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Massachusetts Board State Examiners of Electricians
Education Subcommittee Meeting Minutes
August 18, 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

The following public attendees wished to be noted:

Beth Bellew, MECA
Beverly Kennedy, Kennedy Seminars

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1. **Consideration** of the Minutes of the meeting August 04, 2022.
-Tabled at the request of Board staff
 2. **Review** IEP & CEP application guides for NEC Cycle 2023
 - D. Edmonds requested an update to the DESE role as mentioned in the IEP guide. Specifically, to state that the Department conduct safety reviews as opposed to safety inspections.
 - J. Bagni discussed the application bond amount requirements. Counsel mentioned that requirements can differ for new providers over established providers so as not to discourage business. The Occupational Schools dept. has a formula for determining



their requirements. The subcommittee asked that Counsel provide the standard language and amendments for the Bond sample and instructions.
A Motion was made by J. Bagni seconded by P. Malagrifa and it was so unanimously voted to allow Counsel to review the Bond requirements and language amendments in accordance with his findings.

- J. Bagni agreed to produce a sample lesson plan for the IEP guide and course outline for the CEP guide.
- D. Edmonds requested that the application include a new attestation as discussed by the subcommittee to include the administrative penalties of noncompliance with application requirements. Counsel read the language that would be placed in the document.
- The subcommittee added that all new CE Providers must attend a subcommittee meeting and present their delivery and instruction.
- Subcommittee agreed to set the final date for submittals as December 1, 2023.

3. **Reviewed** Provider applications and proposals

- @HomePrep – CEP asynchronous Kennedy seminars stated that they were not aware of this application. Being the MA licensee mentioned on the application and representative of the institution, they requested the subcommittee table the matter. The subcommittee agreed to table pending further clarification.

A Motion was made by J. Bagni seconded by P. Malagrifa and it was so unanimously voted to table the application.

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

- The subcommittee agreed to schedule the next meeting for September 15 at 2P.M.

5. **Adjournment**

At 3:25 P.M. P. Malagrifa made a motion J. Bagni seconded, and it was so unanimously voted to adjourn.

List of Documents used at the meeting

1. Meeting agenda
2. CEP guide
3. IEP guide