



**CHARLES D. BAKER**  
GOVERNOR

**KARYN E. POLITO**  
LIEUTENANT GOVERNOR

**MIKE KENNEALY**  
SECRETARY OF HOUSING AND  
ECONOMIC DEVELOPMENT

**Commonwealth of Massachusetts**  
**Division of Professional Licensure**  
**Board of Certification of Health Officers**

1000 Washington Street, Suite 710  
Boston, Massachusetts 02118

**EDWARD A. PALLESCHI**  
UNDERSECRETARY OF CONSUMER  
AFFAIRS AND BUSINESS  
REGULATION

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

**Board Meeting Minutes**  
**Remote Via Conference Call**  
**September 25, 2020**  
**10:00 a.m.**

**The following Board members were present:**

Steven Ward  
Kitty Mahoney  
Robert Bracey  
Beverly Hirschhorn  
Michael Feeney  
Bruce Murphy

**The following Board members were absent:**

**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 10:11 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 May 14, 2020 public meeting.



A Motion was made by Ms. Mahoney, seconded by Mr. Ward, and VOTED (roll call);  
**To approve the public meeting minutes from May 14, 2020 as drafted.**

*Members in favor: Feeney, Bracey, Ward, Hirschhorn, Mahoney, Murphy*  
*Members opposed: none*

The Board reviewed the meeting minutes from the June 19, 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 June 19, 2020 as drafted.**

*Members in favor: Feeney, Bracey, Ward, Hirschhorn, Mahoney, Murphy*  
*Members opposed: none*

### **CE extensions**

Discussion was had regarding the sunset of Executive Order #41 allowing an extension of any license that expired between March 10<sup>th</sup> and July 10<sup>th</sup>. This board renews on December 31<sup>st</sup>.

A motion was made by Mr. Ward, seconded by Ms. Mahoney, and VOTED (roll call) **to extend the deadline for continuing education for 2020 until March 31<sup>st</sup>, 2021.**

*Members in favor: Feeney, Bracey, Ward, Hirschhorn, Mahoney, Murphy*  
*Members opposed: none*

Further discussion was had as to whether the weekly calls with local Boards of Health will count as continuing education. Mr. Bracey will present further information at the next meeting.

### **Temporary Licensing**

A discussion was held as to whether the board wished to implement a temporary license for individuals. With there being no delays in the testing, no further action was taken.

### **Exam Administration Options**

PCS was not prepared to offer the exam in July due to the pandemic. The July exam was held at the agency office. PCS has not yet committed to administering the exam in November. Board Staff will push the vendor to offer the exam and if that can not be done, will seek approval to administer the exam in house again. The Board did not object to moving forward with this plan.

### **Adjournment**

Thereafter, a Motion was made by Ms. Hirschhorn, seconded by Mr. Ward and VOTED (roll call);  
**To adjourn the public meeting at 10:38 a.m. and go into Executive Session.**

*Members in favor: Feeney, Bracey, Ward, Hirschhorn, Mahoney, Murphy*  
*Members opposed: none*

The above Minutes were approved at the public meeting held on October 29, 2020.

A handwritten signature in black ink, appearing to read 'Richard Lawless', written in a cursive style.

---

Richard Lawless, Executive Director

Documents used at the public meeting:  
Meeting Agenda  
Draft Meeting Minutes of 5/14/20  
Draft Meeting Minutes of 6/19/20