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MIKE KENNEALY  
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Commonwealth of Massachusetts  
Division of Professional Licensure  
Board of Registration of Professional Engineers  
and Land Surveyors

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UNDERSECRETARY OF CONSUMER  
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REGULATION

LAYLA R. D'EMILIA  
COMMISSIONER, DIVISION OF  
PROFESSIONAL LICENSURE

## Minutes of the June 25, 2020 Open Meeting

Meeting was held remotely by video conference and telephone as an alternate means of public access pursuant to an Order issued by the Governor of Massachusetts dated March 12, 2020 suspending certain provisions of the open meeting law.

*The following attendance was recorded:*

### Board Members Present

Paul Tyrell, PE, PLS, Chairman  
Ronald Willey, PE, Vice Chairman  
Erin Joyce, PE  
Daniel Caron, PE  
Joyce Hastings, PLS  
Azu Etoniru, PE, PLS  
Maurice Pilette, PE  
Shannon Slaughter, Public Member  
Paul Tsang, PE  
Kenneth Anderson, PLS

### Board Members Absent

### Members of the Public Present

Abbie Goodman, TECET

### Division Staff Members Present at Various Times during the Meeting:

Matthew Keigan, Executive Director  
Sheila York, Board Counsel  
Eric Funk, Board Administrator  
Jenna Hentoff, Prosecuting Counsel

1. Chairman Paul Tyrell opened the meeting at 9:03AM. With the meeting being held via conference call there was no need to go over the evacuation procedures. However, Chairman Paul Tyrell mentioned that safety is still a priority and noted that despite the decrease in traffic during the state shutdown, the number of traffic accidents increased.
2. The Board reviewed the minutes of the May 28, 2020 Open Meeting. Kenneth Anderson moved, seconded by Ronald Willey, to accept the meeting minutes with a minor amendment. Motion passed with a vote of 10-0. Members in Favor: Paul Tyrell, Joyce Hastings, Daniel Caron, Azu Etoniru, Maurice Pilette, Shannon Slaughter, Paul Tsang, Erin Joyce, Ronald Willey, and Kenneth Anderson. Members opposed: none.
3. Chairman Paul Tyrell informed the Board that the next meeting is scheduled to take place on July 23, 2020.



4. Executive Director Matthew Keigan provided the Board with an update on how the Governor's stay-at-home directive due to COVID-19 is impacting the Division of Professional Licensure (DPL) and the Engineer/Land Surveyor Board. He informed the Board that all staff continue to work remotely, only going into the office when absolutely necessary. He reminded the Board that while DPL offices re-opened with limited capacity effective June 1, 2020, the majority of staff continue to work remotely. He further stated that despite the challenges, the Board has adjusted and remained fully operational.

Executive Director Matthew Keigan informed the Board that the Executive Order allowing for a 90 day extension of license expiration dates remains in effect. Should the state of emergency remain in place past June 30, 2020, the Board has the discretion of extending the expiration date up to 90 days.

5. Sheila York informed the Board that the policy regarding the Use of the Title Engineer has been posting on the website.
6. Sheila York informed the Board that the clarification language intended to provide guidance on 250 CMR 5.01 (2) and more specifically, 250 CMR 5.01 (2) (a), has been posted on the website in the FAQ section.
7. Sheila York stated that with the policy regarding the Use of the Title Engineer and the FAQ update on 250 CMR 5.01 (2), the Board can add each to the updating of "Professional Practice, A Guide to the Practice of Architecture, Engineering, and Land Surveying in Massachusetts" accordingly.

Sheila York indicated that both Maurice Pilette and Paul Tsang provided helpful comments as part of the update to the guide and further stated that once the final draft of the guide was complete and approved, the Board could provide the guide as part of outreach to municipalities and other public agencies.

Chairman Paul Tyrell volunteered to present the updated guide to the Board of Architects at a future meeting.

Sheila York stated that she would work with Executive Director Matthew Keigan and General Counsel Clinton Dick regarding the outreach initiative.

8. Sheila York briefed the Board on the status of draft language regarding Continuing Professional Competency (CPC). She informed the Board that Friday, June 26, 2020 is the deadline for submission of any changes to existing regulations. She further stated that submission had been made and that the next step in the process would be a review by internal DPL staff with the intended purpose of moving toward approval for public comment.
9. Executive Director Matthew Keigan informed the Board that two (2) MA licensees reported discipline to the NCEES Enforcement Exchange and that he is currently monitoring whether or not the licensees notify Massachusetts of the discipline in another jurisdiction within the thirty (30) day window to report such discipline as outlined in the regulations.

There was no action taken by the Board.

10. Chairman Paul Tyrell presented the application review report provided by Eric Funk for Board consideration. Kenneth Anderson motioned, seconded by Azu Etoniru to accept the report and ratify the application approvals noted. Motion passed with a vote of 10-0. Members in Favor: Paul Tyrell, Ronald Willey, Kenneth Anderson, Joyce Hastings,

Daniel Caron, Azu Etoniru, Maurice Pilette, Shannon Slaughter, Paul Tsang, Erin Joyce.  
Members opposed: none.

11. Sheila York informed the Board that all applications that had been received indicating a Good Moral Character (GMC) issue were reviewed and approved to move forward per Board policy.
12. At 9:37AM, the Board voted to end the Open Session of the video conference call and enter into Closed Investigative Session under M.G.L. c. 112 §65C. Motion passed with a vote of 10-0.

Report of actions taken during closed investigate conference:

- : Guidance given to prosecutor for case # 2019-000154-IT-ENF
- : Guidance given to prosecutor for case # 2019-000007-IT-ENF

Respectfully submitted by,

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Eric Funk  
Board of Registration of Professional Engin...

Documents used at the public meeting

- Agenda for June 25, 2020 Meeting
- Draft Minutes of May 28, 2020 Open Meeting