

COMMONWEALTH OF MASSACHUSETTS

**NOTICE OF THE REGULARLY SCHEDULED MEETING OF THE
BOARD OF REGISTRATION IN DENTISTRY**

February 4, 2015
239 Causeway Street ~ Room 417 A&B
Boston, Massachusetts 02114

AGENDA

Time	#	Item	Exhibits	Contact
8:30 a.m.	I	CALL TO ORDER		
8:31	II	DETERMINATION OF QUORUM AND APPROVAL OF AGENDA		
8:32	III	BOARD UPDATE: TEAM SMILES AT YANKEE DENTAL CONGRESS 2015		B. Young
8:40	IV	DENTAL ASSISTING PROGRAMS IN MASSACHUSETTS OCCUPATIONAL SCHOOLS	Memo and Attachments	B. Young
9:40	V	ADMINISTRATIVE MATTERS Conflict of Interest Reminder Office of Oral Health Portable Dental Operation Clarification of Requirements for Permit D-A and D-H Petition for Extension of Limited License Deadline for Taking NERB Dr. Bernadete Campos-Therriault Update: DEN-2013-0158: Dr. Eugene Khang Attorney General's Settlement with Aspen Dental Professional Names on Licenses Staff Action Approvals of Good Moral Character Applicants CODA-Accredited Dental Assisting Schools Outside Massachusetts Dental Assisting Applications Received After the Deadline AAO Voluntary Certification Program NERB Is Now CDCA	Memos and Attachments	B. Young, S. Leadholm
11:30	VI	COMPLAINT RESOLUTION: PENDING BOARD MATTERS SA-INV-6314: Dr. Jungwoo Lee DEN-2014-0105: Dr. Jack Ssu-Chieh Lee DEN-2014-0022: Kathleen Brunkhardt, RDH DEN-2014-0023: Dr. Michael Sargent	Investigation Reports	L. Seeley-Murphy, S. Millar
11:50	VII	FLEX SESSION		
12 Noon		LUNCH RECESS		

12:45 p.m.	VIII	<p>EXECUTIVE SESSION (closed to the public) The Board will meet in Executive Session as authorized pursuant to M.G.L. c. 30A, § 21(a)(1) for the purpose of discussing the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.</p> <p>Specifically, the Board will discuss and evaluate pending disciplinary complaints that involve patient records and treatment of patients.</p> <p>Specifically, the Board will discuss and evaluate the Good Moral Character of applicants for licensure.</p>		
2:45	IX	M.G.L.c.112, §65C SESSION (closed to the public)		
3:00	X	ADJOURNMENT		

MASSACHUSETTS BOARD OF REGISTRATION IN DENTISTRY
239 Causeway Street, Boston, MA 02114
Room 417

GENERAL SESSION MINUTES

February 4, 2015

CHARLES D. BAKER
Governor

KARYN E. POLITO
Lieutenant Governor

MARYLOU SUDDERS
Secretary

MONICA BHAREL, MD, MPH
Commissioner

Present: Dr. David Samuels, Board Chair; Ms. Ailish Wilkie, Board Secretary; Dr. Stephen DuLong; Dr. Milton Glicksman; Dr. Keith Batchelder; Ms. Jacyn Stultz; Ms. Diane Grondin

Absent: Dr. Cynthia Stevens; Ms. Lois Sobel; Dr. Ward Cromer; Dr. John Hsu; Ms. Kathleen Held

Dr. Keith Batchelder arrived at 9:35 a.m.

Dr. Milton Glicksman left the meeting for the day at 12:30 p.m.

Ms. Diane Grondin left the meeting for the day at 2:40 p.m.

Staff Present: Barbara A. Young, Executive Director; Jeffrey Mills, Assistant Executive Director; Samuel Leadholm, Esq., Board Counsel; Dr. Liliana DiFabio, Supervisor of Investigations; OPP Investigators Sarah Millar, Eileen Mulligan, Kathleen O'Connell, Lisa Seeley-Murphy and Barbara Yates; and Probation Monitor Karen Fishman.

Motion: **At 9:10 a.m., to commence the meeting.**

Motion Made By: Dr. Milton Glicksman

Second: Dr. Stephen DuLong

Vote: Unanimous

Motion: **To adopt the proposed agenda for today's meeting.**

Motion Made By: Dr. Milton Glicksman

Second: Dr. Stephen DuLong

Vote: Unanimous

Administrative Matters:

A. TeamSmiles and the Yankee Dental Congress

Dr. Glicksman reported the company TeamSmiles was very pleased with the efforts of Board staff to issue their facility permit in such a timely manner. Dr. Samuels noted this was a major effort by everyone involved. Dr. DuLong noted that BUSDM dental students do assist other dental students but only do so within the confines of the BUSDM program.

B. Occupational Schools for Dental Assisting

Ms. Young informed the Board that eight occupational schools had submitted applications to change their dental assisting curriculums to bring the curriculums into compliance with the Board's new regulations relating to dental assistant education. Further, Ms. Young informed the Board that in cooperation with the Division of Professional Licensure (DPL), the agency granted the authority to approve or reject any proposed curriculum changes of occupational schools throughout the state, it was determined each school would present its proposed changes to the Board in order to assist DPL in making the decision to approve or reject the proposed changes. Consequently, Mr. Clinton Dick and legal counsel from the Division of Professional Licensure were present for the discussion and vote of the Board on the following matters:

1. Lincoln Technical Institute – Ms. Angela Corby Dennis and Ms. Michelle McCarthy

Dr. DuLong asked Lincoln Technical Institute faculty to describe the clinical hours their dental assisting students must complete in order to graduate from the program. Ms. Dennis stated each dental assisting student must complete 150 clinical hours in dental specialties and 150 clinical hours in general dentistry rotations. Ms. Young asked how the school vets each clinical rotation; Ms. Dennis stated each dentist who agrees to supervise the students on an externship or rotation must sign an agreement with the school and have his/her office inspected prior to accepting any students. Dr. Samuels asked how each student is evaluated; Ms. Dennis stated each student must successfully pass a midterm and final exam. Ms. Grondin asked about the school's student/teacher ratio; Ms. Dennis stated the student/teacher ratio at their Lowell facility is 1:15 for all laboratory and radiology courses. Atty. Leadholm advised the Board its regulations do not address student/teacher ratios. Ms. Young asked if DPL has reviewed the schools' proposed changes to its curriculum; Mr. Dick replied that it had. Dr. Glicksman asked what a student was required to do in an externship; Ms. Dennis stated each student is given a list of competencies he/she must complete and school staff consults directly with the supervising dentist regarding each student's competency. Further, Ms. Dennis stated the students are given an opportunity to comment on the quality of their individual externships. Ms. Stultz asked what the school's retention rate is; Ms. Dennis replied approx. 80% and currently 45 students are enrolled in the dental assisting program at the Lowell facility. Ms. Stultz asked what the school's passing rate is; Ms. Dennis replied approx. 70-80%

Motion: To recommend DPL approve the proposed curriculum changes to its dental assisting program submitted by the Lincoln Technical Institute.

Motion Made By: Dr. Milton Glicksman

Second: Ms. Ailish Wilkie

Vote: Unanimous

2. Medical Career Center – Ms. Princessa Clendinen and Rev. Frank

Ms. Grondin noted the literature for the program noted students were eligible to take the DANB certification exam upon completion of the program but that this was not accurate. Ms. Grondin informed the Board only graduates of a CODA-accredited dental assisting program are eligible to take the DANB certification exam but the graduates of this program might be permitted to take DANB's radiation health and safety exam and infection control exams. Ms. Grondin noted that the Medical Career Center is not a CODA-accredited program. Atty. Leadholm advised the Board that this requirement of DANB is not included in the Board's regulations. Ms. Clendinen noted they prepare the students to take the DANB certification exam but inform their students they must complete 3500 clinical hours first. Ms. Stultz noted this qualification is not clearly stated in the school's literature. Dr. Samuels asked about the students' externships; Ms. Clendinen stated the students will primarily work at the "My Dental" office in Waltham, MA, the Joseph Smith Community Health Center and in private practice. Dr. Samuels asked Ms. Clendinen about her qualifications to teach a dental assisting program; Ms. Clendinen stated she had previously taught dental assisting at the American Career Institute. Dr. Glicksman asked about the size of the class; Ms. Clendinen stated they had yet to start their program but expected the first class to have a maximum of 10 students. Ms. Wilkie asked what the targeted start date is; Ms. Clendinen replied in June or Sept. 2015. Ms. Young asked about the faculty; Ms. Clendinen stated she would be the only instructor at first. Dr. Glicksman asked the consequences of a Board vote note to recommend approval; Atty. Leadholm advised the Board it must determine if the program comports with the minimum educational requirements for dental assisting educational programs per its regulations. Dr. Samuels suggested the Board review the program again in approx. two years once the program is up and running.

Motion: To recommend DPL approve the proposed curriculum of the dental assisting program submitted by the Medical Career Center.

Motion Made By: Dr. Stephen DuLong

Second: Ms. Jacyn Stultz

Vote: **In Favor:** Dr. David Samuels; Ms. Ailish Wilkie; Dr. Stephen DuLong; Dr. Milton Glicksman; Ms. Jacyn Stultz
Opposed: None
Abstain: Dr. Keith Batchelder

3. Boston Career Institute – Mr. Joseph Cohen

Dr. Samuels asked about the size of the faculty; Mr. Cohen replied there are five instructors including him. Dr. Samuels asked about the size of each class; Mr. Cohen replied they have approx. 150 students each year and the current class has 16 students. Ms. Grondin asked how many hours the students spend in externships; Mr. Cohen replied approx. 320 hours at sites that include Aspen Dental and Gentle Dental offices. Dr. Samuels asked if the program had received accreditation; Mr. Cohen replied the school is a candidate for accreditation by the Council on Occupational Education. Ms. Grondin noted that these programs must be recognized by the US Department of Education.

Motion: **To recommend DPL approve the proposed curriculum changes to its dental assisting program submitted by the Boston Career Institute.**

Motion Made By: Dr. Stephen DuLong

Second: Dr. Milton Glicksman

Vote: Unanimous

4. Porter and Chester Institute – Ms. Vanessa Richmond

Ms. Young informed the Board she had already approved the Porter and Chester dental assisting program in Nov. 2014 as the school had submitted documentation that their dental assisting curriculum comported with the Board's regulations. Atty. Leadholm advised the Board it may consider adopting a staff action policy authorizing the executive director to make these decisions on behalf of the Board. Dr. Samuels noted it was not appropriate for Ms. Young to have approved this program as the issue should have been submitted to the Board. Dr. Batchelder noted he preferred having the executive director make these decisions due to the time constraints of monthly board meetings. Ms. Young explained she likened this decision to the authority the Board has previously granted her to approve licensure for foreign trained dental students.

Dr. Samuels asked the size of the each class; Ms. Richmond stated each class has a maximum of 16 students at each of Porter and Chester's four campuses. Ms. Richmond also stated their student/teacher ratio is approx. 1:8. Dr. Glicksman asked about the students externships; Ms. Richmond explained each student is required to complete 300 hours either at an approved dental clinic or private practice.

Motion: To recommend DPL approve the proposed curriculum changes to its dental assisting program submitted by the Porter and Chester Institute.

Motion Made By: Dr. Stephen DuLong

Second: Dr. David Samuels

Vote: Unanimous

5. Everest Institute

No representatives from the Everest Institute were present for the Board's discussion and vote on this matter.

Mr. Dick informed the Board he received an email yesterday that stated the Everest Institute had been sold to the Zenith Co. and consequently, DPL will condition the approval of the proposed curriculum changes as to current Everest students only, i.e. those students scheduled to graduate in April 2015. Dr. Samuels asked about the size of the current class; Mr. Dick stated he believed the current class to have approx. 40-50 students.

Motion: To recommend DPL approve the proposed curriculum changes to its dental assisting program submitted by the Everest Institute.

Motion Made By: Ms. Jacyn Stultz

Second: Dr. Stephen DuLong

Vote: Unanimous

6. Health Care Training Services, Inc.

No representatives from the Health Care Training Services, Inc. were present for the Board's discussion and vote on this matter.

Dr. Batchelder noted the fee for attending this program is \$6,000 while other schools state they cost \$16,000 or more. Ms. Young stated she was concerned about the qualifications of the faculty at this program. Dr. Samuels noted the Board must decide to recommend approval or not based only on the document submitted to the Board.

Motion: To recommend DPL approve the proposed curriculum changes to its dental assisting program submitted by Health Care Training Services, Inc.

Motion Made By: Dr. Stephen DuLong
Second: Dr. Milton Glicksman
Vote: Unanimous

7. New England Dental Assistant School

No representatives from the New England Dental Assistant School were present for the Board's discussion and vote on this matter.

Ms. Grondin stated she was concerned as it appears the dental assisting students are required to find externships on their own and noted schools usually assist students with this task. Further, Ms. Grondin noted the school is not accredited by any agency. Atty. Leadholm asked what would happen if a student could not secure an externship. Ms. Stultz asked about the oversight of the externship by the school. Mr. Dick indicated if the program does not meet the standards, then the program may not be approved. Atty. Leadholm advised the Board they may defer their decision on whether to recommend approval if they have questions about the program. Dr. Glicksman suggested the Board table this decision and invite someone from the program to the next board meeting to answer these questions. Dr. Batchelder noted the school needs to clarify how a student locates and secures an externship.

Motion: **To recommend DPL approve the proposed curriculum changes to its dental assisting program submitted by the New England Dental Assistant School.**

Motion Made By: Dr. Stephen DuLong

Second: Ms. Jacyn Stultz

Vote: **In Favor:** None
Opposed: Dr. David Samuels; Ms. Ailish Wilkie; Dr. Stephen DuLong; Dr. Milton Glicksman; Ms. Jacyn Stultz; Dr. Keith Batchelder
Abstain: None

Motion: **To table the decision to recommend approval of the proposed curriculum changes to the next Board meeting on February 25, 2015.**

Motion Made By: Dr. Milton Glicksman

Second: Ms. Ailish Wilkie

Vote: Unanimous

8. The Salter School

No representatives from The Salter School were present for the Board's discussion and vote on this matter.

Ms. Grondin noted this school is accredited by the agency that accredits independent colleges.

Motion: To recommend DPL approve the proposed curriculum changes to its dental assisting program submitted by The Salter School.

Motion Made By: Dr. Stephen DuLong

Second: Ms. Jacyn Stultz

Vote: Unanimous

Dr. Glicksman asked Mr. Dick if there were any other dental assisting programs that had submitted proposed curriculum changes to DPL; Mr. Dick replied he was aware of one other possible program. Dr. DiFabio asked what should OPP do if they discover an unapproved dental assisting school; Mr. Dick replied that program should be referred to DPL for investigation as the regulations require that all occupational schools who teach and charge tuition must be licensed by DPL pursuant to M.G.L. c.112, §65C.

C. DPH Office of Oral Health (OOH) – Mr. Ned Robinson-Lynch and Dr. Brett Martin

Atty. Leadholm informed the Board a question has arisen regarding whether OOH needs to secure a Permit M to conduct their business. Apparently Delta Dental informed OOH it would not credential OOH for dental services rendered in the absence of a valid Permit M. Dr. Glicksman suggested a permit should be required to protect the health and safety of the public; Dr. Batchelder agreed. Mr. Robinson-Lynch noted OOH is providing dental services to over 80 schools and clinics and the equipment used by the clinicians is not owned by the supervising dentists or public health dental hygienists that treat patients on behalf of OOH. Atty. Leadholm advised the Board there is an exception in the statute as to governmental clinics but it is different question as to the requirements for permits. Dr. Batchelder asked how many permits would be required as OOH is proving services in numerous locations. Dr. Martin asked if OOH was only conducting screenings, would a permit be required. Dr. Batchelder opined requiring OOH to secure multiple permits to be onerous. Atty. Leadholm advised the Board its regulations provide for three exceptions to the requirements for permits but those exceptions do not include governmental agencies such as OOH. Mr. Robinson-Lynch noted OOH has secured 4 permits for their 4 public health dental hygiene units. Dr. DiFabio asked if the Board does this for OOH, what about other entities. Ms. Wilkie asked what would happen if a town sought to offer

services in the same manner as OOH. Dr. Batchelder suggested the Board table this issue as the regulatory review process is underway and could recommend changes that would resolve this issue. Dr. DuLong noted he is concerned about the volume of permits OOH would be required to secure if the Board votes to require OOH to do so and also noted it would be quite impractical. Dr. Samuels stated he knows of several dentists who serve on boards of health in their towns. Dr. Samuels noted that if the Board votes the motion down then OOH may continue business as usual and the regulatory review workgroup can incorporate changes as necessary.

Motion: To require the DPH Office of Oral Health to acquire and maintain a valid Permit M

Motion Made By: Dr. Milton Glicksman

Second: Dr. Keith Batchelder

Vote:
In Favor: Dr. Milton Glicksman
Opposed: Dr. David Samuels; Ms. Ailish Wilkie; Dr. Stephen DuLong; Ms. Jacyn Stultz; Dr. Keith Batchelder
Abstain: None

The Board took its morning recess at 11:30 a.m. and resumed the meeting at 11:35 a.m.

At 11:37 a.m., Dr. Samuels announced that the Board will meet in closed session as authorized pursuant to M.G.L. c. 30A, §21(a)(1) for the purpose of discussing the reputation, character, physical condition or mental health, rather than the professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. Specifically, the Board will meet in Executive Session and will discuss and evaluate the Good Moral Character as required for registration of pending applicant(s) for licensure. Additionally, the Board will discuss and evaluate pending disciplinary complaints that involve patient records and treatment of patients. The Board will also approve prior Executive Session minutes in accordance with M.G.L. c. 30A, §22(f). Executive Session is closed to members of the public, except as provided for in M.G.L. c. 30A, §21(a) (1).

Motion: At 11:48 a.m., to enter Executive Session pursuant to M.G.L. c. 30A, §21(a)(1)

Motion Made By: Ms. Ailish Wilkie

Second: Dr. Milton Glicksman

Vote:
In Favor: Dr. David Samuels; Ms. Ailish Wilkie; Dr. Stephen DuLong; Dr. Milton Glicksman; Ms. Jacyn Stultz; Dr. Keith Batchelder
Opposed: None
Abstain: None

Motion: At 12:08 p.m., to leave Executive Session

Motion Made By: Ms. Jacyn Stultz

Second: Ms. Ailish Wilkie

Vote: **In Favor:** Dr. David Samuels; Ms. Ailish Wilkie; Dr. Milton Glicksman; Ms. Jacyn Stultz; Dr. Keith Batchelder
Opposed: None
Abstain: Dr. Stephen DuLong

Administrative Matters (continued):

D. Conflict of Interest

Atty. Leadholm advised the Board that members should contact the State Ethics Commission (SEC) directly if there is a question about a possible conflict of interest. Dr. Batchelder asked if a Board member discovers there may be a conflict of interest when they receive the board packet, should the Board member contact the SEC first. Atty. Leadholm stated yes but this applies to voting Board members only. Dr. Samuels asked if a Board member intends to recuse himself from a case, should they call the SEC anyway. Atty. Leadholm stated the DHPL is attempting to establish a division-wide policy on conflict of issue and the best practice is to call the SEC first.

E. D-H vs. D-A Permit

Dr. Samuels noted some dental anesthesiologists provide anesthesia services to dentists on a visiting basis but there is confusion the dental community as to whether a permit is needed and as to what type of permit. Dr. Samuels noted he has received several emails from host dentists asking about what is required; Dr. Samuels stated the Board needs to clarify what is required of the host dentist and the visiting anesthesiologist. Mr. Mills noted the D-H permit is only available to those dentists who are only administering local anesthesia. Dr. DiFabio noted that the host dentist is required to have a facility permit that reflects the level of anesthesia to be provided by the visiting anesthesiologist. However Dr. Batchelder notes that begs the question and asks about a host dentist who only administers local anesthesia but wants to bring in a visiting anesthesiologist. Dr. Samuels noted he would like to see any holder of a "D" permit to be able to host a visiting anesthesiologist who holds a valid D-P permit. Atty. Leadholm advised the Board members that if a member speaks to an individual permit applicant about a permit application, then there is a possible conflict of interest. Dr. Samuels asked what the Board should do, i.e. if a host dentist only administers local anesthesia, then a D-H permit is sufficient or if a host dentist administers something above local anesthesia, then a commensurate facility permit is required. Atty. Leadholm advised the Board it needs to articulate the status quo and suggested drafting an advisory ruling. Dr. Batchelder noted the board staff may not have changed anything but the problem may lie with the dentist misinterpreting what is required. Ms.

Stultz noted she thought the Board decided to continue with the status quo until the regulatory review workgroup had a chance to consider this issue.

The Board recessed for lunch at 1:10 p.m. and resumed at 1:48 p.m.

F. CODA-Accredited Dental Assisting Schools from Outside Massachusetts

Ms. Young informed the Board an issue has come up with dental assistants who have graduated from CODA-accredited programs outside Massachusetts as the regulations don't incorporate these schools.

Motion: To accept and/or approve applications for dental assistant licensure as formally trained dental assistants from graduates of CODA-accredited programs outside Massachusetts.

Motion Made By: Dr. Stephen DuLong

Second: Ms. Ailish Wilkie

Vote: Unanimous

G. Petition for Extension of Limited License Deadline for Taking NERB – In re: Dr. Bernadete Campos-Therriault; Barbara A. Young, RDH Executive Director

Dr. Stephen DuLong recused himself from the discussion and vote of the Board on this matter.

Ms. Young informed the Board it received a limited license dental license re-application on November 3, 2014, from Dr. Bernadete Campos-Therriault. Per the Board's regulations at 234 CMR 4.06, Dr. Campos-Therriault is required to submit passing grades from the NERB Clinical Exam in Dentistry as she has been licensed as a limited license dental intern for five one-year periods. Further, Ms. Young informed the Board Dr. Campos-Therriault is currently enrolled in the Advanced Standing Program at the BUSDM and is precluded from completed the NERB exam until February 2015. Dr. Campos-Therriault is requesting an extension of her license so that she may continue to work at the Joseph M. Smith Community Health Center in Allston, MA

Motion: To extend the Limited License Dental Intern license of Dr. Bernadete Campos-Therriault until February 2015

Motion Made By: Dr. Milton Glicksman

Second: Ms. Ailish Wilkie

Vote: No vote taken – Board Chair determined motion is out of order as the Board lacks subject matter jurisdiction per its governing statutes

Complaint Resolution—Investigator Lisa Seeley-Murphy

--In the Matter of DEN-2014-0105: Dr. Jack Ssu-Chieh Lee

Dr. Stephen DuLong recused himself from the discussion and vote of the Board on Complaint DEN-2014-0105: Dr. Jack Ssu-Chieh Lee.

The licensee was not present for the discussion and vote of the Board on this matter.

Allegation: Infection Control Violations

Discussion: After the presentation by Investigator Seeley-Murphy, the Board opted not to discuss the matter.

Motion: To offer a Consent Agreement for Probation for 3 Months to include the following remedial coursework:

- 3 Hours: Infection Control
- 3 Hours: Risk Management

If this agreement is not accepted by the licensee, the matter will be referred to prosecution.

Motion Made By: Dr. Milton Glicksman

Second: Ms. Jacyn Stultz

Vote: Unanimous

Motion: At 1:50 p.m., to enter Executive Session pursuant to M.G.L. c. 30A, §21(a)(1)

Motion Made By: Ms. Jacyn Stultz

Second: Ms. Ailish Wilkie

Vote: Unanimous

Motion: At 3:25 p.m., to leave Executive Session

Motion Made By: Dr. Stephen DuLong
Second: Ms. Ailish Wilkie
Vote: **In Favor:** Dr. David Samuels; Ms. Ailish Wilkie; Ms. Jacyn Stultz; Dr. Keith Batchelder; Dr. Stephen DuLong
Opposed: None
Abstain: None

Motion: At 3:26 p.m., to Enter M.G.L. c. 112, §65C Session

Motion Made By: Ms. Ailish Wilkie

Second: Dr. Keith Batchelder

Vote: **In Favor:** Dr. David Samuels; Ms. Ailish Wilkie; Ms. Jacyn Stultz; Dr. Keith Batchelder; Dr. Stephen DuLong
Opposed: None
Abstain: None

Motion: At 3:32 p.m., to leave M.G.L. c. 112, §65C Session

Motion Made By: Ms. Ailish Wilkie

Second: Dr. Keith Batchelder

Vote: **In Favor:** Dr. David Samuels; Ms. Ailish Wilkie; Ms. Jacyn Stultz; Dr. Keith Batchelder; Dr. Stephen DuLong
Opposed: None
Abstain: None

Motion: At 3:33 p.m., to Adjourn the Meeting (due to loss of quorum)

Motion Made By: Dr. Stephen DuLong

Second: Dr. Keith Batchelder

Vote: **In Favor:** Dr. David Samuels; Ms. Ailish Wilkie; Ms. Jacyn Stultz; Dr. Keith Batchelder; Dr. Stephen DuLong
Opposed: None
Abstain: None

Respectfully submitted,

Ms. Ailish Wilkie, Board Secretary

Date