

COMMONWEALTH OF MASSACHUSETTS

BOARD OF REGISTRATION OF GENETIC COUNSELORS

**THIS AGENDA CONSTITUTES NOTICE OF THE REGULARLY SCHEDULED
MEETING OF THE BOARD REGISTRATION OF GENETIC COUNSELORS
IN COMPLIANCE WITH THE OPEN MEETING LAW, G.L. c. 30A, § 20**

BOARD MEETING

Monday, July 2, 2013

9:30 a.m.

239 Causeway Street – floor, Room 419

Boston, MA 02114

Agenda

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes
 - A. June 3, 2013 Regularly Scheduled Meeting
- IV. Adjudicatory Session (closed session)
None
- V. M.G.L. c. 112, § 65C Session (closed session)
 - A. Investigative Conference
SA-INV-4010: Review of requested investigation materials
Conference with applicant for full license 10:15 a.m.
- VI. Applications for Full Licensure
- VII. Staff Assignments
None
- VIII. Complaints
None
- IX. Scope of Practice Inquiries
None
- X. Other Business/Announcements
 - A. Introduction of New DHPL Staff
 - B. Delegation of Authority to Executive Director
- XI. Adjourn

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BOARD OF REGISTRATION OF GENETIC COUNSELORS

BOARD MEETING

June 3, 2013

239 CAUSEWAY STREET, BOSTON, MA 02114

ROOM 421

MINUTES

Board Members Present: Gretchen Schneider, Chair
Kristen Mahoney Shannon, Vice-Chair
Jacqueline Rodriguez-Louis, Public Member

Staff Present: Annette O'Brien, Interim Executive Director
Ichelle Herbu, Assistant to Executive Director
Joelle Stein, Board Counsel, OGC, DPH
Anson Chu, Administrative Assistant

Guest: Kayla Sheets, GC179

I. Call to Order

Ms. Schneider, Chair, called the Meeting to order at 9:39 a.m.

II. Approval of Agenda

The Board Meeting Agenda was reviewed. Ms. Shannon made a motion to accept the Agenda as presented; Ms. Rodriguez-Louis seconded the motion. The motion passed unanimously.

Document: June 3, 2013 Board Meeting Agenda

III. Approval of Minutes

A. October 5, 2012 Board Meeting

Ms. Shannon made a motion to accept the Minutes of the October 5, 2012 Board Meeting as presented; Ms. Schneider seconded the motion. The motion passed unanimously.

Document: October 5, 2012 Board Meeting Minutes

IV. Adjudicatory Session (closed session)

None.

V. M.G.L. c. 112, § 65C Session (closed session)

None.

VI. Application for Full Licensure

A. Erin Hoffman License No. PGC061 (issued 9/2/11)

Practice as a genetic counselor after expiration of provisional license and before issuance of full license.

After Board review and discussion of Ms. Hoffman's full license application, Ms. Schneider made a motion to table the decision to issue a full license to Ms. Hoffman pending receipt of additional information; open a Staff Assignment; request that Ms. Hoffman submit additional information; and request that Ms. Hoffman and Ms. Monica Giovanni, Ms. Hoffman's supervisor at the time of her fellowship, meet with the Board at its next scheduled meeting on July 2, 2013, and provide the requested additional information within 10 days of receipt of the Board's request. Ms. Shannon seconded the motion; the motion passed unanimously.

VII. Staff Assignments

None.

VIII. Complaints

None.

IX. Scope of Practice Inquiries

None.

X. Other Business/Announcements

A. Introductions of new Multiboard staff

Ms. Stein introduced Ichelle Herbu, the new Assistant Executive Director for the MultiBoards. She informed the Board of the Division of Health Professions Licensure's new Director, James Lavery, who has served as Chief Prosecutor for many years.

B. Delegation of Authority to Assistant Executive Director

Ms. Stein discussed with the Board the delegation of Board authority to the Assistant Executive Director to perform specific actions and to sign documents on behalf of the Board.

Motion by Ms. Shannon to delegate the authority delegated to the former Executive Director to Ms. Herbu, Assistant Executive Director; Ms. Schneider seconded the motion. The motion passed unanimously.

XI. Adjournment

There being no other business before the Board, Ms. Schneider made a motion to adjourn the meeting; Ms. Shannon seconded the motion. The motion passed

unanimously. The meeting was adjourned at 10:43 a.m.

The next meeting of the Board of Registration of Genetic Counselors will be held on Tuesday, July 2, 2013, beginning at 9:30 a.m. at 239 Causeway Street, Boston, Massachusetts.

Respectfully submitted:

Gretchen Schneider
Chair

Date