

**Maine Board of Optometry
113 State House Station
Augusta, Maine 04333**

**MINUTES OF March 20, 2026
BOARD MEETING**

CALL TO ORDER: The meeting was called to order by Dr. Smith, O.D. at 12:00 p.m. Members present by Zoom; Todd Hamilton, O.D., James Smith, O.D., Timothy Rioux, O.D., Eric Hebert, O.D., James Murphy was present in person.

Others present in person; Donna Spear, Temporary Contractor Office Specialist II, and Suzanne Burke, Assistant Attorney General, Rachel Hendsbee, Director of Administrative Services, Misty Robinson, Executive Assistant/Business Assistant Liaison, Joan Cohen, Commissioner, Department of Professional and Financial Regulation

Others present by Zoom, Philip Javier-Wong, Financial Analyst, Kristina Lunner, Deputy Commissioner, Department of Professional and Financial Regulation, Tyler Robinson, Office Specialist II Supervisor and one member of the public.

OLD BUSINESS:

Action on Minutes of February 6, 2026, Meeting: A motion was made by Dr. Hebert, second by James Murphy to accept the minutes as written.

The motion passes 5 in favor and 0 opposed.

Action on Minutes of February 27, 2026, Meeting: A motion was made by Dr. Rioux, second by James Murphy to accept the minutes as written.

The motion passes 5 in favor and 0 opposed.

NEW BUSINESS:

Budget Discussion: Rachel Hendsbee summarized the updated budget proposal. James Murphy had reviewed and approved the updated budget proposal. The budget and emergency funds request will be presented to the Governor on March 26 for signature. Dr. Smith asked if the new budget included funds for training. Ms. Hendsbee explained that the budget is an overview only. Yes, it includes funds for training. No motions made.

Review of office space transition: The Board reviewed the information regarding the office space available for rent at 109 Capitol St. Currently in the office space is one small table and one chair, more office furniture will be required. Discussion was had around what all is required to be moved. It was requested to find out from HR and Valley Moving what costs would be incurred, and if it was possible for an employee or a temp to perform the move. Additional up front costs are \$150 to add a data port into the room and costs for a locksmith.

A motion was made by Dr. Hebert, seconded by Dr. Hamilton to sign the lease after the Governor signs the amended budget to secure the space, but not to move into the space until the Office Specialist II position is made permanent.

The motion passes 5 in favor and 0 opposed

OTHER BUSINESS: Continuing Education (CE) questions: Credit carry over and time frame. Several doctors wanted to renew their licenses for 2026 but had issues around CE credits. Suggestion was made to create a spreadsheet which shows the type of each CE and tracks it on an annual basis. The Board discussed that it will not look back to carry over credits in cases where a doctor is short but indicates she/he is not carrying over credits. Dr. Rioux and Donna are working on examination Standard Operating Procedures (SOP's). Donna is to have SOP's for exam ready for review prior to next Board meeting. No motions made.

PRESIDENT'S REPORT: none

SECRETARY'S REPORT: Donna reviewed the accomplishments she has made thus far. These included 180 renewals, corrected the email address w/NBEO, updated other email addresses, gained the ability to alter the home page, starting procedure manuals, set up fax to email service, learned how to verify CE credits in ARBO, proctored an examination, additional financial and office tasks. The Board commended Donna on her efforts thus far. No motions made.

Public Comment Opportunity: No public comments made.

ADJOURNED: A motion was made by Dr. Hamilton, seconded by Dr. Hebert to adjourn the meeting at 1:10 p.m.

The motion passes 5 in favor and 0 opposed.

The next meeting will be held on May 1, 2026.

Respectfully submitted,

Donna Spear
Office Specialist II, Maine Board of Optometry