



**CHARLES D. BAKER**  
GOVERNOR

**KARYN E. POLITO**  
LIEUTENANT GOVERNOR

**MIKE KENNEALY**  
SECRETARY OF HOUSING AND  
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**Commonwealth of Massachusetts**  
**Division of Professional Licensure**  
**Board of Certification of Health Officers**  
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**EDWARD A. PALLESCHI**  
UNDERSECRETARY OF CONSUMER  
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REGULATION

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

**Board Meeting Minutes**  
**Remote Via Conference Call**  
**October 29, 2020**  
**10:00 a.m.**

**The following Board members were present:**

Steven Ward  
Kitty Mahoney  
Robert Bracey  
Michael Feeney  
Bruce Murphy

**The following Board members were absent:**

Beverly Hirschhorn

**The following staff members were present:**

Richard Lawless, Executive Director  
Deborah Cassano, Associate Executive Director  
Sheila York, Board Counsel

**Call to Order**

The meeting was called to order at 10:29 am. Pursuant to Governor Charles D. Baker's Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, s. 20, dated March 12, 2020, all board members and staff appeared telephonically or by videoconference.

**Board Minutes**

The Board reviewed the meeting minutes from the September 25, 2020 public meeting.

A Motion was made by Mr. Ward, seconded by Ms. Mahoney, and VOTED (roll call);

**To approve the public meeting minutes from May 14, 2020 as drafted.**



*Members in favor: Feeney, Bracey, Ward, Mahoney, Murphy*

*Members opposed: none*

### **CE proposal**

Discussion was held on a proposed policy for allowing the calls with the local Boards of Health to count as continuing education. Questions were raised as to what documents should be retained. Mr. Bracey is also working with the Executive Director of the Sanitarian Board to allow the calls to be used for CE's on that board as well.

A motion was made by Mr. Ward, seconded by Ms. Mahoney, and VOTED (roll call):  
**to approve the proposed policy.**

*Members in favor: Feeney, Bracey, Ward, Mahoney, Murphy*

*Members opposed: none*

### **Exam Administration Options**

A discussion was held on moving towards using a national examination and creating a Jurisprudence exam for state specific questions.

Rich Lawless and Sheila York will pursue discussions with National Board of Public Health Examiners (NBPHE) and the Coalition of Public Health and bring additional information back to the Board. Mr. Ward and Ms. Hischhorn will be available for discussions with the Coalition of Public Health. In the interim, an updated final version of exam questions created by subject matter experts approved by the Board will be sent to the exam vendor PCS.

### **Adjournment**

The Board prepared to discuss updating examination content and an appeal of an applicant's examination results. Thereafter, a Motion was made by Mr. Ward, seconded by Mr. Bracey and VOTED (roll call);  
**To adjourn the public meeting at 10:49 a.m. and go into Executive Session** under G.L. c. 30A, s. 21(a)(7) for the purpose of protecting the confidentiality of examination materials pursuant to G.L. c. 4, s. 7 para. 26(1).

The Chair announced that there were no further topics for discussion during the public session and the public session would not resume after executive session.

*Members in favor: Feeney, Bracey, Ward, Mahoney, Murphy*

*Members opposed: none*

The above Minutes were approved at the public meeting held on December 10, 2020.



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Richard Lawless, Executive Director

Documents used at the public meeting:

- Meeting Agenda
- Draft Meeting Minutes of 9/25/20
- CE proposal policy