

**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, February 3, 2022
9:30 a.m.

General Session is open to the public and will be held via Webex at:
<https://eohhs.webex.com/eohhs/j.php?MTID=m6083f329cc76cba1d4d289ba6a832ba8>

Call-In Telephone number 1-617-315-0704
Meeting Number/Access Code: 2532 132 2147
Meeting Password: rsJ3X7HNM9Q

All Votes Must Be Via Roll Call

Agenda

Time	Item #	Item	Exhibits	Staff Contact
9:30 AM	I	Call to Order Notice of Electronic Recording Determination of Quorum		Board Chair
	II	Approval of Agenda	Draft Agenda	Board Chair
	III	Approval of Minutes A. October 7, 2021	Draft Minutes	Board Chair
	IV	Investigations Triage(s): N/A Staff Assignment(s): N/A Complaint(s): N/A	N/A	N/A
	V	Flex Session A. Announcements 1. CY2022 Board Meeting Schedule B. Topics for next agenda	Memo	ED
	VI	Executive Session: N/A	N/A	N/A
	VII	65C Session: N/A	N/A	N/A
	VIII	Adjudicatory Session: N/A	N/A	N/A

If you need reasonable accommodations in order to participate in the meeting, contact the DPH ADA Coordinator r Kevin Lovaincy, Phone: 617-937-9947 or email DPHADARRequests@mass.gov 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.

	IX	Adjournment – Next Board meeting scheduled for April 7, 2022		Board Chair
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COMMONWEALTH OF MASSACHUSETTS
BOARD OF REGISTRATION OF GENETIC COUNSELORS
BOARD MEETING

Thursday, February 3, 2022

9:30 a.m.

Via WebEx

MINUTES

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

Board Members
not present: None.

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

Staff not Present: None.

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 9:35 A.M. and 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; Shelley McCormick: Present. Absent: None.

II. Approval of Agenda

DISCUSSION:

Ms. 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 February 3, 2022 Agenda by Ms. Cirino, seconded by Ms. Diane Ahern and passed unanimously by Board members present as follows: Diane Ahern: yes; Allison Cirino: yes; Stephanie Coury: yes; Jillian Fleming: yes; Shelley McCormick: yes; Absent: None; Recused: None; Abstained: None.

Document: General Session Board Meeting Agenda – February 3, 2022

III. Approval of Minutes:

Ms. Cirino asked everyone to review the minutes from October 7, 2021.

DISCUSSION:

None.

ACTION:

Motion to approve the October 7, 2022 minutes as presented by Ms. Cirino, seconded by Ms. Shelley McCormick and passed unanimously by roll-call vote as follows: Diane Ahern: yes; Allison Cirino: yes; Stephanie Coury: yes; Jillian Fleming: yes; Shelley McCormick: yes; Absent: None; Recused: None; Abstained: None.

Document: October 7, 2021 General Session Minutes

IV. Investigations: NONE

V. Flex Session:

A. Announcements:

- i. Executive Director, Mr. Steven Joubert presented the Board with a memo that detailed the 2022 meeting dates. He additionally let Board members know that Board staff's office had moved to 250 Washington street in Boston. He mentioned that the part of Open Meeting Law which permits the Board to hold virtual Board meetings would be extended through April 30, 2022. Ms. Jillian Fleming asked if there would still be an option for remote participation in Board meetings. Board Counsel, Ms. Mary Strachan explained that unless the Emergency Order became permanent or a new statutory change was made that the Board would go back to prepandemic rules. There would need to be a quorum of Board members present in the room but that additional members could participate remotely, if they had a substantial reason to do so.

Ms. Cirino asked how often the Board was required to meet per year. Ms. Strachan explained that the statute requires the Board to meet twice per year. Board members stated that it would be challenging to drive into Boston for a very short meeting if there are no matters to discuss.

- ii. Ms. Cirino noted that she had received feedback from Applicants who did not pass their certification exam that it was a challenge to update the Board on their status. She also asked if it was necessary for these Applicants to register for the next available exam. Assistant Executive Director, Ms. Karen Geoghegan clarified that they must register for the next available exam and that they must notify the Board in writing that they did not pass the initial exam and request an extension to the Provisional License. She also explained that Board staff was delayed in reaching out to Applicants regarding this process.

Mr. Joubert read a memo that detailed the process for requesting an extension to the Provisional License. Ms. McCormick relayed that it wasn't clear for people who failed the exam but hadn't applied for their Provisional License. In this case, they do still need to notify the Board that they failed and request the extension, even though they have not yet been licensed. Mr. Joubert asked if it would be helpful to post the memo to the Board's website. Board members affirmed that it would be helpful.

B. Topics for next agenda:
None.

VI. Adjournment:

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

The next meeting of the Board of Registration of Genetic Counselors is scheduled on **April 7, 2022** in Boston, MA.

Respectfully submitted,

Board of Registration of Genetic Counselors