

November 10, 2023

REQUEST FOR QUALIFICATIONS (“RFQ”):

For the position of Executive Director, Louisiana State Board of Optometry Examiners

The practice of optometry in the State of Louisiana has been declared a professional practice affecting the public health, safety, and welfare, and is subject to regulation and control in the public interest. It has further been declared to be a matter of public interest and concern that the practice of optometry merit and receive the confidence of the public and that only qualified persons be permitted to engage in the practice of optometry in the state of Louisiana. Thus, the ultimate mission of the Louisiana State Board of Optometry Examiners (“LSBOE”) is to regulate and insure the safe practice of optometry in the State of Louisiana. The LSBOE is created within the Louisiana Department of Health and is subject to the provisions of R. S. 36:803. The LSBOE consists of six members who are each licensed optometrists and have practiced optometry in the state of Louisiana for at least seven years, plus one member of the public who represents minority consumers. Appointments to the LSBOE are made by the Governor of the State of Louisiana. The LSBOE has the discretion to develop and appoint other positions as necessary in support of the mission of the board.

Historically, the LSBOE has contracted with the Secretary of the LSBOE, as permitted by state law, to provide the administrative services required by the LSBOE. In light of the demands of the position, the LSBOE has determined that it is in the best interests of the LSBOE and of the public that the LSBOE engage an Executive Director to administer the day-to-day affairs of the LSBOE. The Executive Director of the LSBOE shall be directly accountable to the Board, working closely with the LSBOE President, and shall be in charge of the LSBOE office’s day-to-day operations. Responsibilities of the Executive Director shall include, but are not be limited to:

* Helping to prepare, present for approval and oversee the LSBOE’s budget and financial reports, with updates presented at each LSBOE board meeting
* Assisting with documenting the minutes of each LSBOE meeting, preparing them for board review and approval, obtaining the President’s signature and insuring they are posted on the Louisiana Division of Administration’s Boards and Commissions (DoA) website and on the LSBOE website
* Preparing and providing meeting notices and agendas in advance of scheduled LSBOE meetings and ensuring posting of tentative and final agendas on both the LSBOE website & the DoA website
* Scheduling LSBOE board meetings as directed by the Board
* Attend board meetings as required by the Board
* Interacting with other state agencies/boards/committees on behalf of the LSBOE
* Developing and maintaining a Policies and Procedures manual to assist the LSBOE in the achievement of board objectives and to create an effective succession plan as new members enter and exit the Board
* Supervising and directing the activities and functions of the LSBOE Administrative Assistant
* Becoming intimately familiar with the laws, rules and regulations governing the practice of optometry in Louisiana and pertaining to the LSBOE
* Answering questions received from optometrists and members of the public regarding these rules, regulations and laws
* Receiving and replying in a timely and appropriate manner to all incoming emails, phone calls, and traditional mail directed to the LSBOE Executive Director, and insuring similar communications directed to the LSBOE Administrative Assistant are also responded to in a timely and appropriate manner
* Overseeing and working in collaboration with the LSBOE’s CPA to generate financial and accounting reports to be submitted to the LSBOE
* Further working in cooperation with the LSBOE CPA during periods of independent audit activities to ensure compliance with all state regulations
* Authorizing payments as needed on behalf of the LSBOE (will have co-check signing authority on all checking, savings and other accounts as applicable)
* Monitoring new state legislation that may impact the LSBOE and provide updates to the Board in a timely fashion
* Working in cooperation with the LSBOE Attorneys to ensure compliance with state regulations and to obtain guidance on legal matters that arise in the course of the LSBOE’s daily functions
* Representing the LSBOE in relations and communications with the Association of Regulatory Boards of Optometry, as directed by the Board
* Overseeing and assisting as needed with the annual administration of the Louisiana Optometry Licensing Exam
* Performing other similar duties that may be required as necessary by the Board to fulfill the mission of the LSBOE

Qualifications – The successful candidate will meet the following qualifications:

* A minimum of a bachelor’s degree in a related field (business preferred)
* Extensive experience in a similar position or senior leadership role
* Honesty and integrity
* Proven ability to develop and execute organizational and financial strategies
* Excellent written and verbal communication skills, and must demonstrate the ability to multi-task
* Demonstrated knowledge of corporate and regulatory best practices
* Organizational and leadership skills
* Strategic thinking and analytical skills
* Demonstrated proficiency in the use of Microsoft Suite (Word, Excel, PowerPoint) or equivalent, Zoom or similar virtual meeting software and QuickBooks Financial or similar Accounting and Financial software systems, with the ability to quickly learn new applications is required.

Applicants are not required to be licensed optometrists or to have prior experience with optometry; the emphasis of the LSBOE is on obtaining an applicant with proven administrative and operational experience.

Primary Office Location: A location in Louisiana at or near the location of the chosen applicant (virtual job attendance allowed where practical, but in-person appearances in the office are expected). The applicant should address whether the applicant has available meeting and exterior signage space for the use of the LSBOE for meetings, at no additional cost to the LSBOE other than the cost to produce the signage. The applicant should also address whether it has the capability of hosting a dedicated phone line for calls to the LSBOE, which would be answered during normal working hours, with voice mail capability for after-hours or overflow calls.

Time Commitment: Initial commitment as needed to on-board and organize the office, with ongoing part-time commitment (estimated 15-20 hrs/week) and as otherwise required, contingent on pressing LSBOE business and legislative schedules.

Travel is also required to attend LSBOE meetings off site at various locations around the state of Louisiana and potentially to attend national meetings of ARBO on behalf of the LSBOE as requested and able to do so.

Annual Compensation: $72,000 (based on a fixed monthly compensation of $6,000 per month), with an annual performance review to be conducted each year. The compensation paid to the Executive Director will include all services of any assistants, which shall be the sole responsibility of the Executive Director, as well as all costs associated with the premises used for the conduct of LSBOE business. Out-of-pocket expenses approved in advance by the LSBOE will be reimbursed to the Executive Director.

Benefits: None. The selected applicant will be engaged as an independent contractor, not an employee. Accordingly, the selected applicant will not receive paid vacation, paid health or life insurance, paid retirement plan or any other benefits normally associated with employment. The selected applicant will be required to enter into a professional services agreement with the LSBOE prepared by the LSBOE which meets the requirements of state law.

Responses: Interested applicants for the Executive Director position should submit their response to this Request for Qualifications by certified mail, return receipt requested, to:

Taggart Morton, L.L.C., Attn: A.J. Herbert, Counsel for the LSBOE, at the following address: 1100 Poydras St., Suite 2100, New Orleans, LA 70163, no later than 5:00 p.m., C.S.T. on November 29, 2023. Responses must be post-marked by November 29, 2023 in order to be considered. Responses can also be submitted by email to [aherbert@taggartmorton.com](mailto:aherbert@taggartmorton.com) on or prior to the deadline for the submission of responses to this RFQ. Responses must address the qualifications of the applicant set forth by the LSBOE for the Executive Director position. Applicants should also be prepared to submit to an in-person or virtual interview by the LSBOE for the position. The selected applicant will be chosen by the LSBOE, in its discretion, based upon the submission to the LSBOE.

The LSBOE, in its sole discretion, reserves the right to cancel this RFQ, or to not select any applicant from the responses submitted.