

COMMONWEALTH OF MASSACHUSETTS

BOARD OF REGISTRATION OF GENETIC COUNSELORS

**THIS AGENDA CONSTITUTES NOTICE OF THE REGULARLY SCHEDULED MEETING OF THE
BOARD OF REGISTRATION OF GENETIC COUNSELORS
IN COMPLIANCE WITH THE OPEN MEETING LAW, M.G.L. c. 30A, § 20**

**Thursday, February 6, 2020
09:30 a.m.**

**239 Causeway Street ~ 4th Floor ~ Room 421
Boston, Massachusetts 02114**

Agenda

Time	Item #	Item	Exhibits	Staff Contact
9:30 AM	I	Call to Order Determination of Quorum		Board Chair
	II	Approval of Agenda	Draft Agenda	Board Chair
	III	Approval of Minutes A. April 4, 2019 B. July 25, 2019	Draft Minutes	Board Chair
	IV	Investigations Triage(s): N/A Staff Assignment(s): N/A Complaint(s): N/A	N/A	N/A
	V	Flex Session A. Announcements 1- Board Meeting Schedule CY2020 2- Operational Update: Board Minutes B. Topics for next agenda	Memo	KG

If you need reasonable accommodations in order to participate in the meeting, contact the DPH ADA Coordinator Yulanda Kiner, Phone: 617-624-5848 in advance of the meeting. While the Board will do its best to accommodate you, certain accommodations may require distinctive requests or the hiring of outside contractors and may not be available if requested immediately before the meeting.

	VI	Executive Session: N/A The Board will meet in Executive Session as authorized pursuant to M.G.L. c. 30A, § 21(a)(1) for the purposes of discussing the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against an individual. <ol style="list-style-type: none"> Specifically, the Board will discuss and evaluate the necessity of modifying probation conditions for a Licensee. Specifically, the Board will discuss complaints or charges brought against a Licensee or Licensees. Finally, the Board will consider approving prior executive session minutes in accordance with M.G.L. ch.30A, § 22(a) for previous executive sessions of the Board. The Board will not reconvene in public session subsequent to the closed session(s).	N/A	N/A
	VII	65C Session: N/A	N/A	N/A
	VIII	Adjudicatory Session: N/A	N/A	N/A
	IX	Adjournment -next Board meeting scheduled for April 2, 2020.		Board Chair

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COMMONWEALTH OF MASSACHUSETTS
BOARD OF REGISTRATION OF GENETIC COUNSELORS
BOARD MEETING

Thursday, February 6, 2020
09:30 a.m.

239 Causeway Street
Room 421
Boston, MA 02114

MINUTES

Board Members Present: Kayla Sheets, Board Chair
Shelley McCormick, Board Secretary
Jillian Fleming, Board Member (via telephone)
Allison Cirino, Board Member

Board Members
not present:

Staff Present: Roberlyne Cherfils, Executive Director, Multi-Boards, BHPL
(via telephone)
Karen Geoghegan, Assistant Executive Director, Multi-Boards, BHPL
Mary Strachan, Board Counsel, Office of the General Counsel, BHPL
Sophia Glemaud, Office Support Specialist, Multi-Boards, BHPL
Jonane Nicolas, Office Support Specialist, Multi-Boards, BHPL
Walens Noel, Office Support Specialist, Multi-Boards, BHPL

Guests: None

Call to Order | Determination of Quorum

Ms. Sheets called the meeting of the General Session to order at 9:30am. Ms. Sheets stated that Ms. Fleming was in attendance via telephone, and Ms. Cherfils is also in attendance via telephone. Ms. Strachan listed present board members names for the record. All said I, and quorum of the Board of Registration of Genetic Counselors was established. Ms. Strachan provided verbal notice of the recording of the meeting.

Approval of Agenda

DISCUSSION: Ms. Sheets asked the Board members to review the general session agenda and disclose if there were any conflicts of interest regarding the items on the agenda. No conflicts of interest were disclosed.

ACTION: Ms. Sheets, Board Chair, made a motion to approve the agenda. Allison Cirino, Board member, seconded the motion. The motion was passed unanimously by Board members present.

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Approval of Minutes: Ms. Sheets asked for everyone to review the minutes from April 4, 2019.

DISCUSSION: Ms. Strachan made some changes to punctuation and some important wording, stating if a licensee practiced with an expired license for thirty days or less before they rectified the situation, there would be an open complaint filed and dismissal with an advisory. Ms. Strachan went on to say, if licensee practiced after license expiration 30 days up to one year the board authorizes staff to open a complaint and resolve with a reprimand.

ACTION: Ms. Sheets, Board Chair, made a motion to approve the 4/4/19 minutes with edits. Allison Cirino, Board member, seconded the motion. The motion was passed unanimously by Board members present.

Document: April 4, 2019 General Session Minutes

DISCUSSION: Ms. Strachan suggested that there be a change made to the July25, 2019 minutes if the Executive Session was not deferred as stated. Ms. Strachan then noticed that it was requested for the Executive session to be deferred, but the board could not recall what was discussed.

ACTION: Ms. Sheets, Board Chair, made a motion to approve the July25, 2019 minutes with edits. Allison Cirino, Board member, seconded the motion. The motion was passed unanimously by Board members present.

Document: July25, 2019 General Session Minutes

Open Investigations: N/A

Triage: N/A

Staff Assignments: N/A

Complaint: N/A

Flex Session

A. Announcements

1- Board Meeting Schedule

DISCUSSION: Ms. Geoghegan announced the Genetic Counselors board meeting dates scheduled for the year of 2020. Ms. Strachan asked if anyone had any issues with the dates as far as they know. Ms. Fleming mentioned that the meeting in July is close to Independence Day holiday, which typically could cause a problem. Ms. Geoghegan explained that the rooms are hard to book since they are shared with other boards, so this is why the meetings are scheduled in this order. Ms. Strachan asked if they wanted to put a request in to change it. Ms. Fleming stated that this date works for her this year.

Ms. Sheets asked how she would know once she is no longer a hold over on the Genetic Counselors board. Ms. Cherfils responded that since this topic is not on the agenda she can only say that if a nominee is replacing a current board member, the state will notify them first, once they have been relieved. DPH/BHPL is then notified, and we follow up with the former board member.

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ACTIONS: None

Document: Board Meeting Schedule CY2020

2. Operational Update: Board Minutes

DISCUSSION: Ms. Geoghegan announced that effective January 2020, there will no longer be a need to have the Minutes signed in order to post them on the website, since it has been delaying the process of posting for the public to view. Ms. Geoghegan stated that as long as they have been approved, they can be posted onto the site. Ms. Strachan continued to say that under the Open Meeting Law it recommends the minutes be posted soon as possible after the meeting. Ms. Cherfils also added that we have to have all minutes in the past be signed to be posted, but moving forward they will still to be signed for our records, but it will not hold up the posting of the minutes as long as they are approved.

B. Topics for next agenda

Staffing Updates

Ms. Cherfils announced that Emily Dure is no longer going to support the Genetic Counselors since she did take another position outside of DPH. Sophia Glemaud is a temporary staff that will now start to support the Genetic Counselors Board.

Ms. Cherfils also stated that she accepted a new role within the DPH, and will no longer be Executive director of the DPH/BHPL. Ms. Cherfils stated that she will add the board member update on the next Agenda, so they will be made aware of the changes.

The board member expressed their gratitude and appreciation for Ms. Cherfils and wished her the best.

ACTION: None

Document: None

Executive Session: N/A

65C Session: N/A

Adjudicatory Session: N/A

Adjournment: Motion by Ms. Cirino, seconded by S. McCormick at 10:06 to adjourn the meeting. All members voted in favor.

The next meeting of the Board of Registration of Genetic Counselors is scheduled on
April, 2, 2020 in Boston, MA.

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Respectfully submitted by the Board of Registration of Genetic Counselors

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