

Public Session Meeting Minutes

Board Members Present:

Eugene Antonell, Secretary (EA)
Mark Battite, Board Chair (MB)
Donald Gross Jr. (DG)

Michael Hawley, Executive Director
Monique Brown, Administrator
Lynn Read, Board Counsel
Debra Tata, Investigator

Staff Present:

Members of the Public Present:

Pamela Amelang
Thomas Martin
Mary Rondeau

Called To Order:

- The meeting was called to order at 10:11 a.m. by MB.
- The Executive Director reviewed exit procedures in the case of a fire.

Board Business:

- Report from Legal Counsel Lynn Read
 - Ms. Read indicated the process for the regulatory changes pursuant to Executive Order 562. She stressed the need for the Board to take a final vote on regulation changes at this meeting and to delegate authority to Board Counsel to make minor changes that may be required during the review process.
- Report from Executive Director, Michael Hawley
 - Mr. Hawley reported that configuration sessions for E-Licensing have begun.
 - Mr. Hawley also reported that changes were made to the application forms and instructions to make the license requirements more clear and to include the correct CORI permission form.
- Review Minutes from July 17, 2015 Board meeting
 - **MB moved to accept the minutes from the July 17, 2015 board meeting. DG seconded. The Motion passed unanimously.**
- Schedule addition Board meeting, if needed
 - Board considered the potential need for an additional meeting if the regulation changes could not be finalized at this meeting. It was decided that the Executive Director would communicate via email with the members of the Board to organize the meeting, if it is needed.
- Proposed 2016 Calendar
 - Board reviewed the proposed schedule of meeting dates for 2016 and approved the following:
 - January 22, 2016
 - April 15, 2016
 - July 15, 2016
 - October 21, 2016

Discussion:

- Regulatory Changes pursuant to Executive order 562: - The board discussed proposed changes distributed by board counsel and agreed on some amendments.
 - **DG moved to approve the regulatory changes as amended. EA seconded. The Motion passed unanimously.**
 - **DG moved to delegate to Board staff the right to approve non-substantive changes in the proposed regulations as needed. EA seconded. The Motion passed unanimously.**

Application Review:

- Pamela Amelang – Ms. Amelang is a Massachusetts apprentice who failed three attempts at the IHS practical exam. Her apprenticeship is expired. She petitioned the Board to accept her final score as a passing score. The Board denied her request and stressed the importance of passing the exam. **DG moved to require Ms. Amelang to begin a new apprenticeship. MB seconded. The Motion passed unanimously.**
- Thomas Martin – Mr. Martin is a Massachusetts apprentice who failed three attempts at the IHS practical exam. His apprenticeship is expired. Since he holds a Vermont license, he petitioned the Board to grant him a full license based on reciprocity. The Board informed him that this is not possible. **DG moved to require Mr. Martin to cease practice until he takes the exam 4th time. If he fails on the fourth attempt, he must appear before the board. EA seconded. The Motion passed unanimously.**

Apprenticeship Extension Requests:

- Mary Rondeau – Is a Massachusetts apprentice whose apprenticeship has expired. She has petitioned the board to extend her apprenticeship until she can take and pass the practical exam. However, since her apprenticeship is over 3 years old, she is not eligible for an extension. **DG moved to require Ms. Rondeau to begin a new apprenticeship. MB seconded. The Motion passed unanimously.**

Wall Certificates: Wall certificates were signed for the following new licensees:

- Sarah Flynn
- Brooke Totman
- Kimberly Hemingham

Open Session for Topics not reasonably anticipated 48 hours in advance meeting:

- None.

Cases, Investigative Conference [Closed session pursuant to G.L. c.112 §65C]:

DG moved to enter Investigative Conference: Closed session pursuant to M.G.L. c. 112, § 65C. The motion was seconded by MB. Motion passed unanimously.

At the end of the investigative session, the open meeting resumed.

During the Investigative Conference the Board voted to take the following action:

- HE-15-012 – dismiss

1:03 p.m. Adjournment:

DG moved to adjourn the meeting. EA seconded. Motion passed unanimously.

Respectfully Submitted,



Michael Hawley
Executive Director

Documents used in Public Session:

- Copy of July 17, 2015 draft Board Meeting Minutes
- Updated regulation changes
- Copy of Pamela Amelang's letter and application materials
- Copy of Thomas Martin's letter and application materials
- Copy of Mary Rondeau's letter and application materials
- Proposed schedule of HE Board meeting dates for 2016
- Wall Certificates