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**Massachusetts Board State Examiners of Electricians
Education Subcommittee Meeting Minutes
September 11, 2025**

Conducted at 1 Federal St, Boston as well as via Microsoft Teams meeting

The meeting was called to order at 10 A.M.

Subcommittee members present:

David Edmonds, DESE Designee (chair)

John Bagni, MAVA Member

Paul J. Malagrifa, IMSA, Member

Carlos Caceda, (alternate)

Brendan Driscoll, Member (alternate)

Board members present:

Brian Ingram, State Fire Marshal Designee

Gerald Graham, Inspector of Wires Member

Elizabeth Oconnor, Member

The following members of Board Staff were present:

Keith Gleason, Executive Director

Tamara Smith, Program Coordinator

Peter Kelley, Board Counsel

The following public attendees were noted:

Adam Norcott, Brattan Industries

Bev Kennedy, Kennedy Seminars

Katherine Arvanitis, MECA

1. Consideration of the Minutes of the meeting August 13, 2025.

A Motion was made by P. Malagrifa seconded by J. Bagni and it was unanimously

Voted: to approve the minutes as presented.

2. Executive Session (M.G.L. c. 30A, §21(a)(3) Closed Session)

10:05 A.M. The Chair announced that the Subcommittee would be in closed session, the Subcommittee anticipated returning to open session after 20-30 minutes.

B. Driscoll made a motion, and it was seconded by B. Malagrifa, and the members unanimously

VOTED: to enter Executive session.



- To discuss litigation strategy because an open meeting will have a detrimental effect on the Board's litigation position

10:30 A.M. Upon return to Open Session the Subcommittee conducted a moment of silence in dedication and remembrance of the victims in the 9/11/2001 terror attacks.

3. **Reviewed** IEP & CEP application submissions

The subcommittee members reviewed the following IEP for the 2023 NEC cycle.

- Brattan Industries Inc – Synchronous seasonal

The Subcommittee discussed the offering and stipulated that the Provider would be required to notify the Board of location changes.

J. Bagni made a motion, and it was seconded by B. Malagrifa, and the members unanimously VOTED: to approve as presented with the limitations stipulated.

4. **Reviewed/Discussed** progress of IEP and CEP Provider Guides for 2026 NEC cycle.

- The Executive Director stated staff is still working on updating the IEP Guide for Board review at the next meeting.
- The subcommittee reviewed the updated CEP Guide and standard certificate

J. Bagni made a motion, P. Malagrifa seconded and it was unanimously

VOTED: to use the standardized certificate of completion with Adobe digital Provider signature which may be hand delivered or sent electronically to attendees. Board staff agreed to provide a standard certificate mock-up reflecting the regulation criteria for review at the next meeting.

5. **Reviewed/Discussed** IOW CE curriculum standard criteria for 2026 CE cycle

- The subcommittee discussed content for the Inspector training requirements and agreed to conduct a focus group to discuss further and solidify.

6. **Reviewed/Discussed** drafting of guidance memo to Inspectors of Wires

- The subcommittee tabled the discussion for the focus group

7. **Discussed** IEP and CEP Provider Audit for upcoming cycle.

- The subcommittee discussed various aspects of each program that would make up the auditing criteria as well as assignment. The subcommittee took no action.

8. **Discussed** other matters not reasonably anticipated 48 hours in advance of meeting.

- The subcommittee scheduled the next education subcommittee for September 25, 2025, at 10 AM and the focus group to meet at 11 AM.

9. **Adjournment**

At 12:17 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. IEP Application -Brattan Industries Inc