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Massachusetts Board State Examiners of Electricians  
Education Subcommittee Meeting Minutes  
August 04, 2022  
Conducted remotely via Microsoft Teams meeting

The meeting was called to order at 2:00 P.M.

The following Board members were present:

David Edmonds, Dept. of Elementary and Secondary Education Designee (chair)  
Paul J. Malagrifa, International Municipal Signal Association, Member  
John Bagni, MAVA Member  
Brendan E. Driscoll, Journeyman Electrician Member

The following members of Board Staff were present:

Keith Gleason, Executive Director  
Tamara Smith, Program Coordinator  
Milla Lewis, Administrative Assistant  
Charles Kilb, Legal Counsel

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- 1. Consideration** of the Minutes of the meeting May 09, 2022.  
A Motion was made by P. Malagrifa seconded by D. Edmonds and it was so unanimously voted to accept the minutes as presented.
  - 2. Review** IEP & CEP application & approval process for NEC Cycle 2023
    - The subcommittee discussed the application process and edited the application expectations. Counsel drafted additional attestation language as the meeting progressed warning applicants that they must attest to supplying all required documentation and may be penalized if later found deficient.
    - Staff added that the subcommittee could review the IEP and CEP guide packets for edits to be discussed and finalized at the next meeting.
    - With public comment and input the subcommittee agreed to add a sample lesson plan to the IEP packet. J. Bagni added that a lesson plan is not necessary for the CEP program.
    - The subcommittee scheduled the next meeting for August 18 at 2 P.M.



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3:05 P.M. J. Bagni left the meeting.

**3. Reviewed** Provider applications and proposals

– Interstate Electrical Services Corporation (Glynn program) – IEP synchronous  
A Motion was made by P. Malagrifa seconded by J. Bagni and it was so unanimously voted to reapprove the program as presented.

**4. Discuss** other matters not reasonably anticipated 48 hours in advance of meeting.

**5. Adjournment**

At 3:15 P.M. P. Malagrifa made a motion B. Driscoll seconded, and it was so unanimously voted to adjourn.

List of Documents used at the meeting

1. Meeting agenda
2. May 09, 2022, draft minutes