

**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**

Monday, June 3, 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. October 4, 2012 Regularly Scheduled Meeting
- IV. Adjudicatory Session (closed session)  
(None)
- V. M.G.L. c. 112, § 65C Session (closed session)  
(None)
- VI. Applications for Full Licensure
  - A. Erin Hoffman License No. PGC061 (issued 9-2-2011; expires 9-2-2014)  
270 CMR 3.04(1)(a): Application for full licensure received more than 60 days after notification of passing certification examination.
- VII. Staff Assignments  
(None)
- VIII. Complaints  
(None)
- IX. Scope of Practice Inquiries  
(None)
- X. Other Business/Announcements
  - A. Introductions of New DPHL Staff
  - B. Delegation of Authority to Assistant Executive Director
- XI. Adjourn

**COMMONWEALTH OF MASSACHUSETTS  
BOARD OF REGISTRATION OF GENETIC COUNSELORS**

BOARD MEETING  
October 4, 2012  
239 CAUSEWAY STREET, BOSTON, MA 02114  
ROOM 421

MINUTES

Board Members Present: Gretchen Schneider, Chair  
Kristen Mahoney Shannon, Vice-Chair

Board Member Jacqueline Rodriguez-Louis, Public Member  
Not Present:

Staff Present: Sally Graham, Executive Director  
Joelle Stein, Board Counsel, OGC, DPH  
Anson Chu, Administrative Assistant

- I. Call to Order  
Ms. Schneider, Chair, called the Meeting to order at 9:40 a.m.
  
- II. Approval of Agenda  
The Board Meeting Agenda was reviewed. Ms. Schneider made a motion to accept the Agenda as presented; Ms. Shannon seconded the motion. The motion passed unanimously.  
  
Document: October 4, 2012 Board Meeting Agenda
  
- III. A. Approval of the April 5, 2012 Board Meeting Minutes  
Ms. Shannon made a motion to accept the Board Meeting Minutes of the April 5, 2012 Board Meeting as presented; Ms. Schneider seconded the motion. The motion passed unanimously.  
  
Document: April 5, 2012 Board Meeting Minutes
  
- IV. Adjudicatory Session (closed session)  
None.
  
- V. M.G.L. c. 112, § 65C Session (closed session)  
None.
  
- VI. Staff Assignments  
None.
  
- VII. Complaints

None.

VIII. Scope of Practice Inquiries

None.

IX. Other Business/Announcements

- A. 270 CMR 3.08 (5): CEU requirements for individuals licensed one year or less  
Board members reviewed the Board's CEU requirements and determined that an administrative remedy can address concerns of applicants who apply for licensure in even years.

Document: 270 CMR 3.08 (5): CEU requirements for individuals licensed one year or less

B. Election of Board Officers

Chair: Gretchen Schneider, Chair (current)

Vice-Chair: Kristen Shannon (current)

Ms. Shannon made a motion to nominate Ms. Schneider as the Chair and herself as the Vice-Chair; Ms. Schneider seconded the motion. The motion passed unanimously.

C. 2013 Board Meeting Dates

Ms. Graham informed the Board that meeting dates for 2013 will be sent to the Board.

X. 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 10:14 a.m.

The next meeting of the Board of Registration of Genetic Counselors will be held on Thursday, April 4, 2013, beginning at 9:30 a.m. at 239 Causeway Street, Boston, Massachusetts.

Respectfully submitted:

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Gretchen Schneider  
Chair

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Date