



Board of Examiners in Optometry
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AGENDA

August 26, 2016
Tieszen Law Office
Conference Room
Pierre, South Dakota
9:00 a.m. (CST)

1. Attendance
2. Approval of Agenda
3. Approve minutes from the regular meeting on April 22, 2016, and teleconference on June 8, 2016.
4. Treasurer's Report
5. Board review and approve CE courses
6. Old Business
 - a. Board Certification
 - b. Injections
7. New Business
 - a. Licensing
 - b. Procedural Codes
 - c. Administrative Rules Update
 - d. Board Member Requests for Conflict Waiver
 - e. Legislative Updates
 - f. ARBO Meeting Update
 - g. Tele-Medicine (AOA Information)
 - h. COPE Requirements
 - i. Office Inspection Form
 - j. Law Exam
 - k. Nasal Lacrimal Stimulation Device
8. Time and place of next meeting
9. Adjournment

This meeting is being held in a physically accessible place. Individuals needing assistance, pursuant to the Americans with Disabilities Act, should contact the in Board of Examiners in Optometry (605-493-6504) or sdoptboard@venturecomm.net at least 24 hours advance of the meeting to make any necessary arrangements.

South Dakota Board of Examiners in Optometry

Meeting Minutes
April 22, 2016
Tieszen Law Office Conference Room
Pierre, South Dakota
9:00 AM (CST)

**DRAFT MINUTES
HAVE NOT BEEN
APPROVED BY
THE BOARD**

1. Attendance

Meeting called to order at 8:58 a.m. Board members present were Dr. Dockter, Dr. Hartford, Dr. Haiar, Nancy Van Camp and Dr. Hart. Also present were Naomi Cromwell, Tieszen Law Office; Ann Meyer, Attorney General's Office; and Deni Amundson, Board Executive Secretary.

2. Approval of Agenda

Dr. Hart moved to approve the agenda as presented, seconded by Dr Hartford. All in favor. Motion passed.

3. Approve Minutes from August 14, 2015, and March 31, 2016.

Dr. Hartford moved to approve the minutes from the regular meeting on August 14, 2015, and the teleconference on March 31, 2016, seconded by Nancy Van Camp. All in favor. Motion passed.

4. Treasurer's Report

Discussion was had regarding Deni Amundson attending the annual out-of-state ARBO meeting. The board would like her to attend them every year as the budget allows. Dr. Hart moved to accept the treasurer's report, seconded by Dr. Hartford. All in favor. Motion passed.

5. Board Review and Approve CE Courses

Board reviewed and approved continuing education courses by individual signature vote.

6. Old Business

- a. Board Certification- Will continue to closely monitor. Tabled until next meeting.
- b. Injections- Will continue to closely monitor. Tabled until next meeting.
- c. Department of Labor Licensure Data System Update- Deni Amundson reported on final DLR requirements. The database, application and license renewal forms have all been updated in an effort to comply with the Department of Labor's requirements. No action taken.

7. New Business

- a. Licensing- No action taken.
- b. Legislative Updates- Naomi Cromwell reported on recent legislation that may have an impact on this board. Discussion was had regarding the need to increase the maximum allowance of 4 hours of practice management to 8 hours and also to

include patient protection and compliance in the definition of practice management. Nancy Van Camp moved to allow legal counsel to initiate the process to revise administrative rules 20:50:08:02, 20:50:08:02:03, and 20:50:08:04, to address continuing education requirements regarding patient protection and compliance issues, seconded by Dr. Hart. All in favor. Motion passed.

- c. Application Forms and Process- Deni Amundson presented a revised draft of the application. Dr. Hart moved to approve with recommended edits, seconded by Dr. Hartford. All in favor. Motion passed.
 - d. License Renewal Documents- Deni Amundson presented a revised draft of all license renewal documents. Nancy Van camp moved to approve with recommended edits, seconded by Dr. Hartford. All in favor. Motion passed.
 - e. Board Member Terms- Dr. Hartford's seat on the board will be open for reappointment on June 30, 2016. A list of names was given to board secretary for recommendation of his replacement. No formal action taken.
8. Time and Place of Next Meeting

Friday, August 26, 2016
Tieszen Law Office Conference Room
Pierre, South Dakota
9:00 AM (CST)

9. Adjournment

Dr. Hartford moved for adjournment, seconded by Dr. Haiar. All in favor, motion passed. Meeting was adjourned at 12:12 p.m.

Respectfully submitted,
Deni Amundson, Executive Secretary
South Dakota Board of Examiners in Optometry

South Dakota Board of Examiners in Optometry

Teleconference Meeting Minutes

June 8, 2016

6:00 p.m. (CST)

The meeting was called to order at 6:03 p.m.

1. Attendance:

Board members present via telephone were Dr. Hart, Dr. Dockter, Dr. Haiar, and Nancy Van Camp. A roll call was conducted to determine a quorum. Also present were Naomi Cromwell, in person at the Tieszen Law Office, Pierre, SD, and Deni Amundson, Board Executive Secretary, in person at the Board of Optometry office, Langford, SD, both locations having been noticed as available for public access to listen to the meeting.

2. Approval of Agenda:

Dr. Haiar moved to approve the agenda, seconded by Nancy Van Camp. Motion passed by roll call vote.

3. New Business:

- a. Administrative Rule: Procedural Code Additions- Dr. Hart moved to add the three procedural codes presented in the agenda packet, 83861, 97003, and 97004, to the administrative rule change packet, seconded by Nancy Van Camp. Motion passed by roll call vote.
- b. State Board Conflict Waiver Request- Discussion was had on the conflict of interest waiver submitted by Lisa Kollis-Young as investigator for the board. Nancy Van Camp moved to approve the conflict waiver request for the contract of Lisa Kollis-Young, seconded by Dr. Hart. Motion passed by roll call vote.

4. Time and Place of Next Meeting:

August 26, 2016
Tieszen Law Office
Conference Room
Pierre, SD
8:45a.m. (CST)- Public Hearing
9:00a.m. (CST)- Regular Meeting

5. Adjournment:

At 6:19, Dr. Hart moved to adjourn, seconded by Dr. Haiar. Motion passed by roll call vote.

Respectfully submitted,

Deni Amundson, Executive Secretary
SD Board of Examiners in Optometry

2016/2017 Detailed Expenses			
	4-Aug-16	92.1% FY Remaining	
	Expenditure	Purpose	Notes
Board Member Fees	\$0.00		
OASI- Employer's Share	\$0.00		
Travel-Auto- In State	\$0.00		
Travel- Lodging- In State	\$0.00		
Travel- Meals- In State	\$0.00		
Travel- Airfare	\$0.00		
Travel- Meals, Lodging- Out of State	\$0.00		
ARBO Dues	\$0.00		
Computer Consultant- Bpro	\$70.00		
Education and Training Consultant	\$0.00	Contract with SDOS	
Legal Consultant	\$1,156.00	Tieszen Law Office Fees	
Management Consultant	\$5,741.00	Reimbursements to Deni Amundson	
		Salary- \$1754/month	\$1,754.00
		Rent/Utilities- \$400/month	\$400.00
		Postage and PO Box	\$141.00
		Printing and Office Supplies	\$191.90
		Travel Expenses	\$2,600.10
		Insurance	
		Telephone and Internet	\$245.06
		Computer	
		DOH Error	\$408.87
Investigator		DOH Charges relating to payroll and audit.	
Central Services- 5204200	\$271.00	DOH Charges relating to records management.	
Central Services- 5204204	\$48.00	DOH Charges relating to personnel services.	
Central Services- 5204207			
Advertising 5204360			
Telecommunications Services			
Insurance Premiums			
Office Supplies			
Printing State		Law Handbooks	
Postage			
Computer Hardware			
Computer Software			
Office Furniture and Fixtures			
Total expenses through 7/30/2016	\$7,286		\$5,740.93
Total revenue for 2016/2017	\$31,006.25		
7/30/2016 Cash Balance	\$ 75,703.64		
7/30/2015 Cash Balance	\$ 46,449.52		
7/30/2014 Cash Balance	\$ 51,578.55		
7/30/2013 Cash Balance	\$ 54,224.92		
7/30/2012 Cash Balance	\$ 63,977.43		
7/30/2011 Cash Balance	\$ 68,482.04		
7/30/2010 Cash Balance	\$62,823.79		

2015/2016 Detailed Expenses

1-Jul-16 YEAR END

Description	Expenditure	Notes
Board Member Fees	780	
OASI- Employer's Share	61	
Travel-Auto- In State	857	
Travel- Lodging- In State	201	
Travel- Meals- In State	171	
Travel- Airfare		
Travel- Meals, Lodging- Out of State		
ARBO Dues	750	
Education and Training Consultant	4000	Contract with SDOS
Computer Consultant	1595	Bpro- Database
Legal Consultant	12623	Tieszen Law Office Fees
Management Consultant	31703	Reimbursements to Deni Amundson (details below)
		Salary- \$1708/12 months= \$20496
		Rent- \$400/12 months= \$4800
		Postage and PO Box Rent-\$1054.80
		Printing & Office Supplies-\$1260.48
		Travel Expenses-\$338.79
		Errors and Omissions Insurance- \$1562
		Telephone and Internet-\$1665.36
		Computer Service- \$525.47
Investigator	360	
Central Services- 5204200	828	DOH Charges relating to payroll and audit.
Central Services- 5204204	192	DOH Charges relating to records management.
Central Services- 5204207	242	DOH Charges relating to personnel services.
Insurance Premiums	380	
Printing- State	1084	Law Booklets
Computer Hardware	0	

Total expenses through 7/1/2016 \$55,827

Total revenue for 2015/2016 \$71,403.85

7/1/2016 Cash Balance	\$51,986.12
7/1/2015 Cash Balance	\$ 36,406.28
7/1/2014 Cash Balance	\$ 38,025.23
7/1/2013 Cash Balance	\$ 47,283.03
7/1/2012 Cash Balance	\$ 63,977.43
7/1/2011 Cash Balance	\$ 52,176.16
7/1/2010 Cash Balance	\$39,609.76
7/1/2009 Cash Balance	\$33,999.17
7/1/2008 Cash Balance	\$30,205.52
7/1/2007 Cash Balance	\$24,246.08
7/1/2006 Cash Balance	\$10,727.46

130 Total Licensees

15/16 New Licenses

Caudill, Eryn- Spearfish, SD
Clark, Shane- Rapid City, SD
Kuipers, Sarah- Rapid City, SD
Lee, Todd- Eagle Butte, SD
Marso, Nick- Pierre, SD
Nash-Keller, Wyatt- Brookings, SD
Quist, Joel- Sioux Falls, SD
Rolfson, Karie- Rapid City, SD
Vanderlei, Clarence- Springfield, SD

15/16 Non-Renewed Licenses

Baker, Daniel- Marshall MN
Golis, Thomas- Box Elder, SD
Healy, Sharyn- Phoenix, AZ
Hedquist, Christopher- Sioux City, NE
Kemper, Bryan- Rapid City, SD
Krein, Shelley- Spruce Grove, Alberta
Peterson, Robyn- Cheyenne, WY
Ruch, James- Aberdeen, SD
Tassie, Douglas- Kansas City, MO
Wolbert, Jamey- APO AE

Subobject	Description	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual
	Salaries								
5101030	Board & Comm Members	1,020	1,140	480	960	720	720	660	780
5102010	OASI-Employer's	82	92	41	76	56	55	51	61
5203010	Auto-State								
	Board Member Travel	1,744	1,824	826	1,004	1,268	996	855	1,229
	*Includes: Auto, Meals, Lodging								
5204020	Dues & Memberships	600	750	750	750	750	750	750	750
5204060	Ed & Training	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
5204050	Computer Consultant (database)					3,799	2,813	406	1,595
5204100	Medical Consultant (investigator)					2,375	-	-	360
5204080	Legal Consultant	11,669	10,849	9,573	7,218	25,953	25,482	16,949	12,623
5204090	Management Consultant	19,266	20,516	21,573	24,390	28,974	25,960	28,588	31,703
5204160	Workshop								
5204200	Central Services	651	653	598	636	681	778	802	828
5204203	Central Services			8					
5204204	Central Services	118	139	113	128	199	261	233	192
5204207	Central Services	288	262	201	220	111	319	208	242
5204960	Other Contractual				88				
5205310	Printing-State	-	331	96			483		1048
5204590	Ins Premiums & Surety Bds	975	900	-	975	470	750	740	380
5205350	Postage				9				36
5207905	Computer		2593	-				1868	0
5207451	Office Furniture and Fixtures				850				0
	Total Expenses	40,413.00	44,049.00	38,259.00	41,304.00	69,356.00	63,367.00	56,110.00	55,827.00
	TOTAL REVENUE	50,166.18	49,661.00	50,824.22	53,104.77	52,660.58	54,109.40	54,491.16	71,403.85
		9,753.00	5,612.00	12,565.00	11,801.00	-16,695.00	-9,258.00	-1,618.84	15,576.85



OFFICE INSPECTION FORM

Name of Practice: _____

Physical Address: _____

Telephone Number: _____

Optometrist(s) at Location: [Empty box for listing optometrists]

20:50:06:02. Inspection of office. Within 60 days following the establishment of a practice of optometry in this state, a new licensee shall inform the secretary of the board. At least one member of the board shall conduct an inspection of the office facility and procedures. This section and § 20:50:06:01 also apply to an optometrist admitted under endorsement provisions or a licensed optometrist who changes location or opens an additional office. The inspection of the office of an optometrist previously licensed in this state is at the option of the board.

Inspecting Board Member: _____

Date of Inspection: _____

20:50:04:04. Maintenance of office. An office maintained for practice of optometry must be clean and sanitary. The office must be exclusive of any other business and must be physically disconnected from any commercial business or influence in the same building by use of floor-to-ceiling wall separations and a separate front entrance to the outside or to common hallways.

Table with 2 columns: IS THIS OFFICE: and COMMENTS. Rows include: Clean and Sanitary, Exclusive of Other Business, Physically Disconnected, Separate Front Entrance.

20:50:06:01. Minimum office equipment. The minimum equipment with which licensed optometrists shall operate their offices and engage in the practice of optometry consists of the following items, all of which shall be kept in good condition:

REQUIREMENT:	ACCEPTABLE:	COMMENTS:
(1) Ophthalmic Chair and Instrument Unit.....	<input type="checkbox"/>	_____
(2) Retinoscope.....	<input type="checkbox"/>	_____
(3) Ophthalmoscope.....	<input type="checkbox"/>	_____
(4) Phoropter.....	<input type="checkbox"/>	_____
(5) Keratometer.....	<input type="checkbox"/>	_____
(6) Trial Lens Set.....	<input type="checkbox"/>	_____
(7) Trial Frame.....	<input type="checkbox"/>	_____
(8) Transilluminator.....	<input type="checkbox"/>	_____
(9) Projector Chart or Other Luminous Acuity Chart	<input type="checkbox"/>	_____
(10) Biomicroscope.....	<input type="checkbox"/>	_____
(11) Instrument to Evaluate Intraocular Pressure...	<input type="checkbox"/>	_____
(12) Permanent Patient Record System.....	<input type="checkbox"/>	_____
(13) Visual Field Instrument.....	<input type="checkbox"/>	_____
(14) Color Vision Test Equipment.....	<input type="checkbox"/>	_____
(15) Sanitary Lavatory Basin.....	<input type="checkbox"/>	_____

20:50:07:01. Minimum optometric examination. The minimum optometric examination shall consist of the following:

(1) Patient case history and visual acuity.....	<input type="checkbox"/>	_____
(2) Internal and external ocular examination.	<input type="checkbox"/>	_____
(3) Objective and subjective analysis of refractive error.	<input type="checkbox"/>	_____
(4) Analysis of accommodation, convergence, and fusional ability.....	<input type="checkbox"/>	_____
(5) Tonometry.....	<input type="checkbox"/>	_____
(6) Where indicated by case history and findings produced by the current examination, any additional tests that should be performed to enable the OD to advise the patient and prescribe for or refer, as indicated.....	<input type="checkbox"/>	_____

Failure to make or supervise the minimum examination in all cases and to keep a permanent record of it is unprofessional conduct unless there are professional reasons to the contrary specifically set forth in the patient's record.

The requirements set forth in the Administrative Rules of South Dakota concerning inspection of any certification notices, office equipment, and optometric examination forms and practices, represent only the minimum requirements imposed on practitioners of optometry in South Dakota. Additional notices, equipment, and examination procedures and documentation may be necessary in order to competently and professionally practice within the highest applicable level of licensure and to satisfy any standard of care that may apply.

Additional comments and observations by board member:

Additional comments and observations by optometrist:

OWNER/OPTOMETRIST SIGNATURE

DATE

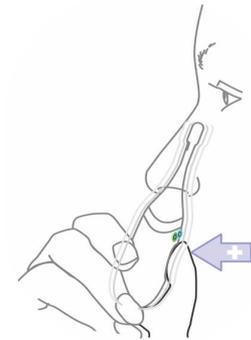
BOARD MEMBER SIGNATURE

DATE

Medical Class II Device

Nasal Lacrimal Stimulation Device

Manufactured by Allergan
Anticipated 2017 launch date



Disposable Tip with Hydrogel

Durable Handheld Unit



Product form	<ul style="list-style-type: none"> ▪ Ophthalmic neuromodulation system (electroceutical); consisting of a base unit and daily disposable tips , available by prescription
Indication	<ul style="list-style-type: none"> ▪ Immediate increase in tear production with neurostimulation in adult patients with Dry Eye Disease
Dosing	<ul style="list-style-type: none"> ▪ BID+PRN. Typical usage 2 times to 4 times a day ▪ Typically used for about 30 seconds but can be used for ~ 3minutes each use