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OCCUPATIONAL LICENSURE

## Meeting Minutes

### Board of Elevator Examiners

**This meeting was held remotely via Microsoft Teams**  
**August 14, 2024, at 9:00 a.m.**

#### Board Members Present

Jeff Halley, Chair  
Walter Zalenski  
Edward Sandell  
John Rubyck  
George Ramian  
Earle Oliver  
Michael Morton

#### Division of Occupational Licensure

Peter Kelley  
Anthony Buonopane  
Gayle Richardson  
Jay Ryan

#### Board Member(s) Absent

Martin Guiod

Meeting called to order: 9:01 a.m.

The Board discussed the following:

1. Roll Call.
2. Board Counsel, Peter Kelley, explained the process for the board to review disciplinary matters following an investigation, by exiting the open session and reviewing the matter in closed session by conducting an investigatory conference, pursuant to G. L. c. 112, § 65C.
3. Board Counsel, Peter Kelley, provided an explanation of the slate of delegation motions as were proposed for the board, delegating the board's authority to the department's administrative staff for performing perfunctory tasks: issuing orders to show cause following review in investigatory conferences, issuing summary suspension orders where there has been a finding of ongoing harm to the public, and conducting disciplinary hearings through agency hearings officers and



prosecutors, ultimately subject to board review of the resulting proposed final decisions. **[Exhibit 1]**

Edward Sandell moved to accept the delegation motions as presented. The motion was seconded by Walter Zalenski and unanimously voted upon by the board. **Vote 7-0-0**

Vote:

- Jeff Halley, Chairman  aye  nay  abstain
- Edward Sandell  aye  nay  abstain
- John Rubyck  aye  nay  abstain
- Michael Morton  aye  nay  abstain
- Walter Zalenski  aye  nay  abstain
- George Ramian  aye  nay  abstain
- Earle Oliver  aye  nay  abstain

4. Edward Sandell moved to exit open session and to enter closed session for the purpose of conducting adjudicatory conferences pursuant G. L. c. 112, § 65C. The motion was seconded by Walter Zalenski and unanimously voted upon by the board. **Vote 7-0-0**

Vote:

- Jeff Halley, Chairman  aye  nay  abstain
- Edward Sandell  aye  nay  abstain
- John Rubyck  aye  nay  abstain
- Michael Morton  aye  nay  abstain
- Walter Zalenski  aye  nay  abstain
- George Ramian  aye  nay  abstain
- Earle Oliver  aye  nay  abstain

During closed session, the Board took the following action:

- Undocketed matter Refer to prosecutions

5. Walter Zalenski moved to exit closed session and to enter open session. The motion was seconded by Edward Sandell and unanimously voted upon by the board. **Vote 7-0-0**

Vote:

- Jeff Halley, Chairman  aye  nay  abstain
- Edward Sandell  aye  nay  abstain
- John Rubyck  aye  nay  abstain
- Michael Morton  aye  nay  abstain
- Walter Zalenski  aye  nay  abstain
- George Ramian  aye  nay  abstain
- Earle Oliver  aye  nay  abstain

6. Walter Zalenski moved to Adjourn the meeting. The motion was seconded by Edward Sandell and unanimously voted upon by the board. **Vote 7-0-0**

Vote:

- Jeff Halley, Chairman                     aye    nay    abstain
- Edward Sandell                             aye    nay    abstain
- John Rubyck                                 aye    nay    abstain
- Michael Morton                             aye    nay    abstain
- Walter Zalenski                             aye    nay    abstain
- George Ramian                             aye    nay    abstain
- Earle Oliver                                 aye    nay    abstain

Meeting adjourned at 10:02 a.m.

Prepared by: Gayle Richardson

**Exhibit List:**

Exhibit 1: Delegations of Authority, August 14, 2024