

**COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF PUBLIC HEALTH
BUREAU OF HEALTH PROFESSION LICENSURE
BOARD OF REGISTRATION OF PHYSICIAN ASSISTANTS**

**250 Washington Street
Boston, MA 02108**

**MEETING MINUTES
GENERAL SESSION
(OPEN SESSION)
August 8, 2024
Via WebEx**

Board Members

Present:

Mary Kuzmeski, PA-C, Physician Assistant 1, Chair
Dr. Julie Hurley, DSc PAS, MS, PA-C, Physician Assistant 4,
Secretary
Jaime Jaronko, PA-C, Physician Assistant 2, Vice Chair
Hannah Nolan, MPAS PAC, Physician Assistant 3
Dr. Melissa Sundberg, MD, Physician Member

Board Members

Not Present:

Dr. Richard Baum, MD, Physician Member

Staff Present:

Steven Joubert, Executive Director, Multi-Boards, DPH
Tracy Tam, Assistant Executive Director, Multi-Boards, DPH
Kayla Mikalauski, Management Analyst, Multi-Boards, DPH
Lauren McShane, Chief Investigator, DPH
Rebecca Barros, Board Counsel, Office of the General Counsel, DPH

I. Call to Order | Determination of Quorum | Notice of Electronic Recording

Ms. Mary Kuzmeski, Board Chair, called the General Session of the Board of Registration of Physician Assistants meeting to order at 10:11am. Ms. Kuzmeski reminded board members the meeting was being recorded and asked for a roll call vote to determine quorum.

Roll-call as follows: Mary Kuzmeski: present; Dr. Julie Hurley: present; Jaime Jaronko: present; Hannah Nolan: present; Dr. Melissa Sundberg: present.
Absent: Dr. Richard Baum.

II. Conflict of Interest | Approval of General Session Agenda

DISCUSSION:

Ms. Mary Kuzmeski asked board members to review the August 8, 2024, General Session Agenda and make a motion to approve when ready. Board members were asked to disclose any recusals with the agenda. No recusals were noted.

ACTION:

Motion to approve the agenda was made by Ms. Mary Kuzmeski, seconded by Dr. Julie Hurley, and unanimously passed by roll-call vote as follows:

Mary Kuzmeski: approved; Dr. Julie Hurley: approved; Jaime Jaronko: approved; Hannah Nolan: approved; Dr. Melissa Sundberg: approved.

Absent: Dr. Richard Baum.

Document: August 8, 2024, General Session Agenda

III. Approval of General Session Minutes

DISCUSSION:

Ms. Mary Kuzmeski asked board members to review the July 11, 2024, General Session Minutes and make a motion to approve when ready.

ACTION:

Motion to approve the minutes was made by Ms. Hannah Nolan, seconded by Dr. Melissa Sundberg, and passed by roll-call vote as follows: Mary Kuzmeski: approved; Dr. Julie Hurley: approved; Jaime Jaronko: approved; Hannah Nolan: approved; Dr. Melissa Sundberg: approved.
Absent: Dr. Richard Baum.

Document: July 11, 2024, General Session Minutes

IV. Investigations:

Triage(s): N/A

Complaint(s): N/A

Staff Assignment(s): N/A

V. Flex Session

DISCUSSION:

Ms. Mary Kuzmeski asked for the attendance at the next board meeting scheduled for September 12, 2024. All board members present stated they will be able to attend.

Mr. Steven Joubert stated the topic of Emergency Meetings was discussed with senior leadership as well as board counsels and if there is ever a matter that needs to be brought to the board's attention, then board staff will reach out to all board members as soon as possible to hold an emergency session. Ms. Rebecca Barros stated the only difference between an emergency meeting and a normal session meeting is if there is a sudden occurrence of circumstance that warrants the emergency meeting and there must be a notice posted as soon as reasonably possible. Ms. Barros also stated emergency meetings are already governed by the open meeting law so there is no need to draft a policy for emergency meetings. Ms. Barros continued to state that the board will be alerted as soon as possible of any matter that requires an emergency meeting and the agenda will be posted as soon as possible after speaking to the board. Ms. Kuzmeski asked what the minimum quorum requirement would be for emergency meetings. Ms. Barros answered the quorum requirement would remain the same for emergency meetings and normal session meetings. Mr. Joubert stated although it is the same quorum requirement, other boards have sometimes allowed a representative of the board to hold the meeting and then fill in the board's decision. Ms. Barros stated it is not within the open meeting law and that method may require something in writing.

Ms. Kuzmeski asked for an update on the policy requiring consent agreements to be approved by the board before they are issued. Ms. Barros stated she has drafted some brief language for the policy and would like the board to review the language and hold a vote. Ms. Barros proposed the following language: "The board does not authorize board staff to resolve complaints or issues by virtue of a non-disciplinary consent agreement without a board vote." Ms. Kuzmeski stated she agrees with that language.

ACTION:

Motion to move adopt the policy language was made by Ms. Mary Kuzmeski, seconded by Ms. Hannah Nolan and unanimously passed by roll-call vote as follows: Mary Kuzmeski: approved; Dr. Julie Hurley: approved; Jaime Jaronko: approved; Hannah Nolan: approved; Dr. Melissa Sundberg: approved.

Absent: Dr. Richard Baum.

VI. Executive Session:

DISCUSSION:

Ms. Mary Kuzmeski, Board Chair, read the Executive Session Statement as follows:

“The board will meet in Executive Session as authorized pursuant to M.G.L. c. 30A, § 21(a)(1) for the purposes of discussing the reputation, character, physical condition, or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against an individual. 1. Specifically, the board will consider approving prior executive session minutes in accordance with M.G.L. Ch. 30A, § 22(a) for previous executive sessions of the board. 2. Specifically, the board will discuss staff assignments, or charges brought against a licensee or licensees. The board will not reconvene in public session subsequent to the closed session(s).”

ACTION:

Motion to move to the Executive Session was made by Ms. Hannah Nolan, seconded by Dr. Julie Hurley, and unanimously passed by roll-call vote as follows: Mary Kuzmeski: approved; Dr. Julie Hurley: approved; Jaime Jaronko: approved; Hannah Nolan: approved; Dr. Melissa Sundberg: approved.

Absent: Dr. Richard Baum.

VII. 65C Session:

N/A

VIII. Adjudicatory Session:

N/A

IX. Adjournment:

Motion to adjourn the General Session was made by Ms. Mary Kuzmeski, seconded by Ms. Hannah Nolan, and unanimously passed by roll-call vote as follows: Mary Kuzmeski: adjourn; Dr. Julie Hurley: adjourn; Jaime Jaronko: adjourn; Hannah Nolan: adjourn; Dr. Melissa Sundberg: adjourn.

Absent: Dr. Richard Baum.

Let the record show that the meeting was adjourned at 10:22am.

The next meeting of the Board of Registration of Physician Assistants is scheduled for Thursday, September 12, 2024, at 9:00a.m. remotely via WebEx.

Respectfully Submitted:

The Board of Registration of Physician Assistants