The Commonwealth of Massachusetts

Executive Office of Health and Human Services

Department of Public Health

250 Washington Street, Boston, MA 02108-4619



KIAME MAHANIAH, MD, MBA

Secretary

ROBERT GOLDSTEIN, MD, PhD Commissioner

**Tel: 617-624-6000**

**www.mass.gov/dph**

MAURA T. HEALEY

Governor

KIMBERLEY DRISCOLL

Lieutenant Governor

**Board of Allied Mental Health and Human Services Professions**

**Public Meeting Minutes**

July 18, 2025

**Board Members Present:**

William Ahearn, Acting Chair

Kathleen Tucker, Public Member

Kristen Woodbury, Board Member (left the meeting at 11:09 a.m., returned to the meeting at 11:23 a.m.)

Amy Vercillo, Member (left the meeting at 10:47 a.m., returned to the meeting at 11:09 a.m.)

Kathryn Stevens, Member

Cynthia Belhumeur, Public Member

Susan Egan, Member

Frank Gomez, Member (arrived at 12:02 p.m.)

**Staff Members Present:**

Brian Bialas,Executive Director

Tracy Ottina, Board Counsel

Doris Lugo, Investigator

Lauren McShane, Investigative Supervisor

Ethan Wang, Board Intern

Asiat Yusuf, Board Intern

All board members and staff appeared by videoconference.

**Call to Order:** The meeting was called to order at 10:07 a.m.

**Roll Call for Attendance**

Mr. Bialas called the roll of board members. William Ahearn, Kathleen Tucker, Kristen Woodbury, Amy Vercillo, Kathryn Stevens, Cynthia Belhumeur, and Susan Egan all present by videoconference.

**Board Business**

* **Public Meeting Minutes of June 20, 2025:** After a brief discussion, a motion was made by Dr. Vercillo, seconded by Ms. Stevens, to approve the Public Meeting Minutes of June 20, 2025 as drafted. The motion passed unanimously by a roll call vote.
* **Executive Session Minutes of June 20, 2025:** After a brief discussion, a motion was made by Ms. Belhumeur, seconded by Ms. Tucker, to approve the Executive Session Minutes of June 20, 2025 as drafted. The motion passed unanimously by a roll call vote.
* **Ratification of Decisions by Board Staff to Approve Applications:** The Board considered whether to approve the decisions made by staff on applications processed since the last meeting. A motion was made by Dr. Vercillo, seconded by Ms. Tucker, to approve the decisions made by staff on applications processed since the last Board meeting. The motion passed unanimously by a roll call vote.
* **Application Processing Under Application Review Policy:** Mr. Bialas presented application review data and stated that reviews have been going well. Dr. Ahearn asked about the higher-than-typical deficiency rate for LABA applications. Mr. Bialas stated that he will report next month about that.

**Hearing on Denial of Application**

* **Timothy Cordell, Applicant for LMFT:** Mr. Cordell appeared for the hearing on the denial of his application because he has not completed 60 graduate credits and a course in Research and Professional Studies. After a brief discussion, Mr. Cordell asked the Board to leave his application open while he considers completing additional coursework.

The Board directed Mr. Bialas to leave Mr. Cordell’s application open.

**LMHC Application Review**

* **Ronda Tobey:** The Board reviewed Ms. Tobey’s application, including her master’s degree in social work. After a brief discussion, a motion was made by Ms. Belhumeur, seconded by Ms. Stevens, to deny Ms. Tobey’s application because her master’s degree is not in a Related Field. The motion passed unanimously by a roll call vote.

**LMHC Reinstatement Application Review – Prior Discipline**

* **Tarshire Battle:** The Board reviewed Ms. Battle’s application, including her disclosure of a fine with the Board in 2017 for unlicensed practice. After a brief discussion, a motion was made by Ms. Woodbury, seconded by Ms. Stevens, to allow Ms. Battle to continue with the licensing process. The motion passed unanimously by a roll call vote.

**NCMHCE ESL Accommodation Request**

* **Patricia Oduah:** The Board reviewed Ms. Oduah’s request. After a brief discussion, a motion was made by Ms. Belhumeur, seconded by Ms. Tucker, to allow Ms. Oduah 50% extra time and the use of a word-for-word translation dictionary. The motion passed unanimously by a roll call vote.

**Continuing Education Extension Request**

* **Juliann Sutherland:** The Board reviewed Ms. Sutherland’s request, including supporting documentation regarding a fire at her condominium in 2023 and the rebuilding process. After a brief discussion, a motion was made by Dr. Egan, seconded by Ms. Belhumeur, to allow Ms. Sutherland until March 31, 2026 to complete her continuing education for the 2023-2025 licensing cycle. The motion passed unanimously by a roll call vote.

**Monitoring**

* **Alyson Marcell, Conditional Licensure Agreement, 1st Quarterly Monitoring Report and 1st Quarterly Employer Report:** The Board reviewed Ms. Marcell’s reports. After a brief discussion, a motion was made by Ms. Belhumeur, seconded by Ms. Tucker, to accept both reports. The motion passed unanimously by a roll call vote.
* **Mary White, Conditional Licensure Agreement, 1st Quarterly Monitoring Report:** The Board reviewed Ms. White’s report. After a brief discussion, a motion was made by Ms. Woodbury, seconded by Ms. Stevens, to accept the report. The motion passed unanimously by a roll call vote.
* **Lucia Phaneuf (Mayers), Conditional Licensure Agreement, Approval of Proposed Supervisor:** The Board reviewed documentation for Ms. Phaneuf’s proposed supervisor Dr. Amanda Rauf. After a brief discussion, a motion was made by Dr. Vercillo, seconded by Ms. Belhumeur, to approve Dr. Rauf as Ms. Phaneuf’s supervisor. The motion passed unanimously by a roll call vote.

**Comments from Professional Associations**

Miranda Croteau from NEAFAST asked about the vacant LMFT Board member position.

**Executive Session** (closed under G.L. c. 30A, § 21(a)(7) to comply with G.L. c. 4, § 7, ¶ 26(c) and G.L. c. 214, § 1B; specifically, the Board will discuss and evaluate examination accommodation requests and a petition for reinstatement that involve medical records and information of patients)

At 10:47 a.m., a motion was made by Ms. Belhumeur, seconded by Ms. Woodbury, to exit the public meeting and (1) enter into a closed executive session under G.L. c. 30A, § 21(a)(7) to comply with G.L. c. 4, § 7, ¶ 26(c) and G.L. c. 214, § 1B; specifically, the Board will discuss and evaluate examination accommodation requests and a petition for reinstatement that involve medical records and information of patients; then (2) enter into investigative conference under G.L. c. 112, § 65C to conduct a case interview and review new cases; and then, after the conclusion of the investigative conference, (3) not return to the public meeting and adjourn. The motion passed unanimously by a roll call vote.

The Board entered executive session at 10:47 a.m.

Board maintains separate minutes of executive session.

Dr. Vercillo left the meeting at 10:47 a.m.

Dr. Vercillo returned to the meeting at 11:09 a.m.

Ms. Woodbury left the meeting at 11:09 a.m.

**Investigative Conference** (closed session under G.L. c. 112, § 65C)

The Board entered investigative conference at 11:21 a.m.

Ms. Woodbury returned to the meeting at 11:23 a.m.

During the investigative conference, the Board took the following actions:

**Case Interview**

AMH-2024-0010 (SS): Interviewed respondent; dismiss with advisory letter

**Cases**

AMH-2024-0006 (CP): Dismiss

AMH-2024-0007 (BC): Dismiss

INV10150 (TG): Invite respondent to a meeting for an interview

Mr. Gomez arrived at 12:02 p.m.

AMH-2024-0015 (SO): Refer to Board Counsel

INV11149 (KZ): Open formal complaint; invite respondent to a meeting for an interview

INV13682 (EM): Open formal complaint; invite respondent to a meeting for an interview

AMH-2024-0038 (AO): Refer to the Office of Prosecutions

**Adjournment**

At 12:26 p.m., a motion was made by Ms. Belhumeur, seconded by Ms. Woodbury, to adjourn the meeting. The motion passed unanimously by a roll call vote.

The meeting adjourned at 12:26 p.m.

**Approval**

The above minutes were approved at the public meeting held on August 15, 2025.

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Brian Bialas, Executive Director

**List of Documents Used by the Board at the Public Meeting:**

* Agenda for Meeting of July 18, 2025
* Public Meeting Minutes of June 20, 2025
* Executive Session Minutes of June 20, 2025
* Applications Reviewed Under Application Review Policy: January 1, 2025 through July 17, 2025 and June 1, 2025 through June 30, 2025
* Documents from LMFT Application of Timothy Cordell
* Documents from LMHC Application of Ronda Tobey
* Documents from LMHC Reinstatement Application of Tarshire Battle
* NCMHCE ESL Accommodation Request of Patricia Oduah
* Continuing Education Extension Request of Juliann Sutherland
* Alyson Marcell, Conditional Licensure Agreement, 1st Quarterly Monitoring Report and 1st Quarterly Employer Report
* Mary White, Conditional Licensure Agreement, 1st Quarterly Monitoring Report
* Lucia Phaneuf (Mayers), Conditional Licensure Agreement, Submission of Proposed Supervisor