

TEXAS OPTOMETRY BOARD ORDER ADOPTING FORMAL POLICIES

On May 20, 2005, the governor signed House Bill 1025, 79th Legislature, Regular Session. The law takes effect on September 1, 2005.

The Board, on this 17th day of February, 2006, adopts these policies pursuant to the amendment of Section 351.105 of the Texas Optometry Act by House Bill 1025.

REQUIREMENTS

The Board is authorized to employ an executive director to serve as the executive head of the agency pursuant to Section 351.101 of the Act. Section 351.105 requires the Board to:

. . . develop and implement policies that clearly separate the policy-making responsibilities of the board and the management responsibilities of the executive director and the staff of the board.

POLICY-MAKING RESPONSIBILITIES OF THE BOARD

Adopts formal and informal policies, official rules, financial plans and similar items.

Determines and adopts strategic planning process and funding plans submitted to legislature.

Sets Board Meeting schedule and contents of agenda, and holds Board Meetings.

Monitors executive director's management of agency, including review of revenue and expenditures, performance measures, personnel policies, contracts, compliance with state and federal law, and implementation of property and management controls by the executive director.

Monitors executive director's management of: complaint investigations, approval of applicants for license, and license renewal process.

Disciplines licensees and refers cases, when necessary, to Office of Attorney General.

Authorizes filing and settlement of lawsuits and any exceptions to Board policies.

MANAGEMENT RESPONSIBILITIES OF EXECUTIVE DIRECTOR

Executive director serves as chief executive officer of the Board.

Responsible for the establishing effective personnel practices and the selection, development, promotion, functions, discipline, and evaluation of agency employees.

Advises the Board and recommends and participates in the Board's formulation of its mission, strategic plan, rules, and policies.

Plans, organizes, coordinates, controls, directs, and evaluates the agency's programs, activities, and staff.

Represents the Board before the general public, licensees, the legislature and private organizations.

Authorized to sign contracts; reports to the legislature, governor and other state agencies; and agreed disciplinary orders.

Responsible for overseeing the preparation and presentation of an annual budget and annual report regarding agency operations to the Board.

Monitors agency revenues and expenditures and assures that all funds, legal records, physical assets and other property and management controls are properly instituted and safeguarded.

Serves as a member of the Health Professions Council.

ADOPTED February 17, 2006.

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