STATE OF NEVADA

Board of Dispensing Opticians

Minutes of Public Meeting:
April 16, 2026 at 5:00 p.m.

Board Members Present:
Jennifer Letten, President
Jennifer Seymour, Vice President
Maria Landin, Secretary

Board Staff Present:
Corinne Sedran, Executive Director
Colleen Platt, Board Counsel

Board Members Absent:
Priscilla Acosta, Treasurer (due to technical difficulties, Ms. Acosta was only present for a short portion of the meeting)
Cristobal Esparza, Member

1. Call to order
   Ms. Letten called the meeting to order and called roll at 5:11 p.m.

2. Public comment
   There was no public comment.

3. FOR POSSIBLE ACTION: Approval of previous board meeting minutes
   February 12, 2026 Board Meeting
   Motion: Ms. Letten moved to approve the minutes as presented.
   Vote: The motion passed unanimously.

4. FOR POSSIBLE ACTION: Review and decision on Apprentice License Application (this portion of the meeting may be closed pursuant to NRS 241.030(1)(a) to consider character, alleged misconduct, professional competence, or physical or mental health of a person)
   Redmond, Stefoni

   Ms. Redmond requested to go into a closed session for the review of her application.
   Motion: Ms. Letten moved to close the meeting pursuant to NRS 241.030(1) for the review of Ms. Redmond's application.

Vote: The motion passed unanimously.

Motion: After review of the application, Ms. Seymour moved to reopen the meeting to the public.
Vote: The motion passed unanimously.

Motion: Ms. Seymour moved to approve Ms. Redmond's application for licensure.
Vote: The motion passed unanimously.

5. FOR POSSIBLE ACTION: Review and decision on CE course applications, pursuant to Approved Regulation R067-23, Sec. 22(2)
   Sternod, Tamara

   Discussion: Ms. Sedran said the State's IT service notified her it had made an error when posting the meeting materials and would post this document as soon as possible. Also, the applicant requested to amend the application to include two CE credit hours rather than one.

   Ms. Seymour asked for clarification on the Board's requirements for CE course approval, such as whether the application must include instructor qualifications, course descriptions, etc. Ms. Platt said Section 22 of the Board's regulations cover CE course approvals and states an applicant must submit an outline of the course and any related materials the Board may require. Ms. Sedran said the Board's current form requires just the name of the sponsoring organization, date, time, and number of credits, and a description of the course and its instructional objectives. Ms. Letten said she will need more information on what the course entails if the applicant is asking for 2 credit hours. Ms. Sedran asked the Board members to email her any additional questions they have regarding the course so she knows what additional information to collect from the sponsor.

   This item will be tabled until the next meeting.

6. FOR POSSIBLE ACTION: Updates on the Office of Nevada Boards, Commissions and Councils Standards, created pursuant to NRS 232.8413, and discussion and decision on response to R074-25

   Discussion: Ms. Sedran said and Ms. Letten submitted updated comments to the Office of Nevada Boards (Office) in response to Proposed Regulation R074-25, in line with the instructions they were given by the Board at the previous meeting. The new comments included information on the costs the regulation would create for the occupational licensing boards and the need for additional funding. The Office sent notice it will host a regulation hearing on Monday, May 11th at 9 a.m. The draft regulation that will be heard has not been substantively changed based on any of the comments submitted by the boards thus far. The Office already held its required regulation workshop; there was a technical issue at the beginning of that meeting that prevented those attending by phone or online from hearing any of the public comments.

   Ms. Platt said the Office is required to post its proposed regulation for 30 days prior to its adoption, which would take place at the scheduled hearing. If the regulation is adopted at the hearing, it will then go to the Legislative Commission for final approval. The Legislative Commission will not be meeting until June, so if the Office approves the regulation without any changes, the Board will have time to reach out to the individual legislators on the Commission to voice any objections. Ms. Sedran asked the Board for continued authorization of the Board President and Director to submit comments in response to the proposed regulation.

Motion: Ms. Letten moved to authorize the Board President and Director to submit comments on behalf of the Board in response to the proposed regulation.
Vote: The motion passed unanimously.

7. FOR POSSIBLE ACTION: Discussion and decision on proposed changes to NAC Chapter 637

   Discussion: Ms. Sedran gave an overview of amendments made to the proposed regulations since the last meeting, including: the reorganization of provisions related to management into the new Standards of Practice section, the addition of ethical standards for the completion of CE courses, new requirements for optical establishments to keep records of their managers on duty, and updated fees provisions. The Board's operating costs have increased significantly over the past several years, but licensing numbers have not kept pace. The State recommends boards keep 6 months' worth of operating expenses in their reserves, which would require the Board to increase its fees. Ms. Letten said she researched the licensing fees in California and other bordering states. Increasing the Board's application and licensing fees to their statutory limits would bring them in line with what neighboring states change and would help offset new costs created by the Office of Boards' proposed regulation. She also recommends adding an exam fee for taking the Board's Laws and Ethics Exam. Ms. Seymour discussed the timeline of previous fee increases, noting they were last increased in 2023. Ms. Sedran also discussed the section pertaining to Board approval of apprentice education programs and asked the Board members to send her recommendations for the subject matter hourly requirements.

   Ms. Sedran requested the Board authorize her to send the current draft of the regulations to the Legislative Counsel Bureau by the June 30th deadline to obtain priority drafting status.

   Motion: Ms. Seymour moved to send the current draft of the proposed regulations, including any revisions to the fees and educational hours sections, as necessary, to the LCB for formal drafting.
   Vote: The motion passed unanimously.

8. FOR POSSIBLE ACTION: Discussion and decision on authorizing executive director to execute new contracts and/or agreements related to contract disputes
   a. Renewal of contract with BDG Web Design
      Discussion: Ms. Sedran said this contract covers maintenance and improvements to the Board's database and online applications; the current contract with the vendor will end in June. These services are absolutely necessary to the functioning of the Board Office and website. She asked the Board to authorize her to enter a new contract for two years at a maximum of $2000/month, not to exceed a total contracted amount of $48,000.
      Motion: Ms. Letten moved to authorize the Board Director to enter a new contract or extend the current contract with the vendor, as applicable, according to the terms discussed.
      Vote: The motion passed unanimously.
   b. New contract with Top Speed Internet Service
      Discussion: Ms. Sedran said this vendor will supply general IT support, as well as web hosting services for the Board's website and database. The services will include ongoing backups and security monitoring to ensure compliance with State security requirements. The monthly costs may fluctuate, but she would like the Board to approve a two-year contract, with a total contracted amount not to exceed $15,000.
      Motion: Ms. Letten moved to authorize the Board Director to enter the proposed contract under the terms discussed.
      Vote: The motion passed unanimously.

c. Authorization of Executive Director, pursuant to NRS 241.0357, to make decisions regarding litigation and/or enter settlement agreements involving vendor contract disputes
Discussion: Ms. Sedran asked the Board to authorize her to make decisions regarding litigation and/or a settlement agreement with a prior vendor for web design services that did not fulfill all the terms of their contract. She would like to recoup some of the Board's costs but will need authorization to work with the attorneys for the Board and vendor outside of meetings.
Motion: Ms. Letten moved to authorize the Board Director to make decisions pursuant to NRS 241.0357 regarding contract disputes with vendors for administrative services.
Vote: The motion passed unanimously.

9. FOR POSSIBLE ACTION: Executive Director's report
   a. Licensing updates
   Ms. Sedran said the Board Office issued 7 new apprentice licenses since the last meeting, but no new optician licenses; the number of new licenses issued has decreased in recent years. She will continue monitoring the Board's licensing trends.
   b. General office, budget, and miscellaneous updates
   Ms. Sedran said the Office of Boards notified all the boards and commissions that any bill draft requests (BDRs) for the 2027 Legislative Session would need to be approved by their office; the Office gave a deadline of April 17^{th} to submit any requests for approval. The boards have not been required to obtain approval from the Office of Boards in the past to request BDRs, however, she will send a general request to the Office in case the Board needs to make any changes to its laws during the next legislative session.
   c. Review and approval of financial reports
   Discussion: Ms. Sedran gave an overview of the financial reports; the Board's expenditures are exceeding its income, however, there is a small surplus as of the end of the 3^{rd} quarter of the fiscal year. The Board will need to adjust its fees to continue operating.
   Motion: Ms. Seymour moved to approve the financial reports as presented.
   Vote: The motion passed unanimously.

10. Public comment

Elle Galvez, a student in the Ophthalmic Program at CSN, said this is the second board meeting she has attended. She congratulated the person who was approved for her apprentice license during the meeting and said it was interesting to learn more about the licensing process.

Neo Zabrino, also an ophthalmic student at CSN, said he appreciated the information presented during this meeting and learning how the Board functions, including how contracts are handled and the overall costs of running a licensing board.

Ms. Letten thanked everyone for attending and closed the meeting at 6:41 p.m.