**COMMONWEALTH OF MASSACHUSETTS**

**BOARD OF REGISTRATION OF PERFUSIONISTS**

**THIS AGENDA CONSTITUTES NOTICE OF THE REGULARLY SCHEDULED MEETING OF THE**

**BOARD OF REGISTRATION OF PERFUSIONISTS**

**IN COMPLIANCE WITH THE OPEN MEETING LAW, M.G.L. c. 30A, § 20**

**Tuesday, September 10, 2019**

**8:30 a.m.**

**239 Causeway Street ~ 4th Floor ~ Room 421**

# **Boston, Massachusetts 02114**

#### **Agenda**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Item #** | **Item** | **Exhibits** | **Staff Contact** |
| 8:30 a.m. | **I** | **Call to Order  Determination of Quorum** |  | Board Chair |
|  | **II** | **Conflict of Interest**  **Approval of Agenda** | Agenda | Board Chair |
|  | **III** | **Approval of Minutes**   1. Regularly Scheduled Meeting   June 4, 2019 and December 20, 2018 | Draft Minutes | Board Chair |
|  | **IV** | **2020 Board Meeting Dates** | Memo | KG |
|  | **V** | **Flex Session**   1. Announcements 2. 2019 Conflict of Interest Law Education Requirements 3. Topics for next agenda | Verbal | KG |
| 12:00 p.m. | **VI** | **Adjournment -**Next Board meeting scheduled for December 3, 2019. |  | Board Chair |

**COMMONWEALTH OF MASSACHUSETTS**

**BOARD OF REGISTRATION OF PERFUSIONISTS**

**BOARD MEETING**

**September 10, 2019**

**239 Causeway Street, Boston, MA 02114**

**Room 418**

**MINUTES**

Board Members: Michelle Tozer, Certified Clinical Perfusionist 2, Vice-Chair

Kyle Spear, Certified Clinical Perfusionist 4, Chair

Nelson Thaemert, M.D., Anesthesiologist, Cardiac Anesthesia, Secretary

Prem Shekar, M.D., Cardiovascular Surgeon

Staff Not Present: Kevin Lilly, Certified Clinical Perfusionist 1

Staff Present: Karen Geoghegan, Assistant Executive Director, BHPL

Vita Berg, Chief Board Counsel, Office of the General Counsel, DPH

Mary Strachan, Board Counsel, Office of the General Counsel, DPH

Lisa Seeley-Murphy, Board of Investigator, BHPL

Jonane Nicolas, Office Support Specialist, BHPL

Staff Not Present: Roberlyne Cherfils, Executive Director, BHPL

1. Call to Order – Determination of Quorum

A quorum of the Board was present. Mr. Spear called the meeting to order at 8:36 a.m.

Mr. Spear made an announcement to remind the Board members of their duty to disclose any real or perceived conflicts of interest they may have with the current agenda.

1. Approval of Regular Agenda for the September 10, 2019

The Meeting Agenda was reviewed.

DISCUSSION: Board members reviewed the agenda, and there was no conflict of interest reported.

ACTION: Ms. Tozer made a motion to approve the agenda as presented. Dr. Shekar seconded the motion. The motion passed unanimously.

Document: September 10, 2019 Board Meeting Regular Agenda

1. Approval of the Regular Minutes

A. June 04, 2019 Regularly Scheduled Board Meeting Minutes

DISCUSSION: Ms. Strachan suggested some corrections to the June 04, 2019 minutes. She asked to change “the list to “DCP” on page 3 item V. under discussion. She also noted the incorrect spelling of “Perfunsionist” to be changed to “Perfusionist” on page 3 item VI under discussion.

ACTION: Dr. Thaemert made a motion to approve the minutes with the corrections. Dr. Shekar seconded the motion. The motion carried unanimously.

Document: Minutes of the June 04, 2019 Regularly Scheduled Board Meeting

1. 2020 Board Meeting Dates

DISCUSSION: Ms. Geoghegan presented to the Board members with the proposed 2020 Board Meeting schedule. She explained to the Board members that in 2020, the Board meetings are scheduled on the first Tuesday of the third month of each quarter, from 8:30AM to 11:30AM, except when the first Tuesday of the month is immediately preceded by a Monday holiday. Dr. Thaemert expressed that this information is very helpful for the Board members.

ACTION: None

Document: Memo

1. Flex Session
   1. Announcements

DISCUSSION: Ms. Geoghegan reminded the Board members about the required conflict of interest education training. She explained that all staff and Board members must take this training through Pace.

Mr. Spear noted he had already completed the training on Pace.

Ms. Strachan encouraged the Board members to use the state email address to comply with the privacy requirement.

ACTION: None

Document: Memo

B. Topics for Next Agenda

Consent Form

1. Adjourn

There being no further business before the Board, Ms. Tozer made a motion to adjourn the meeting at 8:51a.m; the motion was seconded by Dr. Shekar. The motion carried unanimously

The next scheduled meeting of the Board of Registration of Perfusionist is Tuesday, December 03 2019 at 8:30 a.m. at 239 Causeway Street, Boston, MA.