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**Board of Social Workers
Public Session Meeting Minutes
August 22, 2023**

TIME: 9:30 a.m.

ATTENDANCE: Quanesha Fuller (arrived at 9:41 a.m.)
Scune Carrington
Charlene Zuffante
Marie Pierre-Victor (left the meeting at 1:32 p.m.)
Carrie Kelley (left the meeting at 1:49 p.m.)
Tamara Lundi (arrived at 9:41 a.m.)
Marcia Roddy

STAFF: Brian Bialas, Executive Director
Sheila York, Board Counsel (left the meeting at 10:05 a.m., returned at 1:49 p.m.)
Marine Jardonnet, Board Counsel
Lauren McShane, Investigator Supervisor
Doris Lugo, Investigator

All board members and staff appeared by videoconference.

The meeting was called to order at 9:33 a.m.

Board Business

- **Roll Call Vote for Attendance:** Mr. Bialas called the roll of board members. Scune Carrington, Charlene Zuffante, Marie Pierre-Victor, Carrie Kelley, and Marcia Roddy all present by videoconference.
- **Public Meeting Minutes of July 25, 2023:** After a brief discussion, a motion was made by Ms. Pierre-Victor, seconded by Ms. Zuffante, to approve the Public Meeting Minutes of July 25, 2023. The motion passed unanimously by a roll call vote.

- **Executive Session Minutes of July 25, 2023:** After a brief discussion, a motion was made by Ms. Zuffante, seconded by Ms. Pierre-Victor, to approve the Executive Session Minutes of July 25, 2023. The motion passed unanimously by a roll call vote.

Discussion

- **Policy re: Standard Consent Agreement Terms:** Chief Prosecutor Jessica Uhing-Luedde appeared to discuss a draft policy that creates standard language about violations for consent agreements.

Ms. Fuller and Ms. Lundi arrived at 9:41 a.m.

After a brief discussion, a motion was made by Ms. Zuffante, seconded by Ms. Kelley, to approve the policy. The motion passed unanimously by a roll call vote.

- **Policy on Delegation of Authority re: Drafting Orders to Show Cause and Consent Agreements to Board Counsel and the Prosecution Unit:** Ms. Uhing-Luedde also appeared to discuss a proposed policy that allows a prosecutor (1) to negotiate with respondents in adjudicatory matters within a range of discipline provided by the Board; (2), in consultation with the executive director and board counsel, to add violations that are not included in the Board's referral to the Office of Prosecutions to orders to show cause; and (3), in consultation with the executive director and board counsel, to remove violations from orders to show cause that are included in the referral.

After a brief discussion, the Board directed staff to revise the draft policy to require Board approval of the removal of any violation from an order to show cause, and the Board will consider the new draft at a future meeting.

Ms. York left the meeting at 10:05 a.m.

Application Review – Prior Discipline

- **Courtney Chapman, Applicant for LICSW:** The Board reviewed Ms. Chapman's application, including her disclosure of prior discipline with the Board. Ms. Chapman appeared and answered questions from the Board.

After a brief discussion, a motion was made by Ms. Carrington, seconded by Ms. Lundi, to allow Ms. Chapman to continue with the licensing process if she agrees to a conditional licensure agreement limiting her scope of practice as an LICSW to that of an LCSW for two years and requiring weekly supervision by a Board-approved LICSW supervisor during that same period, including quarterly reports from that supervisor to the Board on Ms. Chapman's performance. The motion passed unanimously by a roll call vote.

Application Review – Reference

- **Jordanne Henry, Applicant for LCSW:** The Board reviewed Ms. Henry’s application, including a reference. After a brief discussion, a motion was made by Ms. Carrington, seconded by Ms. Kelley, to allow Ms. Henry to continue with the licensing process. The motion passed unanimously by a roll call vote.

Application Review – No Reference

- **Michael Cortez, Applicant for LICSW:** The Board reviewed Mr. Cortez’s application, including a former supervisor’s refusal to provide a reference. After a brief discussion, the Board directed Mr. Bialas to invite the supervisor to a meeting for an interview.

Monitoring

- **Pamela Bourque, 2021-001010-IT-ENF, 1st Quarterly Monitoring Report:** The Board reviewed the report. After a brief discussion, a motion was made by Ms. Fuller, seconded by Ms. Carrington, to accept the report. The motion passed unanimously by a roll call vote.

Executive Session (Executive session CLOSED under G.L. c. 30A, § 21(a)(1) and G.L. c. 30A, § 21(a)(7) to comply with G.L. c. 4, § 7, ¶ 26(c) and G.L. c. 214, § 1B)

At 10:35 a.m., a motion was made by Ms. Fuller, seconded by Ms. Carrington, to (1) exit the public meeting and enter into a closed executive session under G.L. c. 30A, § 21(a)(1), individual character rather than competence, to discuss and evaluate the good moral character of applicants as required for licensure, and under G.L. c. 30A, § 21(a)(7) to comply with G.L. c. 4, § 7, para. 26(c) and G.L. c. 214, § 1B, to discuss and evaluate applications, a monitoring report, and requests for continuing education extensions that involve medical records and information of patients, then (2) enter into investigative conference under G.L. c. 112, § 65C to review settlement offers and new cases, and then, after the conclusion of investigative conference, (3) not return to the public meeting and adjourn. The motion passed unanimously by a roll call vote.

Board maintains separate minutes of executive session.

Investigative Conference (Closed Session under G.L. c. 112, § 65C)

The Board entered investigative conference at 12:33 p.m.

During the investigative conference, the Board took the following actions:

Settlements

2022-000149-IT-ENF (LB):
2022-000494-IT-ENF (QM):

Gave direction to prosecutor
Gave direction to prosecutor

Cases

INV6629 (AV):	Open formal complaint
INV6692 (SF):	Dismiss
INV6693 (RI):	Invite respondent to a meeting for an interview
INV6703 (JH):	Dismiss with advisory letter
INV6757 (SL):	Dismiss
INV6773 (EH):	Dismiss
INV6820 (RS):	Dismiss with advisory letter
INV6833 (JF):	Dismiss with advisory letter
INV7224 (BL):	Invite respondent to a meeting for an interview

Ms. Pierre-Victor left the meeting at 1:32 p.m.

INV7225 (SM):	Dismiss
INV7139 (LF):	Get response from licensee
FINV6626 (KJ):	Open formal complaint
FINV6665 (PL):	Refer to office of prosecutions
2022-001012-IT-ENF (JA):	Invite respondent to a meeting for an interview

Ms. Kelley left the meeting at 1:49 p.m.

Ms. York returned at 1:49 p.m.

2022-000904-IT-ENF (SY):	Table to consider at a future meeting
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Adjournment

At 1:54 p.m., a motion was made by Ms. Fuller, seconded by Ms. Lundi, to adjourn the meeting. The motion passed unanimously by a roll call vote.

The above Minutes were approved at the public meeting held on September 26, 2023.



Brian Bialas, Executive Director

List of Documents Used During the Public Meeting:

- Agenda for Meeting of August 22, 2023
- Public Meeting Minutes of July 25, 2023
- Executive Session Minutes of July 25, 2023
- Draft Policy re: Standard Consent Agreement Terms
- Draft Policy on Delegation of Authority re: Drafting Orders to Show Cause and Consent Agreements to Board Counsel and the Prosecution Unit
- LICSW Application of Courtney Chapman
- LCSW Application of Jordanne Henry
- LICSW Application of Michael Cortez
- Pamela Bourque, 2021-001010-IT-ENF, 1st Quarterly Monitoring Report