

**BOARD FOR HEARING AID SPECIALISTS AND OPTICIANS
MINUTES OF MEETING**

The Board for Hearing Aid Specialists and Opticians met on Wednesday, October 29, 2025, at the Offices of the Department of Professional and Occupational Regulation, Perimeter Center, Board Room 2, 2nd Floor, 9960 Mayland Drive, Richmond, Virginia 23233.

Board members present for the meeting:

Darla All, Chair
Debra Ogilvie, AuD, Vice Chair
Maureen Sadak
Judith Canty
Francis Lunsford
LeighAnna Morris, AuD
Kenneth Kirk, Ph.D
Michael Armstrong, MD
Holly Law
Jacqueline Kowal
Fitim Xhemali

Board members not present for the meeting:

Desire'e Lewis-Nelson
Nikisha Richards, MD
Stacey Brayboy
Jennifer Mundorff, AuD

DPOR staff present for all, or part of the meeting included:

James Wilkinson Jr., Director
Stephen Kirschner, Director Licensing and Regulatory Programs
Kelley Smith, Executive Director
Tamika Rodriguez, Regulatory Operations Administrator
Wendy Duncan, Licensing Operations Administrator
Heather Garnett, Administrative Coordinator
Joseph Haughwout, Regulation Affairs Manager

A representative from the Office of the Attorney General was present.

The board liaison was not present at the meeting.

Ms. All, board chair, determined a quorum present and called the **CALL TO ORDER** meeting to order at 9:32 a.m.

Ms. All read the mission statement of the Department of Professional & Occupational Regulations and announced several meeting reminders.

Tamika Rodriguez, Regulatory Operations Administrator, explained the emergency egress procedure for board room 2.

**EMERGENCY
EGRESS**

Agenda item X, Board Member Professional Development, will be moved to agenda item IV. The Board took the amended agenda into consideration.

**APPROVAL OF
AGENDA**

Ms. Canty motioned to approve the agenda as amended, seconded by Mr. Xhemaili.

The members voting 'Aye' were Ms. All, Dr. Ogilvie, Ms. Canty, Ms. Lunsford, Dr. Morris, Dr. Kirk, Dr. Armstrong, Mr. Xhemaili, Ms. Law, Ms. Sadak, and Ms. Kowal.

There were no negative votes. The motion carries.

The Board took the minutes from the Board meeting on August 13, 2025, under consideration.

**APPROVAL OF
MINUTES AS A
BLOCK**

Dr. Ogilvie motioned to approve the minutes, seconded by Ms. Canty.

The members voting 'Aye' were Ms. All, Dr. Ogilvie, Ms. Canty, Ms. Lunsford, Dr. Morris, Dr. Kirk, Dr. Armstrong, Mr. Xhemaili, Ms. Law, Ms. Sadak, and Ms. Kowal.

There were no negative votes. The motion carries.

Mr. Kirschner presented an overview of Robert's Rules.

**BOARD MEMBER
PROFESSIONAL
DEVELOPMENT**

Ms. All read the resolution of Dr. Pamela S. Chavis.

RESOLUTIONS

**Department of Professional and
Occupational Regulation**

**Board for Hearing Aid Specialists and
Opticians**

Resolution To

Pamela S. Chavis, M.D.

WHEREAS, Pamela S. Chavis, M.D., faithfully and diligently served as a member of the Virginia Board for Hearing Aid Specialists and Opticians from 2012 to 2024; and

WHEREAS, Pamela S. Chavis, M.D., has given generously of her knowledge, time, and talent to the Board, including serving on numerous committees, the Board's Ad Hoc Committee on Optician Apprenticeships, the Hearing Aid Specialists Training Committee, the Optician Regulatory Review Committee, and providing expertise to the Board as needed; and

WHEREAS, Pamela S. Chavis, M.D., endeavored always to protect the health, safety, and well-being of the public by rendering fair and wise decisions, which were in the best interest of the Board and the Commonwealth's citizens; and

WHEREAS, the Board for Hearing Aid Specialists and Opticians acknowledges its gratitude and deepest appreciation for the devoted service of Pamela S. Chavis, M.D., who is highly regarded by the members of the Board and the citizens of the Commonwealth.

NOW, THEREFORE, BE IT RESOLVED, by the Board for Hearing Aid Specialists and Opticians, this twenty-ninth day of October, in the year two-thousand and twenty-five, that Pamela S. Chavis, M.D., be given all honors and respect due for her outstanding service to the Commonwealth, its citizens, and the Board for Hearing Aid Specialists and Opticians; and

BE IT FURTHER RESOLVED, that this Resolution be presented to her and be made a part of the official minutes of the Board so that all may know of the high regard in which she is held.

Ms. All read the resolution of Ms. Pamela Smith.

**Department of Professional and
Occupational Regulation**

**Board for Hearing Aid Specialists and
Opticians**

Resolution To

Pamela Smith

WHEREAS, Pamela Smith faithfully and diligently served as a member of the Virginia Board for Hearing Aid Specialists and Opticians from 2020 to 2024; and

WHEREAS, Pamela Smith has given generously of her knowledge, time, and talent to the Board, and has provided expertise to the Board as needed; and

WHEREAS, Pamela Smith endeavored always to protect the health, safety, and well-being of the public by rendering fair and wise decisions, which were in the best interest of the Board and the Commonwealth's citizens; and

WHEREAS, the Board for Hearing Aid Specialists and Opticians acknowledges its gratitude and deepest appreciation for the devoted service of Pamela Smith, who is highly regarded by the members of the Board and the citizens of the Commonwealth.

NOW, THEREFORE, BE IT RESOLVED, by the Board for Hearing Aid Specialists and Opticians, this twenty-ninth day of October in the year two-thousand and twenty-five, that Pamela Smith be given all honors and respect due for her outstanding service to the Commonwealth, its citizens, and the Board for Hearing Aid Specialists and Opticians; and

BE IT FURTHER RESOLVED, that this Resolution be presented to her and be made a part of the official minutes of the Board so that all may know of the high regard in which she is held.

Ms. All read the resolution of Ms. Kaytlyn Young.

**Department of Professional and
Occupational Regulation**

**Board for Hearing Aid Specialists and
Opticians**

Resolution To

Kaytlyn Young

WHEREAS, Kaytlyn Young faithfully and diligently served as a member of the Virginia Board for Hearing Aid Specialists and Opticians from 2020 to 2024; and

WHEREAS, Kaytlyn Young has given generously of her knowledge, time, and talent to the Board, including serving as the Board's Chair, the Board's Optician Regulatory Review Committee, the Board's Curriculum Review Committee, and providing expertise to the Board as needed; and

WHEREAS, Kaytlyn Young endeavored always to protect the health, safety, and well-being of the public by rendering fair and wise decisions, which were in the best interest of the Board and the Commonwealth's citizens; and

WHEREAS, the Board for Hearing Aid Specialists and Opticians acknowledges its gratitude and deepest appreciation for the devoted service of Kaytlyn Young, who is highly regarded by the members of the Board and the citizens of the Commonwealth.

NOW, THEREFORE, BE IT RESOLVED, by the Board for Hearing Aid Specialists and Opticians, this twenty-ninth day of October, in the year two-thousand and twenty-five, that Kaytlyn Young be given all honors and respect due for her outstanding service to the Commonwealth, its citizens, and the Board for Hearing Aid Specialists and Opticians; and

BE IT FURTHER RESOLVED, that this Resolution be presented to her and be made a part of the official minutes of the Board so that all may know of the high regard in which she is held.

There were no public comments.

PUBLIC COMMENT

CASES

Licensing

In the matter of File Number **2025-02185, Grace Catherine Meyer**, board members reviewed the record of the Informal Fact-Finding Conference, which consisted of the informal fact-finding conference summary, transcript, and exhibits. **File Number 2025-02185, Grace Catherine Meyer**

Grace Catherine Meyer did not appear at the meeting in person, by counsel, or by any other qualified representative.

Ms. Canty motioned to accept the recommendation and approve Grace Catherine Meyer's application for an optician's license, seconded by Dr. Oglivie.

There was no Board discussion.

The members voting 'Aye' were Ms. All, Dr. Ogilvie, Ms. Canty, Ms. Lunsford, Dr. Morris, Dr. Kirk, Dr. Armstrong, Mr. Xhemaili, Ms. Law, Ms. Sadak, and Ms. Kowal.

There were no negative votes. The motion carries.

REPORTS

Ms. Rodriguez presented the licensing statistics that were provided in the electronic agenda.

Licensing Statistics

Ms. Duncan presented the examination statistics that were provided in the electronic agenda.

Examination Statistics

Ms. Rodriguez presented the current regulatory actions that were provided in the electronic agenda.

Regulatory Report

Mr. Haughwout stated the final Opticians regulations will be published on November 17, 2025, effective date of December 29, 2025.

Ms. Smith presented the executive directors' report, which was provided in the electronic agenda.

Executive Director Report

REGULATORY ACTION AND BOARD GUIDANCE

Mr. Haughwout explained that regulations require the Board to review the criminal history of applicants pursuant to Code of Virginia §54.1-204. Senate Bill 826 allows applicants to request a pre-application review. Mr. Haughwout explained that changes to the Application Review Matrix reflect the Board's preference for fewer individuals required to have a predetermination or licensing IFFs.

Application Review Matrix

Mr. Xhemaili motioned to adopt the Application Review Matrix, seconded by Ms. Canty.

There was no Board discussion.

The members voting 'Aye' were Ms. All, Dr. Ogilvie, Ms. Canty, Ms. Lunsford, Dr. Morris, Dr. Kirk, Dr. Armstrong, Mr. Xhemaili, Ms. Law, Ms. Sadak, and Ms. Kowal.

There were no negative votes. The motion carries.

At the August 2025 Board meeting, the Board requested additional research on the term "order the use of." Ms. Smith informed the Board that the U.S. Food and Drug Administration rule does not authorize Hearing Aid Specialists to prescribe hearing aids, rather the FDA left that authority to the states.

Discussion on "Order the use of"

NEW BUSINESS

Ms. Rodriguez informed the Board, that the Regulatory Review Committee recommended changing the term "temporary permit" to "training permit." In addition, the Committee suggested creating a new work permit allowing approved exam candidates to work under the direct supervision of their sponsor for a specified period.

2026 General Assembly Wishlist

REMINDERS

Ms. All reminded the Board of the next scheduled Board meeting on March 4, 2026.

Next Schedule Board Meeting

There being no further business, the meeting adjourned at 10:17 a.m.

Adjourn



Debra Ogilvie, Board Vice Chair



Laura McClintock, Board Secretary

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Judith Canty
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for Hearing Aid Specialists and Opticians
(Name of Board)
4. Meeting/IFF Date: 10/29/2025

5. Do you have a personal interest in the following transaction?

- No; I **do not** have a personal interest in any transactions taken at this meeting.
- Yes - If yes, please answer the following questions.

A. _____
(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

- D. I am able to participate in this transaction fairly, objectively, and in the public interest. or
- I did not participate in the transaction.

6. Signature of Board Member:

Judith Canty
Signature

October 29, 2025
Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name LeighAnna Morris
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for Hearing Aid Specialists and Opticians
(Name of Board)
4. Meeting/IFF Date: 10/29/2025
5. Do you have a personal interest in the following transaction?
 No; I **do not** have a personal interest in any transactions taken at this meeting.
 Yes - If yes, please answer the following questions.
- A. _____
(Agenda Item)
- B. Nature of Personal Interest Affected by Transaction:
- C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

- D. I am able to participate in this transaction fairly, objectively, and in the public interest. or
 I did not participate in the transaction.

6. Signature of Board Member:

LeighAnna V. Morris, Au.D.
Signature

October 29, 2025
Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Kenneth Kirk
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for Hearing Aid Specialists and Opticians
(Name of Board)
4. Meeting/IFF Date: 10/29/2025

5. Do you have a personal interest in the following transaction?

No; I **do not** have a personal interest in any transactions taken at this meeting.

Yes - If yes, please answer the following questions.

A.

(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

D. I am able to participate in this transaction fairly, objectively, and in the public interest. or

I did not participate in the transaction.

6. Signature of Board Member:

Kenneth W. Kirk
Signature

October 29, 2025

Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Frances Lunsford
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for Hearing Aid Specialists and Opticians
(Name of Board)
4. Meeting/IFF Date: 10/29/2025

5. Do you have a personal interest in the following transaction?

- No; I **do not** have a personal interest in any transactions taken at this meeting.
- Yes - If yes, please answer the following questions.

A. _____
(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

- _____
- D. I am able to participate in this transaction fairly, objectively, and in the public interest. or
- I did not participate in the transaction.

6. Signature of Board Member:

Frances Lunsford

Signature

October 29, 2025

Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Holly Law
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for Hearing Aid Specialists and Opticians
(Name of Board)
4. Meeting/IFF Date: 10/29/2025

5. Do you have a personal interest in the following transaction?

- No; I **do not** have a personal interest in any transactions taken at this meeting.
- Yes - If yes, please answer the following questions.

A. _____
(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

- D. I am able to participate in this transaction fairly, objectively, and in the public interest. or
- I did not participate in the transaction.

6. Signature of Board Member:

Holly Law
Signature

October 29, 2025
Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Maureen Sadak
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for Hearing Aid Specialists and Opticians
(Name of Board)
4. Meeting/IFF Date: 10/29/2025

5. Do you have a personal interest in the following transaction?

No; I **do not** have a personal interest in any transactions taken at this meeting.

Yes - If yes, please answer the following questions.

A.

(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

D. I am able to participate in this transaction fairly, objectively, and in the public interest. or

I did not participate in the transaction.

6. Signature of Board Member:



Signature

October 29, 2025

Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Jacqueline Kowal
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for Hearing Aid Specialists and Opticians
(Name of Board)
4. Meeting/IFF Date: 10/29/2025

5. Do you have a personal interest in the following transaction?

- No; I **do not** have a personal interest in any transactions taken at this meeting.
 Yes - If yes, please answer the following questions.

A. _____
(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

- D. I am able to participate in this transaction fairly, objectively, and in the public interest. or
 I did not participate in the transaction.

6. Signature of Board Member:

 October 29, 2025
Signature Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Fitim Xhemali
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for Hearing Aid Specialists and Opticians
(Name of Board)
4. Meeting/IFF Date: 10/29/2025

5. Do you have a personal interest in the following transaction?

No; I **do not** have a personal interest in any transactions taken at this meeting.

Yes - If yes, please answer the following questions.

A. _____
(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

D. I am able to participate in this transaction fairly, objectively, and in the public interest. or

I did not participate in the transaction.

6. Signature of Board Member:


Signature

October 29, 2025

Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Debra Ogilvie
(Name of Board Member)

2. Title: Board Vice Chair

3. Agency: DPOR/Board for Hearing Aid Specialists and Opticians
(Name of Board)

4. Meeting/IFF Date: 10/29/2025

5. Do you have a personal interest in the following transaction?

No; I **do not** have a personal interest in any transactions taken at this meeting.

Yes - If yes, please answer the following questions.

A. _____
(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

D. I am able to participate in this transaction fairly, objectively, and in the public interest. or

I did not participate in the transaction.

6. Signature of Board Member:

Debra Ogilvie
Signature

October 29, 2025

Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

1. Name Darla All
(Name of Board Member)
2. Title: Board Chair
3. Agency: DPOR/Board for Hearing Aid Specialists and Opticians
(Name of Board)
4. Meeting/IFF Date: 10/29/2025

5. Do you have a personal interest in the following transaction?

- No; I **do not** have a personal interest in any transactions taken at this meeting.
- Yes - If yes, please answer the following questions.

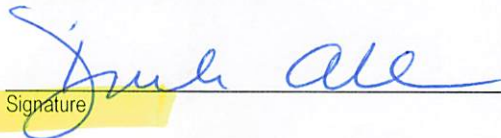
A. _____
(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

- D. I am able to participate in this transaction fairly, objectively, and in the public interest. or
- I did not participate in the transaction.

6. Signature of Board Member:


Signature

October 29, 2025
Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name Micheal Armstrong
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for Hearing Aid Specialists and Opticians
(Name of Board)
4. Meeting/IFF Date: 10/29/2025

5. Do you have a personal interest in the following transaction?

No; I **do not** have a personal interest in any transactions taken at this meeting.

Yes - If yes, please answer the following questions.

A.

(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

D. I am able to participate in this transaction fairly, objectively, and in the public interest. or

I did not participate in the transaction.

6. Signature of Board Member:


Signature

October 29, 2025

Date