

**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)**

**November 14, 2024  
Via WebEx**

Board Members

Present:

Jaime Jaronko, PA-C, Physician Assistant 4, Vice Chair  
Dr. Julie Hurley, DSc PAS, MS, PA-C, Physician Assistant 1, Secretary  
Guerline Menard, MMS, PA-C, Physician Assistant 3  
Dr. Kevin Simon, MD, Physician Member  
Dr. Melissa Sundberg, MD, Physician Member  
Kenneth Wakwe, PA-C, Physician Assistant 2

Board Members

Not Present:

None

Staff Present:

Steven Joubert, Executive Director, Multi-Boards, BHPL, DPH  
Lisa Guglietta, Executive Director, Miscellaneous Boards, BHPL, DPH  
Tracy Tam, Assistant Executive Director, Multi-Boards, BHPL, DPH  
Katie Goldrick, Associate Executive Director, Miscellaneous Boards, BHPL, DPH  
Rebecca Barros, Board Counsel, Office of the General Counsel, BHPL, DPH  
Lauren McShane, Chief Investigator, BHPL, DPH  
Alric Raul Noronha, Investigations Intern, BHPL, DPH  
Emily Peterson, Investigations Intern, BHPL, DPH

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

Mr. Steven Joubert, Executive Director, called the General Session of the Board of Registration of Physician Assistants meeting to order at 9:12 a.m. Mr. Joubert reminded board members the meeting was being recorded and asked for a roll call vote to determine quorum.

Roll-call as follows: Dr. Julie Hurley: present; Jaime Jaronko: present; Guerline Menard:

present; Dr. Kevin Simon: present; Kenneth Wakwe: present.  
Absent: Dr. Melissa Sundberg.

## II. Conflict of Interest | Approval of General Session Agenda

### DISCUSSION:

Mr. Steven Joubert asked board members to review the November 14, 2024, General Session Agenda and decide whether they would like to keep Item IV on the agenda or defer the matter to the next board meeting. Ms. Guerline Menard stated she would like to defer the matter. The board agreed.

### ACTION:

Motion to approve the agenda as amended was made by Dr. Julie Hurley, seconded by Ms. Jaime Jaronko, and unanimously passed by roll-call vote as follows: Dr. Julie Hurley: approved; Jaime Jaronko: approved; Guerline Menard: approved; Dr. Kevin Simon: approved; Kenneth Wakwe: approved.

Opposed: none. Abstained: none. Absent: Dr. Melissa Sundberg.

**Document:** November 14, 2024, General Session Agenda

## III. Approval of General Session Minutes

### DISCUSSION:

Mr. Steven Joubert asked board members to review the September 12, 2024, General Session Minutes and make a motion to approve when ready.

### ACTION:

Motion to approve the minutes as written was made by Ms. Jaime Jaronko, seconded by Dr. Julie Hurley, and unanimously passed by roll-call vote as follows: Dr. Julie Hurley: approved; Jaime Jaronko: approved; Guerline Menard: approved; Dr. Kevin Simon: approved; Kenneth Wakwe: approved.

Opposed: none. Abstained: none. Absent: Dr. Melissa Sundberg.

**Document:** September 12, 2024, General Session Minutes

## IV. Conversation of Election of Board Chair *N/A (deferred)*

## V. Review of Conflict-of-Interest Law

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## DISCUSSION:

Ms. Rebecca Barros stated the board has been provided with a memo to give a comprehensive overview of the Conflict-of-Interest Law and reminded board members that the earlier they can identify the conflict the better it would be for the board process. Ms. Barros presented the following:

Board members are considered “special state employees” subject to the COI law. The COI Law prohibits board members from participating in any matter in which the board member, their immediate family, their business organization (i.e., current employer), or their future employer has a financial interest, or the board member has a personal or professional relationship with the licensee.

An Appearance of Conflict is a situation where a Board member may have a crossed paths with the candidate and it could give a reasonable basis for the impression that the Board member may be improperly influenced in the performance of the Board member’s official duties, or that the Board member is likely to act or fail to act as a result of kinship, rank or position of any person.

Legal is working on another Conflict-of-Interest Form for situations where Board members work at facilities that are affiliated with the Licensee’s place of employment but have no relationship with the Licensee, such as both parties working for the Mass General Brigham Hospital Group.

Dr. Julie Hurley asked if a Conflict-of-Interest Form need to be filled out every time the case is brought back. Ms. Barros stated no, just one form for the case. Ms. Menard asked if there is a conflict-of-interest, but a recusal may not be necessary, who would be the best person to discuss this matter with. Ms. Barros stated board members can contact her, Lisa Guglietta, and Katie Goldrick to discuss the best way to proceed.

**Document:** Memo: re Conflict-of-Interest Law

## VI. Review of Legal Process Pertaining to Disciplinary Sanctions

## DISCUSSION:

Ms. Rebecca Barros stated the board has been provided with a detailed overview of the legal process for imposing sanctions and presented the following:

A professional license may be sanctioned for the following reasons: 1) protect the public; 2) notify the public; 3) remediate practice deficiencies; and 4) deter future conduct. Importantly, boards may not impose a sanction for the purpose of punishing the licensee. Under the United States and Massachusetts Constitutions, licensees have a property interest in their professional licenses. This means that the government cannot take a license away or restrict a license without

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offering the licensee notice and an opportunity to be heard. Practically speaking, in order for the Board to impose a sanction on a license: 1) the licensee must agree to the sanction in a consent agreement; or, 2) the licensee must be offered a formal adjudicatory hearing.

Non-disciplinary actions include: 1) closing a staff assignment or dismissing a complaint; 2) an advisory letter; or, 3) a stayed probation. Closing a staff assignment or dismissing a complaint must be accompanied by a rationale such as insufficient evidence, further discipline not warranted, or no violation. An advisory letter is an official written document retained in the board's files delineating the board's concerns with the licensee's professional practice. A stayed probation is an outcome that allows the licensee to remain in practice but specifies a certain amount of time to achieve required remediation; if the licensee does not achieve the required remediation, the stay is lifted, and the licensee is placed on disciplinary probation.

Disciplinary actions include: 1) reprimand; 2) probation; 3) suspension; 4) surrender; and 5) revocation. A reprimand is a formal, public rebuke that constitutes discipline but does not prohibit practice or subject practice to conditions. Probation consists of a period of time during which the licensee may practice under conditions imposed by the Board pursuant to an order or consent agreement. Suspension, surrender, and revocation are sanctions that prevent the licensee from being able to practice. Suspension is used when the license status will be automatically reinstated. Surrender is used when the license is voluntarily surrendered for a specific period of time and will not be automatically reinstated (the licensee must petition for reinstatement, and reinstatement is subject to providing documentation or fulfilling Board requirements). Revocation is used when the board issues a Final Decision and Order revoking a license for a specific period of time.

If a licensee does not enter into a consent agreement (agreeing to the sanction), the matter is referred to prosecution for the issuance of an Order to Show Cause. The Licensee has twenty-one (21) days to Answer the Order to Show Cause, or they will be considered to have defaulted and to have waived his or her right to a hearing. If the Licensee requests a hearing, the adjudicatory process will involve discovery and a hearing before a Presiding Officer

The board can also issue an Order for Summary Suspension, if, upon review of the information in the request for an Order of Summary Suspension, the board, or Board Chair, determines that the licensee's continued practice presents an immediate and serious threat to the public health, safety or welfare, and summary suspension is necessary to prevent that threat

**Document:** Memo: Sanctions Overview

## VII. Investigations:

*Triage(s): N/A*  
*Complaint(s): N/A*  
*Staff Assignment(s): N/A*

## VIII. Flex Session

### DISCUSSION:

Mr. Steven Joubert announced Mr. Ryan Lapham has been appointed to the public seat and Ms. Jessica Spissinger has been appointed to the physician assistant educator seat, they will be joining the board at the next board meeting.

Mr. Joubert stated the board meeting schedule for 2025 has been provided. Mr. Joubert asked for the attendance at the next board meeting scheduled for Thursday, December 12, 2024. All members present stated they will be able to attend.

Mr. Joubert stated from now on if the board had a topic they would like to discuss, they can notify Ms. Lisa Guglietta and Ms. Katie Goldrick who will research the topic and confer with Rebecca Barros, Board Counsel, and add the matter to the agenda. Dr. Julie Hurley stated she would like to add an agenda item to the next meeting to discuss the Massachusetts Association of Physician Assistant's proposal to take ownership of the mandatory trainings for Physician Assistants. Mr. Joubert stated board staff can reach out to MAPA for details and discuss it internally to decide how to move forward.

**Document:** Memo: 2025 Board Meeting Schedule

*Dr. Melissa Sundberg joined the meeting at 9:45 a.m.*

## IX. Executive Session:

### DISCUSSION:

Mr. Steven Joubert 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. c. 30A, § 22(a) for previous executive sessions of the board. 2. Specifically, the board will discuss a complaint, 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. Jaime Jaronko, seconded by Dr. Julie Hurley, and unanimously passed by roll-call vote as follows: Dr. Julie Hurley: approved; Jaime Jaronko: approved; Guerline Menard: approved; Dr. Kevin Simon: approved; Dr. Melissa Sundberg: approved; Kenneth Wakwe: approved.

Opposed: none. Abstained: none. Absent: none.

X. 65C Session:

N/A

XI. Adjudicatory Session:

N/A

XII. Adjournment:

Motion to adjourn the General Session was made by Ms. Jaime Jaronko, seconded by Dr. Julie Hurley, and unanimously passed by roll-call vote as follows: Dr. Julie Hurley: approved; Jaime Jaronko: approved; Guerline Menard: approved; Dr. Kevin Simon: approved; Dr. Melissa Sundberg: approved; Kenneth Wakwe: approved.

Opposed: none. Abstained: none. Absent: none.

*Let the record show that the meeting was adjourned at 9:47 a.m.*

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

Respectfully Submitted:

The Board of Registration of Physician Assistants