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COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS

F I N A L M I N U T E S

MEETING OF:

STATE BOARD OF OPTOMETRY

TIME: 10:41 A.M.

Held at

PENNSYLVANIA DEPARTMENT OF STATE

2601 North Third Street

One Penn Center, Board Room C

Harrisburg, Pennsylvania 17110

as well as

VIA MICROSOFT TEAMS

Thursday, August 24, 2023

1 ***

2 State Board of Optometry

3 August 24, 2023

4 ***

5 [Pursuant to Section 708(a)(5) of the Sunshine Act,
6 at 10:00 a.m. the Board entered into Executive
7 Session with Shawn J. Jayman, Esquire, Board Counsel,
8 for the purpose of conducting quasi-judicial
9 deliberations and to receive the advice of counsel.
10 The Board returned to open session at 10:30 a.m.]

11 ***

12 The regularly scheduled meeting of the State
13 Board of Optometry was held on Thursday, August 24,
14 2023. Luanne K. Chubb, O.D., F.A.A.O., Chairperson,
15 called the meeting to order at 10:41 a.m.

16 ***

17 Roll Call

18 [Chairperson Chubb requested Ms. Chappelle take a
19 roll call of Board members.]

20 ***

21 Introduction of Attendees

22 [Attendees introduced themselves.]

23 ***

24 [Shawn J. Jayman, Esquire, Board Counsel, informed
25 everyone that the meeting was being recorded, and

1 those who continued to participate were giving their
2 consent to be recorded.

3 Mr. Jayman also noted the Board entered into
4 Executive Session for the purpose of conducting
5 quasi-judicial deliberations on a number of matters
6 currently pending before the Board and to receive the
7 advice of counsel.]

8 ***

9 Approval of Minutes

10 CHAIRPERSON CHUBB:

11 At this time, I'd like to take a vote
12 for approval of the minutes from the
13 May 11, 2023 meeting.

14 Is there a motion to approve?

15 [The Board discussed corrections to the minutes.]

16 MR. JAYMAN:

17 I believe the Chairperson would
18 entertain a motion to approve the May
19 11, 2023 minutes with the changes as
20 noted.

21 DR. GODFREY:

22 So moved.

23 DR. WILCOX:

24 Second.

25 CHAIRPERSON CHUBB:

1 Any further discussion? Roll call
2 vote.

3
4 Dr. Chubb, aye; Dr. Godfrey, aye;
5 Commissioner Claggett, aye; Dr. Wilcox,
6 aye; Tyler Ritchie, abstain; Dr.
7 Becker, aye; Dr. Berson, aye.

8 CHAIRPERSON CHUBB:

9 Opposed? Motion carries.

10 [The motion carried. Tyler Ritchie abstained from
11 voting on the motion.]

12 ***

13 Report of Board Prosecutors

14 [Gregory S. Liero, Esquire, Board Prosecution
15 Liaison, had nothing to report.]

16 ***

17 Report of Acting Commissioner - No Report

18 ***

19 Report of Board Counsel - Legislative Report

20 [Shawn J. Jayman, Esquire, Board Counsel, informed
21 Board members that there has been no movement in the
22 vision screening in schools bill according to the
23 Office of Legislative Affairs.

24 Dr. Wilcox mentioned that the bill should be
25 addressed once voted out of the committee.]

1 Report of Board Chair

2 [Luanne K. Chubb, O.D., F.A.A.O., Chairperson, noted
3 the Accreditation Council on Optometric Education
4 (ACOE) still has a call for comments posted. She
5 informed everyone that the optometric residency
6 program standards are being revised. She mentioned
7 attending the meeting in St. Louis in April and that
8 the public comment or individual licensee comment
9 period would be open until September 5 for revision
10 of standards. She noted the information can be found
11 on the American Optometric Association's (AOA)
12 website.
13

14 Chairperson Chubb further explained that she
15 would not be addressing any questions or comments as
16 a Board and any concerns or comments should be
17 emailed individually.

18 Chairperson Chubb addressed her attendance at the
19 Association of Regulatory Boards of Optometry (ARBO)
20 in Alexandria, VA, in June. She noted it to be the
21 first face-to-face meeting since 2019 but only had 57
22 board representatives. She mentioned having in-depth
23 one-on-one discussions on regulatory topics in
24 optometry nationally and internationally. She noted
25 the ARBO Board of Directors, representatives from the

1 National Board of Examiners in Optometry (NBEO), and
2 CEwire were in attendance.

3 Chairperson Chubb mentioned that ARBO recognized
4 the outstanding service of Dr. Ken Lawenda, who
5 passed away this year. She noted that he served on
6 the Vermont Board of Optometry, the California Board
7 of Optometry, and in British Columbia.

8 Chairperson Chubb stated ARBO also gave
9 information about the Council on Optometric
10 Practitioner Education (COPE) courses, noting they
11 processed over 6000 COPE-approved courses this past
12 year.

13 Chairperson Chubb reported ARBO approved over
14 2000 COPE activities from June 2022 to June 2023 and
15 presented four online regulatory webinars open to all
16 board members. She offered to have Ms. Chappelle
17 provide information to anyone who would like to
18 attend, noting registration is included in their
19 Board fee.

20 Chairperson Chubb also noted the ARBO dashboard
21 was redone regarding regulatory information for
22 states to access and is offering to assist Board
23 administrators with getting access to the passwords.

24 Chairperson Chubb stated the meeting topics were
25 started out by Dale Atkinson, an attorney whose

1 practice predominantly deals with regulatory matters.
2 She noted he was on the Federation of Associations of
3 Regulatory Boards (FARB) over 30 years and discussed
4 regulatory activities, education and accreditation,
5 disciplinary action, legislation and applications,
6 and development and administration of license exams
7 and license transfer programs.

8 Chairperson Chubb informed everyone that ARBO
9 Board of Directors convened a six-person task force
10 in 2022 proposing and outlining suggestions of a
11 model practice for optometry and resource documents
12 for their member boards to promote public protection
13 in the role of optometry; to allow increased mobility
14 of licensed applicants; to have standardization of
15 terminology and regulation from jurisdiction to
16 jurisdiction; and to have consistency in legal
17 decisions on licensure renewal, discipline, and other
18 board activities.

19 Chairperson Chubb noted state boards individually
20 had discussions about actions that were going on in
21 their jurisdictions. She addressed a National Board
22 Examination Review Committee (NBERC) presentation by
23 Dr. Terri Haley regarding a three-day review of the
24 national licensing exam parts I, II, and III for
25 discrepancies or concerns, psychometric information,

1 and statistical approval of board scores. She noted
2 they also evaluated the content, the reliability, and
3 changes being made in the national boards.

4 Chairperson Chubb noted the Optometric Education
5 (OE) TRACKER Committee presented and informed
6 everyone that states are using OE TRACKER to track
7 credits required by the state and provide a means for
8 licensees to pay an application fee and have their
9 continuing education courses listed on their website.
10 She further noted that OE TRACKER breaks credits down
11 by categories to show how someone is meeting those
12 credits.

13 Chairperson Chubb noted the Council on Endorsed
14 Licensure Mobility for Optometrists (CELMO) discussed
15 endorsement for license mobility for optometry. She
16 explained that CELMO is an option for people to
17 consider who are applying for licenses in other
18 states to provide the documentation to make it easier
19 to transfer and is available through ARBO.

20 Chairperson Chubb addressed an update from the
21 National Board of Examiners in Optometry presented by
22 Dr. Jill Bryant, where candidates would only be
23 identified by their OE TRACKER number and no longer
24 by the last four digits of their Social Security
25 Number. She noted part II would now only have full

1 case reports and no longer have mini cases or solo
2 items in that testing. She stated the laser and
3 surgical procedures exam would continue to be a
4 standalone exam.

5 Chairperson Chubb mentioned that Dr. Richard
6 Castillo was introduced as the senior director for
7 part III, which has been renamed to the Patient
8 Encounters and Performance Skills (PEPS) exam. She
9 stated Dr. Castillo presented a lecture on surgical
10 techniques in optometry, noting 10 states currently
11 have laser privileges and 14 states have minor
12 procedure, minor surgery, and injectable privileges.

13 Chairperson Chubb mentioned being a member of the
14 Accreditation Council on Optometric Education. She
15 reported 25 optometry schools are now under the
16 evaluation and accreditation of ACOE with 270
17 residency programs and 2 technician programs. She
18 noted Rocky Mountain University of Health Professions
19 College of Optometry to be the newest school and
20 began enrolling students in May 2023.

21 Dr. Berson asked whether the NBEO report
22 contained any information regarding low pass rates.

23 Chairperson Chubb explained that schools are
24 expected to address their pass rates. She noted NBEO
25 standards and questions have not changed in

1 difficulty but have encouraged schools to develop
2 study guides and to be more in depth in addressing
3 scores, including looking at their curriculum.]

4 ***

5 Appointment - Introduction

6 [Michael McDonald, Policy Director, Department of
7 State, introduced himself and provided a brief
8 history of his personal and professional background.
9 He informed everyone that the policy office staff
10 works closely with the Governor's Office and
11 Secretary of the Department and all of the licensing
12 boards and commissions to review, assess, research,
13 and implement new policy ideas.

14 Mr. McDonald stated the staff also keeps track of
15 legislation that may impact the Board or the licensee
16 population. He also noted working closely with Board
17 Counsel and regulatory counsel to review and draft
18 regulations. He offered to provide solutions to
19 Board issues and assist with policies that may
20 benefit licensees and the citizens of Pennsylvania.

21 Mr. McDonald encouraged Board members to reach
22 out to him or Deputy Policy Director Andrew LaFratte
23 as a resource for any questions or concerns.

24 Mr. McDonald thanked Board members for their
25 service to the licensees and citizens of the

1 Commonwealth of Pennsylvania.]

2

3 Report of Regulatory Counsel - 16A-5215 - Child Abuse
4 Final-Form Rulemaking

5 [Cynthia K. Montgomery, Esquire, Deputy Chief
6 Counsel, Counsel Division, Department of State,
7 provided an update for 16A-5215 regarding child abuse
8 reporting. She informed Board members that the
9 proposed rulemaking was submitted to the Office of
10 General Counsel, Governor's Budget Office, and
11 Governor's Office of Policy and Planning in December
12 2022.

13 Ms. Montgomery referred to Executive Order 1996-
14 1, where no regulations can proceed without their
15 approval. She mentioned receiving approval on
16 January 5, 2023, noting the regulation was then
17 forwarded to the Office of Attorney General and
18 received approval on February 1, 2023. She reported
19 being prevented from delivering the regulations to
20 the Independent Regulatory Review Commission and the
21 standing committees until the new legislative session
22 got underway and the House and the Senate both
23 published their designations of their committees on
24 March 18, 2023.

25 Ms. Montgomery stated the proposed rulemaking was

1 delivered on April 14, 2023, and published in the
2 *Pennsylvania Bulletin* on April 29, 2023. She
3 provided the proposed rulemaking as published, noting
4 edits were made but no substantive changes since
5 adopted in 2020. She informed Board members that no
6 comments were received during the 30-day public
7 comment period, which ended on May 29, 2023.

8 Ms. Montgomery also reported receiving a no
9 comment letter from the Independent Regulatory Review
10 Commission after their opportunity to comment on June
11 29, 2023. She also mentioned that no comments were
12 received from the House Professional Licensure
13 Committee or Senate Consumer Protection and
14 Professional Licensure Committee.

15 Ms. Montgomery informed Board members that the
16 rulemaking would be deemed approved once redelivered
17 because there were no comments. She stated the final
18 face sheet would be presented to the Legislative
19 Reference Bureau when published and explained that
20 the final preamble is the explanatory document and
21 the final annex is the actual regulatory language
22 with the regulatory amendments.

23 Ms. Montgomery noted they are implementing a
24 multitude of changes to the Child Protective Services
25 Law that were made from 2014 through 2019 and

1 updating existing regulations on child abuse
2 reporting requirements, including in the regulations
3 as to licensure and continuing education with the
4 additional requirement that all mandated reporters
5 must do 3 hours of training in child abuse
6 recognition and reporting as a condition of licensure
7 and at least 2 hours as a condition of renewal.

8 Dr. Wilcox requested confirmation that taking
9 photographs of bruises would be permitted in an exam
10 room.

11 Ms. Montgomery referred to § 23.112, noting
12 regulations permit mandated reporters to take
13 photographs, X-rays, or relevant medical tests when
14 child abuse is suspected. She mentioned that the big
15 change was in the immunity from liability section and
16 confidentiality section to provide immunity from
17 civil liability and disciplinary proceedings for
18 taking actions that are authorized by the Child
19 Protective Services Law.]

20 MR. JAYMAN:

21 I believe the Chairperson would
22 entertain a motion to approve the final
23 regulation, preamble, and annex for
24 16A-5215 and direct Board Counsel to
25 move the final-form rulemaking through

1 the regulatory process.

2 DR. GODFREY:

3 So moved.

4 MR. RITCHIE:

5 Second.

6 MS. CHAPPELLE:

7 Dr. Chubb, aye; Dr. Godfrey, aye;
8 Commissioner Claggett, aye; Dr. Wilcox,
9 aye; Tyler Ritchie, aye; Dr. Becker,
10 aye; Dr. Berson, aye.

11 CHAIRPERSON CHUBB:

12 Any opposed? Any abstained? Motion
13 carries.

14 [The motion carried unanimously.]

15 ***

16 Report of Regulatory Counsel - 16A-5220 - CE

17 Statement of Policy Preamble/Annex

18 [Shawn J. Jayman, Esquire, Board Counsel, noted prior
19 Board approval for 16A-5220 and provided a CE
20 Statement of Policy Preamble and Annex to be codified
21 in the Pa. Code after Board approval. He reported no
22 substantive changes since the last meeting. He
23 explained that the Statement of Policy clarifies the
24 Board's current interpretation of individual study
25 contained in § 23.86 regarding sources of continuing

1 education to the regulated community.

2 Mr. Jayman addressed requirements for optometry
3 license renewal under § 23.82 regarding continuing
4 education requirements, where licensees must complete
5 at least 30 hours of Board-approved continuing
6 education each biennial period from a Board-approved
7 optometry continuing education provider in § 23.86(a).
8 He noted § 23.86(g) allows up to 15 of the required 30
9 hours to be individualized study programs that
10 includes taped study programs, online or webinar
11 programs, and journal courses. He noted that 50
12 percent of continuing education credits must be
13 obtained from attendance at live in-person courses
14 and programs.

15 Mr. Jayman noted the Board received inquiries
16 regarding whether § 23.86(g) applied to live virtual
17 courses and programs that are conducted through real-
18 time audio and video communications, where the
19 instructor and participant can interact in real time.

20 Mr. Jayman noted the Statement of Policy provided
21 interprets § 23.86(g) to exclude live virtual courses
22 and programs that are conducted through real-time
23 audio and video communications where the instructor
24 and participant can interact in real time. He also
25 noted that stated differently, the Board considers

1 live virtual courses and programs with real-time
2 video and audio communication as live in person
3 continuing education.

4 Dr. Wilcox mentioned that the Sunset Date is not
5 being established for the Statement of Policy and
6 asked whether they could periodically monitor
7 efficacy. She also asked when it would take effect.

8 Mr. Jayman noted the Board could periodically
9 monitor but was not sure when it would be published
10 because it had to go through the regulatory process.

11 Dr. Wilcox mentioned that the only question on
12 the licensure renewal form is whether someone met CE
13 requirements and suggested it be further defined to
14 read, have you completed 30 hours of continuing
15 education. She also noted it should read, have you
16 completed 4 hours of glaucoma instruction for a
17 glaucoma license since it says have you completed 2
18 hours of pain management credits if someone has
19 licensure to use pain medication.

20 Acting Commissioner Claggett noted that to be a
21 simple change and could be more defined.]

22 MR. JAYMAN:

23 At this time, I believe the Chairperson
24 would entertain a motion to approve the
25 Statement of Policy, preamble, and

1 annex for 16A-5220 and direct Board
2 Counsel to move the Statement of Policy
3 through the regulatory process to be
4 codified.

5 DR. GODFREY:

6 So moved.

7 CHAIRPERSON CHUBB:

8 Is there a second?

9 MR. RITCHIE:

10 Second.

11 MS. CHAPPELLE:

12 Dr. Chubb, aye; Dr. Godfrey, aye;
13 Commissioner Claggett, aye; Dr. Wilcox,
14 nay; Tyler Ritchie, aye; Dr. Becker,
15 aye; Dr. Berson, aye.

16 [The motion carried. Denise Wilcox opposed the
17 motion.]

18 ***

19 Report of Regulatory Counsel - Regulatory Report
20 [Shawn J. Jayman, Esquire, Board Counsel, informed
21 Board members that there were no updates since the
22 last Board meeting. He noted the Board would be
23 looking at what general revisions need to be made and
24 would start moving on those during the December
25 meeting.]

1 ***

2 Report of Board Administrator - Review of
3 Applications

4 MR. JAYMAN:

5 Number 7 on the agenda. Based on
6 Executive Session deliberations, I
7 believe the Chairperson would entertain
8 a motion to table the Act 41
9 Application for an Optometrist
10 Therapeutics and Glaucoma License for
11 Norwood R. Kelly Jr., Application No.
12 AA0004690205, and specifically prove
13 that he completed 18 hours of glaucoma
14 CE in the last two years.

15 DR. GODFREY:

16 So moved.

17 MR. RITCHIE:

18 Second.

19 MS. CHAPPELLE:

20 Dr. Chubb, aye; Dr. Godfrey, aye;
21 Commissioner Claggett, aye; Dr. Wilcox,
22 aye; Tyler Ritchie, aye; Dr. Becker,
23 aye; Dr. Berson, aye.

24 [The motion carried unanimously.]

25

1 MR. JAYMAN:

2 Number 8 on the agenda. Based on
3 Executive Session deliberations, I
4 believe the Chairperson would entertain
5 a motion to approve the Application to
6 Practice Optometrist Therapeutics and
7 Glaucoma License for Brenda Carrell,
8 Application No. AA0004778565.

9 DR. GODFREY:

10 So moved.

11 DR. BERSON:

12 Second.

13 MS. CHAPPELLE:

14 Dr. Chubb, aye; Dr. Godfrey, aye;
15 Commissioner Claggett, aye; Dr. Wilcox,
16 aye; Tyler Ritchie, aye; Dr. Becker,
17 aye; Dr. Berson, aye.

18 [The motion carried unanimously.]

19 ***

20 Report of Board Administrator - Waiver Requests

21 MR. JAYMAN:

22 Number 9 on the agenda. Based on
23 Executive Session deliberations, I
24 believe the Chairperson would entertain
25 a motion to deny the Waiver Request of

1 In-Person CE for the Current Renewal
2 Period for David Emrich, OEG002459, but
3 with the direction to the new Statement
4 of Policy that was approved today at
5 16A-5220, which allows live virtual
6 courses and programs with real-time
7 video are now considered as in-person
8 continuing education.

9 DR. GODFREY:

10 So moved.

11 MR. RITCHIE:

12 Second.

13 MS. CHAPPELLE:

14 Dr. Chubb, aye; Dr. Godfrey, aye;
15 Commissioner Claggett, aye; Dr. Wilcox,
16 aye; Tyler Ritchie, aye; Dr. Becker,
17 aye; Dr. Berson, aye.

18 [The motion carried unanimously.]

19 ***

20 Old Business

21 [Denise T. Wilcox, O.D., Ph.D., F.A.A.O., Secretary,
22 informed everyone that there is now a 17-minute video
23 on their website on elder abuse and instructions on
24 how to report elder abuse. She expressed concern
25 with optometrists not being mandated reporters and

1 the only mandated healthcare professionals are folks
2 who work in a nursing home or an assisted care
3 facility. She mentioned that only 1 out of 10 elder
4 abuse cases are reported. She stated optometrists
5 are only voluntary reporters but noted the importance
6 of colleagues and healthcare professionals reporting
7 elder abuse.

8 Dr. Wilcox commented that they are required to
9 take 2 hours of continuing education every year for
10 child abuse but have no recourse to even watch that
11 17-minute video online for elder abuse. She again
12 expressed concern with not being mandatory reporters
13 and not being required to learn the signs of elder
14 abuse but would like to see that move up in
15 importance on the agenda for all healthcare
16 professionals.]

17 ***

18 New Business

19 [Luanne K. Chubb, O.D., F.A.A.O., Chairperson,
20 informed Board members of two medications to discuss
21 and approve for their formulary list, noting the
22 first medication is perfluorohexyloctane ophthalmic
23 solution for treatment of dry eye.]

24 CHAIRPERSON CHUBB:

25 Is there a motion for approval of

1 perfluorohexyloctane ophthalmic
2 solution?

3 DR. GODFREY:

4 I move to add the medication,
5 perfluorohexyloctane ophthalmic
6 solution, to the approved optometry
7 drug list in Pennsylvania.

8 DR. BERSON:

9 Second.

10 MS. CHAPPELLE:

11 Dr. Chubb, aye; Dr. Godfrey, aye;
12 Commissioner Claggett, aye; Dr. Wilcox,
13 aye; Tyler Ritchie, aye; Dr. Becker,
14 aye; Dr. Berson, aye.

15 CHAIRPERSON CHUBB:

16 Any opposed? Motion carries.

17 [The motion carried unanimously.]

18 ***

19 New Business

20 [Luanne K. Chubb, O.D., F.A.A.O., Chairperson, noted
21 lotilaner ophthalmic solution to be another addition
22 to the drug list, which is the first FDA-approved
23 drug for the treatment of Demodex.]

24 CHAIRPERSON CHUBB:

25 Could I have a motion for approval?

1 DR. GODFREY:

2 I propose a motion to approve the
3 medication, lotilaner ophthalmic
4 solution, to be added to the approved
5 optometry drug list in Pennsylvania.

6 DR. BERSON:

7 Second.

8 MS. CHAPPELLE:

9 Dr. Chubb, aye; Dr. Godfrey, aye;
10 Commissioner Claggett, aye; Dr. Wilcox,
11 aye; Tyler Ritchie, aye; Dr. Becker,
12 aye; Dr. Berson, aye.

13 CHAIRPERSON CHUBB:

14 Any opposed? Motion carries.

15 [The motion carried unanimously.]

16 ***

17 Miscellaneous

18 [Luanne K. Chubb, O.D., F.A.A.O., Chairperson,
19 addressed correspondence received regarding Canada
20 having their own exam for optometrists through the
21 Optometry Examining Board of Canada (OEBC). She
22 noted they are reaching out to see if there is an
23 interest in states changing policies from the NBEO
24 and consider applicants who have only taken the OEBC
25 test to be licensed and recognize that as the only

1 test needed to have a Pennsylvania license.

2 Dr. Godfrey commented that they do accept
3 graduates of Canadian optometry schools as being a
4 valid form of education for a license in
5 Pennsylvania.

6 Dr. Wilcox mentioned that a lot of Canadians go
7 to school in Boston at the New England College of
8 Optometry but were taking the NBEO exam and the
9 Canadian exam if they wanted to move back to Canada.

10 She noted that it looks like the same kind of exam
11 and skills assessment on the surface but how would
12 they know whether it is equivalent to part I, II, and
13 III.

14 Dr. Berson commented that he would have no
15 problem saying okay because the exam appears to be
16 stricter than Pennsylvania from his assessment.

17 Chairperson Chubb noted Canada is asking whether
18 they want to change regulations so a person could
19 take the OEBC exam instead of the NBEO exam part I,
20 II, and III.

21 Dr. Berson suggested looking at everyone on an
22 individual basis.

23 Dr. Wilcox commented that looking at everyone on
24 an individual basis would require amendments to the
25 regulations to include the exam.

1 CHAIRPERSON CHUBB:

2 The meeting is adjourned.

3 ***

4 [There being no further business, the State Board of
5 Optometry Meeting adjourned at 11:35 a.m.]

6 ***

7

8 CERTIFICATE

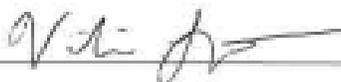
9

10 I hereby certify that the foregoing summary
11 minutes of the State Board of Optometry meeting, was
12 reduced to writing by me or under my supervision, and
13 that the minutes accurately summarize the substance
14 of the State Board of Optometry meeting.

15

16

17



18

Victoria Lantz,

19

Minute Clerk

20

Sargent's Court Reporting

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Service, Inc.

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STATE BOARD OF OPTOMETRY
REFERENCE INDEX

August 24, 2023

TIME

AGENDA

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10:00	Executive Session
10:30	Return to Open Session
10:41	Official Call to Order
10:42	Roll Call/Introduction of Attendees
10:44	Approval of Minutes
10:46	Report of Board Counsel
10:47	Report of Board Chairperson
10:57	Appointment - Michael McDonald, Policy Director, Department of State
10:58	Report of Regulatory Counsel
11:19	Report of Board Administrator
11:23	Old Business
11:25	New Business
11:28	Miscellaneous/Discussion
11:35	Adjournment