

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, April 3, 2014
9:30 a.m.**

**239 Causeway Street ~ Floor ~ Room 418
Boston, Massachusetts 02114**

Agenda

Time	Item #	Item	Exhibits	Staff Contact
9:30 a.m.	I.	Call to Order Determination of Quorum		
	II.	Approval of Agenda	Draft Agenda	
	III.	Approval of Minutes A. July 2, 2013, Regularly Scheduled Meeting B. September 26, 2013, Regularly Scheduled Meeting	Draft Minutes	
	IV.	Adjudicatory Session None	None	
	V.	G.L. c. 112, § 65C Session	Closed Session	
	VI.	Executive Session(Roll call vote) None	None	
	VII.	Staff Assignments A. <u>SA-INV-5306</u> <u>Herrig, Nancy</u> <u>License No.</u> PGC074 (Expires: 10/01/16)	Investigation Report and supporting documents	PB/IH

	VIII.	Scope of Practice Inquiries None	None	
	IX.	Other Business/Announcements A. Nomination and Election of Officers: Appointment of Secretary B. Revised Letter for Provisional Genetic Counselor C. Proposed Administrative Policy 11-01: Delegation of Signature Authority to Executive Director, Mary Phillips D. <u>Discussion</u> : Conflict of Interest	Revised Letter Policy 11-01	MP/IH VB VB
	X.	Flex Session A. Topics for July 3, 2014 agenda	Discussion	
11:00 a.m.	XI.	Adjournment		

COMMONWEALTH OF MASSACHUSETTS

BOARD OF REGISTRATION OF GENETIC COUNSELORS

BOARD MEETING

September 26, 2013

239 CAUSEWAY STREET, BOSTON, MA 02114

ROOM 421

MINUTES

Board Members Present: Gretchen Schneider, Chair
Kristen Mahoney Shannon, Vice-Chair
Kayla Sheets, Public Member
Tomi Toler, Public Member (left at 10:35 a.m.)

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

Staff Present: Annette O'Brien, Interim Executive Director
Ichelle Herbu, Assistant Executive Director
Anson Chu, Administrative Assistant
Philip Beattie, Board Investigator, Office of
Public Protection
Donna E. Levin, General Counsel, Office of the General Counsel

Staff Not Present: Joelle Stein, Board Counsel, Office of the General Counsel

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: September 26, 2013 Board Meeting Agenda

III. Approval of Minutes

A. July 2, 2013 Regularly Scheduled Board Meeting

The Board deferred approval of the July 2, 2013 Regularly Scheduled Minutes until the next scheduled Board Meeting.

B. July 2, 2013 Board Meeting of the M.G.L. c. 112, § 65C Session (closed session)

The Board deferred approval of the July 2, 2013 M.G.L. c. 112, § 65C Session Minutes until the next scheduled Board Meeting.

Document: July 2, 2013 Regularly Scheduled Board Meeting Minutes
July 2, 2013 M.G.L. c. 112, § 65C Session Meeting Minutes

IV. Adjudicatory Session (closed session)

None.

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

None.

VI. Applications for Full Licensure

A. Rashid, Asma, PGC044

Ms. O'Brien informed the Board that Ms. Rashid is licensed as a Provisional Genetic Counselor, and submitted her application for full licensure after 60 days of passing the ABGC examination. However, Ms. Rashid was not practicing under her provisional license or calling herself a Genetic Counselor.

After discussion, Ms. Schneider made a motion to approve Ms. Rashid's application for full licensure; Ms. Toler seconded the motion. The motion passed unanimously.

Document: Provisional and full license Application and Related Documents

VII. Staff Assignments

A. Giovanni, Monica, GC148 (Expires 01/31/15)

Prior to the discussion, Ms. Schneider disclosed to the Board that Ms. Giovanni had contacted her to obtain information regarding the process and her case; however, without providing Ms. Giovanni with any information, Ms. Schneider instructed Ms. Giovanni to contact Board staff. Ms. Levin informed the Board that Board members should recuse themselves from a discussion of a case if there is a conflict of interest; however, since Ms. Schneider had not discussed this matter with the applicant, she did not have a conflict of interest.

Ms. Herbu informed the Board that Ms. Giovanni could not attend the Board meeting as the Board requested at the July 2, 2013 meeting. However, Ms. Giovanni responded to the Board in writing. The Board reviewed Ms. Giovanni's written response and Ms. Giovanni's application for provisional licensure (SA-INV-4010).

After discussion, Ms. Schneider made a motion to open a complaint against Ms. Giovanni's license; Ms. Sheets seconded the motion. The motion passed unanimously. Ms. Shannon made a motion to refer the complaint to the Office of Prosecutions for issuance of an OTSC and adjudication. Alternatively, in final settlement of this matter the licensee may also be offered a Standard Consent Agreement of Suspension for a 6 months period for failure to cooperate with a request by the Board to appear before it; failure to provide requested information as in 270 CMR 3.03 (4); and in violation of 270 CMR 3.03 (3) and (6). Ms. Schneider seconded the motion. The motion passed unanimously.

Document: Staff Assignment and Related Documents

VIII. Complaints

None.

IX. Scope of Practice Inquiries

None.

X. Other Business/Announcements

A. Revised Provisional Letter in Accordance to 270 CMR 3.02

Ms. Herbu distributed the revised Provisional Letter to Board Members. After review, Ms. Schneider made a motion to adopt the revised letters; Ms. Shannon seconded the motion. The motion passed unanimously.

Document: Revised Provisional Genetic Counselors Letter

B. Appointment of Board Chair and Vice-Chair

Current Chair: Gretchen Schneider

Current Vice-Chair: Kristen Shannon

Ms. Shannon made a motion to nominate Ms. Schneider as the Board Chair; Ms. Sheets seconded the motion. The motion passed unanimously.

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

C. FY2014 Priorities

Ms. Herbu invited the Board to discuss priorities for the FY2014.

At this time, the Board agreed that the priority for FY2014 is to initiate the Revised Letter for Provisional Genetic Counselors.

XI. Adjournment

There being no other business before the Board, Ms. Shannon made a motion to adjourn the meeting; Ms. Schneider seconded the motion. The motion passed unanimously. The meeting was adjourned at 10:59 a.m.

The next meeting of the Board of Registration of Genetic Counselors will be held on **Thursday, April 3, 2013**, beginning at 9:30 a.m. at 239 Causeway Street, Boston, Massachusetts.

Respectfully submitted:

Gretchen Schneider
Chair

Date