Review

The applicant was: ☐ Present in Person ☐ Present via Phone Call ☒ Not Present

Tiffany Skyler is a current TN apprentice, recently approved to begin her apprentice training program on 09/05/2025. She has never held a license as a dispensing optician in any state. Ms. Skyler requested 52 credit hours of course credits earned at the Hillsborough Community College, Tampa, FL, be applied towards meeting her TN apprentice time/hour requirement. Hillsborough Community College, Tampa, FL does appear on the list of Opticianry Degree and Ophthalmic Laboratory Certificate programs currently accredited by the Commission on Opticianry Accreditation. Ms. Skyler received a College Credit Certificate as an Ophthalmic Lab Technician on 05/06/2013 but did not earn a degree in opticianry. Based on the transcripts received, it appears that the credits in review were earned over 7 semesters, between 2012 – 2014.

The Board accepted public comment from Mr. Jay Taylor, Past President of the TDOA. He referred to previous scenarios reviewed by the Board.

The Board discussed drafting a policy statement regarding Rule 0480-01-.04(4) (b) & (c) in their next meeting.

The Board used a computation of a successfully completed course credit as the equivalent of 87.5 clock hours (5,250 hours of apprenticeship/60 hours of usual credit hours required for the successful completion of an associate's degree = 87.5 clock hours per college credit hour).

A motion was made by Mr. Bowman

To approve 52 credit hours as presented on the college transcripts as the equivalent of 4,550 clock hours applied towards her apprenticeship, this includes a requirement to complete an additional minimum of 700 clock hours of apprenticeship over a minimum of six (6) months of time prior to applying for licensure after meeting all licensure pre-requisites in no more than the maximum of six (6) years of apprenticeship.

With a second made by Mr. Christopher

Discussion: ☒ None OR ☐ As Follows

The motion passed unanimously by voice vote.

Joshua Jaynes, File #4205 – Apprenticeship Hours Review

The applicant was: ☒ Present in Person ☐ Present via Phone Call ☐ Not Present

Joshua Jaynes is a current TN apprentice, recently approved to begin his apprentice training program on 09/05/2025. He has been licensed as a dispensing optician in VA, with initial date of license as 02/01/2012, which is current through 02/28/2026. Mr. Jaynes applied in TN for an apprentice program; he has not yet applied for full license in TN. Mr. Jaynes requested the Board accept time spent in his VA apprentice program as time towards fulfilling the TN apprentice program

requirements.

The Administrative Office could not accept the documentation submitted for his file regarding the other-state apprentice program, due to conflicts between the documents regarding the dates of the VA apprenticeship. The Administrative Office received documentation regarding an other-state apprenticeship from four different sources behalf of Mr. Jaynes. These documents - three from an official department of the state of VA and one from a technical center - report conflicting information regarding the dates of his apprenticeship in that state.

Mr. Jaynes was present to speak to the Board regarding his file.

A motion was made by Mr. Bowman

To accept the VA Board licensure verification as meeting the requirements for documentation of the 3-year apprenticeship completed prior to other state licensure in VA

With a second made by Ms. Walton-Hill

Discussion: ☒ None OR ☐ As Follows

The motion passed unanimously by voice vote.

CONSENT AGENDA

- Approval of Meeting Minutes, July 16, 2025, Board Meeting
- Ratification of Licensure Files
- Approval of Agreed Citations - None
- Notices - None
- Departmental Reports
 - Administrative Office
 - Office of Investigations
 - Office of General Counsel

A motion was made by Ms. Walton-Hill

To approve all items on the Consent Agenda, as presented.

With a second made by Ms. Miller

Discussion: ☒ None OR ☐ As Follows

The motion passed unanimously by voice vote.

Jurisprudence Exam for CE Credit Information and Updates

The Administrative Office made note that the rule change the Board has initiated that will no longer require the completion of the annual jurisprudence CE credit is not yet effective, and all licensees are still required to obtain their 2025 jurisprudence credit under the current, effective rules. This is obtained either through attending an in-person Board meeting and completing the sign-in/sign-out registry or successfully passing the 2025 Jurisprudence Exam.

Should it appear that the rule change currently in progress will not be scheduled for a rulemaking

hearing by the April 2026 Board meeting, the Administrative Office will put the exam on the agenda for the April Board meeting to have the exam updated for use in 2026.

Discuss and take action as necessary regarding Rules, Rulemaking and Policies

Policy Statement on Board Approved Educational Programs

Ms. Wallace noted that the Board's current policy statement refers to the National Federation of Opticianry Schools (NFOS), however, the NFOS merged with the Opticians Association of America (OAA) in March of 2024 and have re-branded under the name of the United Opticians Association (UOA).

A motion was made by Mr. Christopher

To approve an amendment to the Board's Policy Statement on Board Approved Educational Programs to update the National Federation of Opticianry Schools (NFOS) reference to the United Opticians Association (UOA)

With a second made by Ms. Miller

Discussion: ☒ None OR ☐ As Follows

The motion passed unanimously by voice vote.

Rule Consideration Regarding AI

Ms. Trawick, Ms. Walton-Hill, and Mr. Jay Taylor, TDOA past president, will continue their work on a review of the Board's rules regarding the considerations of AI as it relates to the practice of dispensing opticians.

Supervisor Responsibility

This item was added to the agenda based on the request of Ms. Walton-Hill in a previous meeting for the discussion of the rules as they relate to the responsibility of a supervisor of an apprentice.

The Board accepted public comment from Jay Taylor, representative of the TDOA, regarding the education of the licensee population regarding supervisory responsibilities.

In the January meeting, the Board will follow up on this item with a review of the related rules.

Optometry Board Rule Changes Effective 08/04/2025

The Dispensing Opticians Board were provided notice that the Optometry Board met on 10/08/2025 and adopted a new Policy Statement on Spectacle Lens Prescriptions regarding that Board's rule change that was effective 08/04/2025.

Receive Reports from the TN Dispensing Opticians Association

No reports were submitted for presentation in this meeting. Mr. Jay Taylor spoke to the Board to thank them for providing the opportunity to have a standing item on the agenda and made brief comments on the Optometry Board Policy Statement adopted on 10/08/2025.

Review of Correspondence

Correspondence was received from Michelle Kelley at SCO. There was no action for the Board to take on this item. The submitter may review the Optometry Board's Policy Statement on Spectacle Lens Prescriptions.

Election of Officers

This Board's requirement under T.C.A. §63-14-101(c) is for officers to serve for two years. The last election was held in October 2024; thus, the next election will occur in October 2026.

Current Officers are:

- Chair: Jonathan Winnegrad
- Secretary-Treasurer: Brandy Miller

Discuss Old/New Board Business

There were no new or old business items not already discussed on the agenda.

Public Comment

Ms. Wallace reviewed the Public Comment policy, wherein, any individual wishing to make a public comment at a board meeting must submit a request to do so in writing, it must include the specific topic from the published agenda/sunshine notice for the meeting for which the individual wishes to make comment and must be received by the Administrative Office at least ten (10) business days prior to the date of a meeting.

Should the agenda be amended after initial publication, the member of the public wishing to address the Board on an amended agenda item must give their written notice no less than twenty-four (24) hours prior to the meeting.

The email address for submission of a request to make public comment for this Board is: Unit3HRB.Health@tn.gov.

No prior written requests for public comment were received by the Administrative Office for this meeting.

Adjourn

There being no further business to be heard, a motion was made by Ms. Miller to adjourn.

A second was made by Ms. Walton-Hill

Discussion: ☒ None OR ☐ As Follows

The motion passed unanimously by voice vote.

The meeting adjourned at 12:30 PM CST.

These Minutes were Ratified by the Board on January 28, 2026



Board Chair

4-7-26
Date

Ratification List

July 03, 2025 – October 6, 2025

Initial Licenses

4181	Beverley Stacey Alexanderia
4199	Burkhart Nisha Lee
4184	Cook Mikayla
4178	Felty Jessica Mary-Lynne
4185	Ledesma Rosalina
4206	Stewart Debra Jean
4194	Watts Jordan Marie
4187	Webb Isabella Grace
3750	Collins Latosha Lynn
3922	Diaz Quintana Barbara Ivon
3863	Gehring Danielle Nichole
3732	Herring Bryant Hunter
3935	Kelley Candice Renee' Mrs.
3469	Kovalcik Maygan Marie
3921	Logan Trent Milo
3656	Newton Janea Leamani
3738	Serna Sandra Berenice
3805	Toonk Leigha Cherry Ms
3933	Ventrice April Marie
3859	Weddle Marissa Cornesha

Reinstatement

3858	Massie Pamela Nicole
2244	Tollett Whitney Leeann
1267	Wright Melissa Cathleen

Apprentice Approval

Adkins Jessica
Barrett Danielle C
Davidson Dylan Andrew
Dicerchio Myles Lorenzo

Downs Cassie Michele
Espinoza Pena Nayeli
Farris Andria
Fraire Karen Arlene
Green Kayla Maria
Guiles Gabriella
Haven Kamryn Lea
Hollis Elisa Beth
Jaynes Joshua Ryan
Lovin Haley Marie
Mathias Daylee Lynae
Maxlow Molly Juanita
McGinnis Alyssa
Milstead Ethan Randall
Moore Brittney Renee
Patterson Rebecca Anne
Rostas Jesse
Skyler Tiffany
Swanson Kevin
Tremmel Jacob
Wyatt Jessica Lynn
Balanescu Andra Sabrina
Jones Janessa Marie
Mcphearson Jasmine Rachelle Miss
Newkirk Yolonda Youvette
Braden Wyatt Arthur
Conley Trevor Andrew
Insalago Sharon R.
Pena Barbara
Reneau Stacy Ann
Tanksley Kensley Carlile

Approved to sit for Practical Examination

Wheatley, Katie

Closed Apprentice Files

Anderson Sarah
Banks Patricia Ann
Cody Haley Augusta

Day Gabriel Voneshia
De Leon Navarrete Hector Ivan
Grindstaff Hannah Mills
Hancock Sonja
Lesley Jenna Lynn
Mills Jeremy Leon Mr
Preciado Joseph
Underwood Austin Lee
Vickers Cynthia Dyane
Winder Jaime Nicole Mrs.
Worrell Cristina
Zamudio Maricela Marie

Closed Applications

Belt Daimien Robert
Haney Aaliyah
Taylor Charles

TN BOARD OF DISPENSING OPTICIANS ADMINISTRATOR REPORT

This is an administrative report from Leigha Kullman. The information in this report is to keep the Board informed of all fundamental activities relative to licensure for Dispensing Opticians.

STATISTICAL INFORMATION

Listed below are the total numbers of active, retired and failure to renew licensees for the Board of Dispensing Opticians:

As of October 6, 2025

Apprentices	Fully Licensed
336	965

UPDATES SINCE THE PREVIOUS MEETING

July 3, 2025 to October 6, 2025
New Apprentices - 35
New Fully Licensed – 20
Expired - 14
Reinstatements - 3
Approved to Sit for the Practical Exam - 1
Voluntarily Retired Licenses – 2
Apprentice Closed Files – 15
Closed Applications - 3
Paper Renewals Completed – 28
Online Renewals Completed – 85

TRAVEL AND LODGING

- The current mileage rate is \$0.70 cents per mile
- The current meals and incidentals rate is \$64.50 per day for an overnight stay
- The current maximum reimbursable rate for hotel lodging in Nashville for upcoming meetings dates is as follows:
 - October 2025 \$248
 - January 2026 \$217
 - April 2026 \$217
 - July 2026 \$217

UPCOMING BOARD MEETING DATES:

- January 28, 2026
- April 22, 2026
- July 15, 2026
- October 21, 2026



**Tennessee Department of Health
Board Statistical Complaint Report**

Parameters selected: Lic Type: 13 - DISPENSING OPTICIANS; Case Type: CMP - Complaint; Calendar year: 2025

License Type: 13 - DISPENSING OPTICIANS

Complaint Activity	Dec 2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
New Complaints Opened		0	0	0	0	0	0	3	0	0	0			3
Total Closed Complaints		1	0	0	0	0	0	1	0	2	0			4
7 - Closed BIV,EMS,HCF,AW		0	0	0	0	0	0	0	0	1	0			1
9 - Complaint Closed		1	0	0	0	0	0	1	0	0	0			2
93 - Closed - Ltr of Concern		0	0	0	0	0	0	0	0	1	0			1
Currently Open Complaints	1	0	0	0	0	0	0	2	2	0	0			

ANALYSIS OF NEWLY OPENED COMPLAINTS

By Allegation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
26-Unprofessional Conduct	0	0	0	0	0	0	1	0	0	0			1
36-Lapsed License	0	0	0	0	0	0	2	0	0	0			2
Total:	0	0	0	0	0	0	3	0	0	0			3

By Region	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
EAST	0	0	0	0	0	0	0	0	0	0			0
MIDDLE	0	0	0	0	0	0	1	0	0	0			1
WEST	0	0	0	0	0	0	2	0	0	0			2
Out of State	0	0	0	0	0	0	0	0	0	0			0



**Tennessee Department of Health
Board Statistical Complaint Report**

License Type: 13 - DISPENSING OPTICIANS

By Region	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Unknown	0	0	0	0	0	0	0	0	0	0			0
Total:	0	0	0	0	0	0	3	0	0	0			3



**STATE OF TENNESSEE
DEPARTMENT OF HEALTH**

665 MAINSTREAM DRIVE, 2ND FLOOR

NASHVILLE, TENNESSEE 37243

TELEPHONE: (615) 741-1611

FACSIMILE: (615) 532-3386 or (615) 532-7749

katherine.trawick@tn.gov

BILL LEE
GOVERNOR

JOHN R. DUNN, DVM, PhD, EMBA
COMMISSIONER

To: Tennessee Board of Dispensing Opticians

From: Katherine Trawick, Associate General Counsel

Date: September 16, 2025

Re: Office of General Counsel Report for October 22, 2025

CONFLICT OF INTEREST

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Rule Activity

The package with the retrospective changes continues in the internal review process.

Disciplinary Activity

As of September 16, 2025, the Office of General Counsel has no open complaints against the board's licensees.

Disciplinary Coordinator's Report

Total number of Dispensing Opticians being monitored for discipline: 4

- Reprimand: 2
- Probation: 0
- Suspension: 2
- Revoked/Surrendered: 0