

**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**

**Monday, December 4, 2017**

**09:30 a.m.**

**239 Causeway Street ~ 4<sup>th</sup> Floor ~ Room 419  
Boston, Massachusetts 02114**

**Agenda**

<b>Time</b>	<b>Item #</b>	<b>Item</b>	<b>Exhibits</b>	<b>Staff Contact</b>
	<b>I</b>	<b>Call to Order 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. January 5, 2017 Minutes	Draft Minutes	Board Chair
	<b>IV</b>	<b>Inquiries:</b> A. Home state licensure for analysis of genetic test results.  B. Licensing Process Improvements	Email Inquiry	Board Chair
	<b>V</b>	<b>Board Meetings</b> A. Remote Participation by Board Members	N/A	MS
	<b>VI</b>	<b>Staff Action Policies</b> A. Retirement Policy B. Primary Source Verification of Exam Score	Draft Policy	MS
	<b>VII</b>	<b>Flex Session</b> A. Announcements 2018 Meeting Dates  B. Topics for next agenda		RC
	<b>VIII</b>	<b>Adjournment</b> -next Board meeting scheduled for March 6, 2018.		Board Chair

**COMMONWEALTH OF MASSACHUSETTS**

**Board of Registration of Genetic Counselors**

**Board Meeting**

**December 4, 2017**

**239 Causeway Street, Boston, MA 02114**

**Room 417**

**MINUTES**

Board Members Present: Lauren Lichten Genetic Counselor 1, Vice Chair  
Gretchen Schneider, Genetic Counselor 2  
Jillian Fleming, Public Member

Board Members Not Present: Shelley Rose McCormick, Genetic Counselor 3  
Kayla Sheets, Genetic Counselor 4, Vice-Chair

Staff Present: Roberlyne Cherfils, Executive Director, Multi-Boards, BHPL  
Philip Beattie, Deputy Executive Director, Multi-Boards, BHPL  
Mary Strachan, Board Counsel, Office of the General Counsel, DPH  
Vita Berg, Chief Board Counsel, Office of the General Counsel, DPH  
Rebecca Ferullo, Multi-Board Support Staff

Guests: Lauren Nelson, Director of Policy and Regulatory Affairs, BHPL

- I. Call to Order – Determination of Quorum  
A quorum of the Board was present. Ms. Schneider, Board Chair, called the meeting to order at 9:33 a.m.
- II. Approval of the Agenda  
The Meeting Agenda was reviewed.

DISCUSSION: None

ACTION: Ms. Schneider made a motion to approve the agenda as amended; Ms. Lichten seconded the motion. Motion passed with Board members present and voting in favor unanimously.

Document: December 4, 2017 Board Meeting Agenda

- III. Approval of Minutes  
Minutes of the January 5, 2017 Regularly Scheduled Board Meeting were reviewed

DISCUSSION: None

ACTION: Ms. Lichten made a motion to approve the Minutes as presented; Ms. Schneider seconded the motion. Motion passed with Board members present and voting in favor unanimously.

Document: January 5, 2017 Regularly Scheduled Board Meeting Minutes

#### IV. Inquiries

##### A. Home state licensure for analysis of genetic test results

DISCUSSION: Ms. Cherfils summarized an inquiry to the Board with respect to a Genetic Counselor providing genetic test analysis to a patient who is not in Massachusetts if the patient was seen, and the testing was done, in Massachusetts. Ms. Berg asked the Board if testing techniques and interpretations vary from state to state. Ms. Schneider said it is possible there could be differences in the way the results are reported to the patient, but it would be more an individual variance rather than state to state. Ms. Berg added that if all the testing and results are completed in Massachusetts, and the Genetic Counselor is merely calling a patient to relay the results, they are probably not “practicing” in another state. Ms. Cherfils suggested drafting an alert and bringing back to the next meeting for discussion.

ACTION: None

Document: Email Inquiry

##### B. Licensing Process Improvements

DISCUSSION: The Board discussed concerns about the length of time it takes to process licenses. Ms. Cherfils advised the Board she has had discussions with the American Board of Genetic Counselors (ABGC) and they are able to email the Board verification passing scores which should decrease the amount of time it takes to get fully licensed.

ACTION: None

Document: Email Inquiry

#### V. Staff Action Policies:

##### A. Primary Source Verification of Exam Score

DISCUSSION: Ms. Cherfils referred the Board to a memo describing the process for accepting Primary Source Verification from the ABGC and recommended adopting the policy accordingly.

ACTION: Ms. Schneider made a motion to adopt the policy; Ms. Lichten seconded the motion. Motion passed with Board members present and voting in favor unanimously.

Document: Memo

##### B. Retirement Policy

DISCUSSION: Ms. Strachan explained that as part of the Board’s newly revised regulations there is now a “retired” status for licensees who do not want to continue to pay renewal fees but do not want their status to be expired. The policy ensures that people don’t use retirement to avoid discipline and to lay out the parameters for a Licensee to request retirement status.

ACTION: Ms. Lichten made a motion to adopt the policy; Ms. Schneider seconded the motion. Motion passed with Board members present and voting in favor unanimously.

Document: Staff Action Policy

VI. Flex Session:

A. Announcements: Ms. Berg introduced Lauren Lichten as a Vice Chair. Ms. Cherfils referred the Board to memo listing the 2018 Board meeting dates. The Board members elected to schedule their next meeting for April 5, 2018.

VII. Adjourn

There being no other business before the Board, Ms. Lichten made a motion to adjourn the Meeting; Ms. Schneider seconded the motion. Motion passed with Board members present and voting in favor unanimously. The Meeting adjourned at 10:09 a.m.

The next meeting of the Board of Registration of Genetic Counselor will be held on Thursday, April 5, 2018, at 9:30 a.m. at 239 Causeway Street, Boston, Massachusetts.