

**Board of Registration of Podiatry
Meeting held by video conference and phone
DATE: November 12, 2024
General Session Minutes**

A public meeting of the Massachusetts Board of Registration of Podiatry (“the Board”) was held via Videoconference and Conference Call pursuant to section 40 of chapter 2 of the acts of 2023, signed into law on March 29, 2023.

Board Members Present by Phone/Video:

LeRoy Kelley, DPM Chair
Raymond Murano, DPM Secretary
Harry Schneider, DPM
Justin Holtzman, MD

Admin. Staff Present by Phone/Video:

Jacqueline Petrillo, Board Counsel
Thomas Burke Executive Director
Isaac Badner, Board Intern

Board Members Not Present by Phone/Video

None

I. Housekeeping Matters

- Roll Call for attendance:

Dr. Kelley, the Board Chair, observing a quorum of board members, conducted a roll call of board members present via phone or computer audio and opened the meeting at 10:02 AM: Dr. Murano, Dr. Schneider, and Dr. Holtzman all present by video; Dr. Kelley present by audio.

II. Board Business

- Review November 12, 2024, General Session Agenda:
Dr. Murano moved to accept the public agenda of the November 12, 2024 Board meeting. Dr. Holtzman seconded the motion. The motion passed by roll call vote: Dr. Murano – “Yes”; Dr. Schneider – “Yes”; Dr. Kelley – “Yes”; Dr. Holtzman “Yes”.
- Review October 8, 2024, General Session Minutes:
Dr. Murano moved to accept the general session minutes of the September 10, 2024 Board Meeting. Dr. Holtzman seconded. The motion passed by roll call vote: Dr. Murano – “Yes”; Dr. Schneider – “Yes”; Dr. Kelley – “Yes”; Dr. Holtzman “Yes”.

- PD Signature Authority Policy

The Board reviewed a policy that enables the executive director to act as the authorized representative to sign documents that require a Board authorized signature. When the executive director is absent or unavailable, the policy designates the associate executive director or board counsel to act as the authorized representative.

Dr. Murano moved to accept the policy on delegation of signature authority. Dr. Holtzman seconded. The motion passed by roll call vote: Dr. Murano – “Yes”; Dr. Schneider – “Yes”; Dr. Kelley – “Yes”; Dr. Holtzman “Yes”.

- Policy 17-01 Social Security Number and Department of Revenue License Actions

Board counsel presented a policy for the Board’s consideration that puts in place guidelines for the collection of social security numbers (SSNs) for initial applications and the reporting of SSNs to the Department of Revenue in the processing of license suspensions and reactivations pursuant to Department of Revenue notices. Specifically, the policy authorizes the Board’s Executive Director to act on the Board’s behalf in such matters in accordance with M.G.L. c. 30A, § 13A and M.G.L. c. 119A, § 16; and the Fair Information Practices Act, M.G.L. c.66A, §2.

Dr. Murano moved to accept policy 17-01 Social Security Number and Department of Revenue License Actions. Dr. Holtzman seconded. The motion passed by roll call vote: Dr. Murano – “Yes”; Dr. Schneider – “Yes”; Dr. Kelley – “Yes”; Dr. Holtzman “Yes”.

III. Discussion

- Recommendations for URAMP
 - Consent Agreement Monitors for Podiatrists
 - Podiatry current monitoring requirements and practice restrictions
 - Proposed requirements and practice restrictions

The Board reviewed sample supervisor agreements and reports from other BHPL boards and discussed possible monitoring requirements and return-to-work conditions for optometrists who voluntarily enter URAMP as an alternative to discipline. The Board raised questions about admission qualifications, the scope of individualized plans for podiatrists with different substance abuse disorders, and the placement of employment restrictions. The Board expressed concerns about how admission may affect a licensee’s

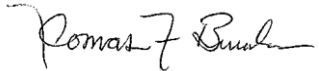
ability to maintain employment while completing the program. Board counsel advised that the program is a specific Bureau of Health Professions Licensure (BHPL) and is intended to protect the safety and welfare of the public. The Board agreed to discuss the topic at the next meeting and propose other recommendations for consideration.

Dr. Murano left the meeting at 11:08 a.m.

IV. Adjournment

At 11:10 a.m., Dr. Kelley moved to adjourn the public meeting. Dr. Holtzman seconded. The motion passed by roll call vote: Dr. Murano – “Not Present”; Dr. Schneider – “Yes”; Dr. Kelley – “Yes”; Dr. Holtzman “Yes”.

Respectfully submitted,



Thomas F. Burke, Executive Director

List of Documents Used at the Public Meeting:

1. November 12, 2024 general session agenda
2. October 8, 2024 general session minutes
3. Signature Authority Delegation
4. Policy 17-01 Social Security Number and Department of Revenue License Actions
5. Job Performance Report
6. Job Supervisor Acceptance Participant
7. Monitoring Instructions for Optometrists
8. Nurse Employment Supervisor Report
9. URAMP PowerPoint presentation