

**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**

**Tuesday, April 1, 2021  
09:30 a.m.**

**General Session is open to the public and will be held via Webex at:  
<https://statema.webex.com/statema/j.php?MTID=me097863f254a92eece3f82acbe4abcc8>**

**Call-In Telephone number 1-866-692-3580 (toll-free)**

**Meeting Number/Access Code: 185 155 7444**

**Meeting Password: PSy52Qq3qVt**

**All Votes Must Be Via Roll Call**

**Agenda**

<b>Time</b>	<b>Item #</b>	<b>Item</b>	<b>Exhibits</b>	<b>Staff Contact</b>
9:30 AM	<b>I</b>	<b>Call to Order Notice of Electronic Recording Determination of Quorum</b>		Board Chair
	<b>II</b>	<b>Approval of Agenda</b>	Draft Agenda	Board Chair
	<b>III</b>	<b>Approval of Minutes</b> A. February 4, 2020	Draft Minutes	Board Chair
	<b>IV</b>	<b>Online Request System for Verification of Licensure</b>	Discussion	ED/Assistant Board Chair
	<b>V</b>	<b>Board's Website Update</b>  A. Members of the Board Page - Update Complete  B. Renewal Page - Reference to Mandatory Training Removed	N/A	ED

***If you need reasonable accommodations in order to participate in the meeting, contact the DPH ADA Coordinator Yulanda Kiner, Phone: 617-624-5848 in advance of the meeting. While the Board will do its best to accommodate you, certain accommodations may require distinctive requests or the hiring of outside contractors and may not be available if requested immediately before the meeting.***

	<b>VI</b>	<b>Investigations</b> Triage(s): N/A Staff Assignment(s): N/A Complaint(s): N/A	N/A	N/A
	<b>VI</b>	<b>Flex Session</b> A. Announcements  B. Topics for next agenda	N/A	ED
	<b>VII</b>	<b>Executive Session: N/A</b>	N/A	N/A
	<b>VIII</b>	<b>65C Session: N/A</b>	N/A	N/A
	<b>IX</b>	<b>Adjudicatory Session: N/A</b>	N/A	N/A
	<b>X</b>	<b>Adjournment</b> – Next Board meeting scheduled for July 1, 2021		Board Chair

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

Thursday, April 1, 2021

9:30 a.m.

**Via WebEx**

**MINUTES**

Board Members Present: Diane Ahern, Genetic Counselor  
Jillian Fleming, Public Member  
Allison Cirino, Genetic Counselor  
Stephanie Coury, Genetic Counselor

Board Members not present: Shelley McCormick, Genetic Counselor

Staff Present: Steven Joubert, Executive Director, Multi-Boards, BHPL  
Mary Strachan, Board Counsel, Office of the General Counsel, BHPL  
Eleanor Montgomery, Office Support Specialist, Multi-Boards, BHPL  
James Neal, Office Support Specialist, Multi-Boards, BHPL

**I. Call to Order | Determination of Quorum**

Board Chair, Allison Cirino called the meeting of the Board of Registration of Genetic Counselors to order at 9:33 A.M. Executive Director, Mr. Steven Joubert let everyone know that the meeting was being recorded. A quorum of the Board was established with members present via WebEx as follows: Diane Ahern: Present; Allison Cirino: Present; Stephanie Coury: Present; Jillian Fleming: Present. ; Absent: Shelley McCormick.

**II. Approval of Agenda**

**DISCUSSION:**

Board Chair, Ms. Allison Cirino asked the Board members to review the General Session agenda and disclose if there were any conflicts of interest regarding the items on the agenda. No conflicts of interest were disclosed.

**ACTION:**

Motion to approve the April 1, 2021 Agenda by Ms. Cirino, seconded by Ms. Stephanie Coury and passed unanimously by Board members present as follows: Diane Ahern: yes; Allison Cirino: yes; Stephanie Coury: Yes; Jillian Fleming: yes. Abstained: None; Absent: Shelley McCormick; Recused: None.

**Document:** General Session Board Meeting Agenda – April 1, 2021

- III. Approval of Minutes:  
Ms. Cirino asked everyone to review the minutes from February 4, 2021.

DISCUSSION:

Ms. Coury noted that she was not listed as being present on the minutes. Board staff noted this.

ACTION:

Ms. Cirino made a motion to approve the February 4, 2021 minutes as amended, seconded by Ms. Coury and passed unanimously by roll-call vote as follows: Diane Ahern: yes; Allison Cirino: yes; Stephanie Coury: Yes; Jillian Fleming: yes. Abstained: None; Absent: Shelley McCormick; Recused: None.

**Document:** February 4, 2021 General Session Minutes

- IV. Online Request System for Verification of Licensure

Ms. Diane Ahern stated that she was curious if there was an option to streamline the requests for Verification of Licensure.

DISCUSSION:

Board Counsel, Ms. Mary Strachan stated that when you check a license online, it does indicate that it is a primary source. She was unsure if this information printed out, but the website does state that it is a primary source of verification. This is sufficient for states that accept this as a source of verification but there are others that require a confirmation on letterhead.

Mr. James Neal, Office Support Specialist, stated that sometimes the process can get held up while waiting for the payment to arrive via snail mail. Mr. Joubert indicated that at this time, BHPL does not accept credit card payment but would mention this to IT staff as they roll out the new MLO system.

ACTION:

None.

- V. Investigations: N/A

- VI. Flex Session:

A. Announcements:

Mr. Joubert confirmed that the requested changes have been made to the Board of Registration of Genetic Counselors' website. He also noted that he had forwarded the slides that he plans to present to the graduating Genetic Counselors' class at MGH at the end of April.

B. Topics for next agenda: N/A

- VII. Adjournment:

Motion to adjourn at 10:01 A.M. by Ms. Cirino, seconded by Ms. Coury and passed unanimously by Board members present as follows: Diane Ahern: yes; Allison Cirino: yes; Stephanie Coury: Yes; Shelley McCormick: yes; Jillian Fleming: yes. Abstained: None; Absent: None; Recused: None.

The next meeting of the Board of Registration of Genetic Counselors is scheduled on **April 1, 2021** in Boston, MA.

Respectfully submitted,

Board of Registration of Genetic Counselors