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OCCUPATIONAL LICENSURE

BOARD OF EXAMINERS OF SHEET METAL WORKERS MEETING

Draft Meeting Minutes

Wednesday February 15, 2023, 9:00 AM - 12:00 PM (EST)

Roll Call, by Chair: Designee Peter Kelly at 9:02am

MEMBERS	PRESENT	ABSENT
Mr. Russell Bartash, Chair		X
Mr. John Annarelli		X
Mr. Jon Desmond	X	
Ms. Julie DeStefano	X	
Mr. Tim Hathaway	X	
Mr. Peter Kelly	X	
Mr. Brian O'Connell	X	
STAFF		
Ms. Kristina Gasson		X
Ms. Jenna Cargill	X	
Mr. Charles Kilb	X	
Ms. Mary McCarthy-Collins	X	
Ms. Sharlia Bennett	X	
Mr. Charles Wolf	X	
Mr. Brian Morris	X	
Mr. Christopher Lee	X	
Mr. Gary Gauthier	X	
Mr. Richard Baldacci	X	
Mr. Andrew Lutynski	X	



- **Housekeeping / Announcements / Ground rules**
 - Moving forward documents will be transmitted through MoveIt.
 - Virtual meetings will continue until the end of March

- **Upcoming Board meetings:**
 - Wednesday, March 15, 2023, at 9:00 AM
 - Wednesday, April 19, 2023, at 9:00 AM

- **Approval of past meeting minutes**
 - January 18, 2023, Open Meeting Minutes. Board Member Tim Hathaway made a motion, seconded by Board Member Julie DeStefano to accept the January 18th, 2023, Sheet Metal Board Minutes. On a roll call vote, the motion passed unanimously.

- **Subcommittee Meeting Dates Schedule**
 - Scheduled for March 29, 2023
 - Board member Peter Kelly will provide topics for discussion prior to the meeting date.

- **Discuss: Update on PSI exam results**
 - PSI Exam results - 75% pass rate for J1; Board would like to look at M1 results in more detail in future.

- **Codeword Submissions Final Review**
 - Board Member Tim Hathaway made a motion to approve the new language as written, seconded by Board Member John Desmond. On a roll call vote, the motion passed unanimously.

- **Regulatory Reminder Update Final Review**
 - Board Member Tim Hathaway made a motion to approve the language as written, seconded by Board Member John Desmond. On a roll call vote, the motion passed unanimously.

- **Postings on the Sheet Metal Website/Board Policies, Guidelines and Advisories**
 - Sheet Metal Board Code Advisory – Commercial Kitchen Grease Duct Testing - Board discussed adding additional information to what is already posted on the website.
 - Sheet Metal Board VO Tech Advisory Draft – Board Member Peter Kelly will add edits and circulate a draft for review next month.

- **Gould Online Program Proposal**
 - No changes, not taking effect until June 2023.

- **Correspondence**
 - None

- **Reinstatement Requests**
 - None
- **Discuss other matters not reasonably anticipated 48 hours in advance of meeting**

Board Member Tim Hathaway made a motion, seconded by Board Member John Desmond, to go into Executive Session and not to return to Open Session. On a roll call vote, the motion passed unanimously.

- **Executive Session closed under G.L. c. 30A, s. 21(a)(7) to comply with G.L. c. 4, s. 7, para. 26(c) and G.L. c. 214, s. 1B.**
- **Investigative Conference (G.L. c. 112, §65C – Closed Session)**
- **Quasi-Judicial Adjudicatory Session: Closed session, adjudicatory session pursuant to G. L. c. 30A, § 18, ¶ 5(d).**
- **Adjournment**
 - Board Member John Desmond made a motion to adjourn, seconded by Board Member Tim Hathaway. On a roll call vote, the motion passed unanimously.

Reasonable accommodations will be provided to individuals with disabilities to participate in the meeting on the date listed above. All requests should be made by calling 617-727-1219 or TTY/TDD: (617) 727-2099 by 24 hours prior to the meeting. The Board will make every effort to honor all requests, however those requests received less than 24 hours before the meeting might not be provided if not reasonably feasible.