

COMMONWEALTH OF MASSACHUSETTS

BOARD OF REGISTRATION OF GENETIC COUNSELORS

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

**Thursday, January 28, 2016
09:30 a.m.**

**239 Causeway Street ~ Floor ~ Room 417 A/B
Boston, Massachusetts 02114**

Agenda

Time	Item #	Item	Exhibits	Staff Contact
	I.	Call to Order Determination of Quorum		
	II.	Approval of Agenda	Draft Agenda	
	III.	Approval of Minutes A. October 1, 2015 Minutes	Draft Minutes	
	IV.	Regulatory Review	Draft Regulations	MS / VB
	V.	Other Business/Announcements None	None	
	VI.	Flex Session A. Topics for next agenda	Verbal	
	VIII.	Adjournment -next Board meeting scheduled for April 7, 2016		

COMMONWEALTH OF MASSACHUSETTS

Board of Registration of Genetic Counselors

Board Meeting

October 1, 2015

239 Causeway Street, Boston, MA 02114

Room 417

MINUTES

Board Members Present: Gretchen Schneider, Genetic Counselor 2, Chair
Kayla Sheets, Genetic Counselor 4, Vice-Chair
Jillian Fleming, Public Member

Staff Present: Ichelle Herbu, Assistant Executive Director, DHPL
Anson Chu, Office Support Specialist, DHPL
Vita Berg, Chief Board Counsel, Office of the General Counsel, DPH
Mary Strachan, Board Counsel, Office of the General Counsel, DPH

I. Call to Order – Determination of Quorum

A quorum of the Board was present. Ms. Schneider, Board Chair, called the meeting to order at 9:35 a.m.

II. Approval of the Agenda

The Meeting Agenda was reviewed.

DISCUSSION: None

ACTION: Ms. Schneider made a motion to approve the agenda as presented; Ms. Sheets seconded the motion. Motion passed with Board members present and voting in favor unanimously.

Document: October 1, 2015 Board Meeting Agenda

III. Approval of Minutes

Minutes of the April 2, 2015 Regularly Scheduled Board Meeting were reviewed

DISCUSSION: None

ACTION: Ms. Schneider made a motion to approve the Minutes as presented; Ms. Sheets seconded the motion. Motion passed with Board members present and voting in favor unanimously.

IV. Policies

A. (Proposed) Staff Action Policy 2015-1

DISCUSSION: Ms. Berg reviewed the proposed staff action policy with the Board. The Board is already doing all of the tasks and duties listed in the policy. It is generally best practice to put it in writing in terms of a policy for transparency purposes. Ms. Sheets has a question in regards to the certification section of the policy with the language. However, the language is pulled directly from the regulations so if there's anything that needs to be revised, it will be discussed in another topic on this meeting.

ACTION: Ms. Schneider made a motion to adopt the proposed staff action policy; Ms. Sheets seconded the motion. Motion passed with Board members present and voting in favor unanimously.

Document: Draft Policy

B. Probation Policy

DISCUSSION: Ms. Berg informed the Board of the draft Probation policy. This policy is a Division wide policy and has already been adopted by the Board of Registration in Pharmacy and Dentistry. Ms. Berg reviewed the policy with the Board and gave examples of what Board Probation Monitor is able to do. This policy is for "straight-forward" and common cases only so the Board will have a guideline to follow for those similar cases. Any complicated cases will be brought to the Board's attention.

ACTION: Ms. Schneider made a motion to adopt the probation policy; Ms. Sheets seconded the motion. Motion passed with Board members present and voting in favor unanimously.

Document: Draft Probation Policy

C. Valor Act Policy

DISCUSSION: Ms. Berg informed the Board of the revised Valor Act policy. The Board already adopted this policy but the policy is not updated and revised. The revised policy was distributed to the Board ahead of time.

ACTION: Ms. Schneider made a motion to adopt the revised valor act policy; Ms. Sheets seconded the motion. Motion passed with Board members present and voting in favor unanimously.

Document: Draft Valor Act Policy

V. Regulations

A. Regulatory Review

DISCUSSION: Ms. Berg distributed the proposed model regulation to the Board. This is for discussion purposes only. The Board asked for the time frame and process of the regulation review. Ms. Berg explained that under the Governor's regulatory pause, new and amended regulations need to be ready for promulgation in March 2016. In the interim, the Board must send them for administrative review and make changes as necessary and hold a public hearing and review public comments for further changes all before March 2016. Counsel urged the Board to review the documentation and let her know of any additions, changes or revisions by the next scheduled Board meeting.

ACTION: None

Document: Executive Order Review Plan

VI. Board Members Education

A. Overview of Board Powers

DISCUSSION: Ms. Strachan presented a Power Point presentation to the Board in regards to the overview of the Board's power.

ACTION: None

Document: PowerPoint Slides

VII. Other Business/Announcements

A. Discussion of Solution to Chapter 112 § 255

DISCUSSION: Ms. Herbu presented a conflict to Board members and a possible solution to the current process to obtain a Provisional Genetic Counselor license in Massachusetts. Ms. Herbu explained that when the statute was passed establishing the Board and its authority, ABGC offered the licensing examination only once every two years. The statutory language reflects that. Since then, ABGC has increased the frequency of testing to the current twice per year. Ms. Strachan advised Board members that the regulations are under reviewing and being updated, but in this case, the statute also needs to be updated. Ms. Strachan asked whether the Board is interested in removing the Provisional license entirely, however, Board members mentioned it is not ideal to move forward in that direction. The Board discussed about ABGC's requirement and think about mirroring their eligibility language to our Statutes. After discussion, the Board decided to think of other solutions and to bring this topic to the next scheduled Board meeting. Board members will contact Board staff if they think of any other solution during the period before the next meeting.

ACTION: None

B. License Status Codes

DISCUSSION: Ms. Berg distributed the documentation in regards to the License status code. The codes have been updated to maintain consistency and clarity among the Boards within the Division. This is for the Board's information only.

ACTION: None

Document: Memo

VIII. Flex Session

A. Topics for next agenda

The Board requested the following items to be added to the agenda for the next scheduled Board meeting:

1. Genetic Counselor and their ability to order testing.

IX. Adjourn

There being no other business before the Board, Ms. Schneider made a motion to adjourn the Meeting; Ms. Sheets seconded the motion. Motion passed with Board members present and voting in favor unanimously. The Meeting adjourned at 11:47 a.m.

The next meeting of the Board of Registration of Genetic Counselor will be held on Thursday, April 7, 2016, at 9:30 a.m. at 239 Causeway Street, Boston, Massachusetts.

Respectfully submitted:

Gretchen Schneider
Chair

Date