



The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
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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
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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
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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.



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