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**DIANE M. SYMONDS**  
COMMISSIONER, DIVISION OF  
PROFESSIONAL LICENSURE

## **Public Session Meeting Minutes**

Tuesday, August 27, 2019

**9:00 a.m.**

Room 1D

**TIME:** 9:00 AM

**PLACE:** 1000 Washington Street  
Boston, MA 02118

**ATTENDANCE:** Melanie Robinson Findlay, Chair  
Carla Saccone, Vice Chair  
Dana Zais  
Shaynah Barnes

**STAFF:** James O'Connor, Board Counsel  
Brian Bialas, Executive Director  
Esther Laine, Deputy Commissioner of Boards  
Erin Murphy, Associate Executive Director  
Lauren McShane, Chief Investigator  
Doris Lugo, Investigator

The meeting was called to order at 9:20 a.m. by Ms. Robinson Findlay.

### **Public Meeting Minutes of July 23, 2019**

The Board reviewed the public meeting minutes of July 23, 2019. A motion was made by Ms. Saccone, seconded by Ms. Barnes, to approve the minutes with changes. Motion passed unanimously.

**Application Review** (Closed Executive Session under M.G.L. c. 30A, § 21(a)(1), Individual Character Rather Than Competence)

At 9:22 a.m., a motion was made by Ms. Zais, seconded by Ms. Saccone, to enter into a closed executive session under M.G.L. c. 30A, § 21(a)(1) to review the good moral character of an applicant. The motion passed unanimously by a roll call vote.



At 9:40 a.m., a motion was made by Ms. Saccone, seconded by Ms. Robinson Findlay, to exit executive session and return to open session. The motion passed unanimously by a roll call vote.

**Update on DCF Meeting** (Closed Executive Session under M.G. L. c. 30A, § 21(a)(7), M.G.L. c. 66, § 10, and M.G. L. c. 4, § 7, ¶ 26(d), Maintaining the Confidentiality of Policy Positions being Developed by the Board and DPL)

At 9:42 a.m., a motion was made by Ms. Barnes, seconded by Ms. Saccone, to enter into a closed executive session under M.G. L. c. 30A, § 21(a)(7), M.G. L. c. 66, § 10, and M.G. L. c. 4, § 7, ¶ 26(d) to maintain the confidentiality of policy positions being developed by the Board and DPL. The motion passed unanimously by a roll call vote.

At 10:26 a.m., a motion was made by Ms. Zais, seconded by Ms. Robinson Findlay, to exit executive session and return to open session. The motion passed unanimously by a roll call vote.

**Application Review** (Closed Executive Session under M.G.L. c. 30A, § 21(a)(1), Individual Character Rather Than Competence)

At 10:26 a.m., a motion was made by Ms. Zais, seconded by Ms. Robinson Findlay, to enter into a closed executive session under M.G.L. c. 30A, § 21(a)(1) to review the good moral character of an applicant. The motion passed unanimously by a roll call vote.

At 10:51 a.m., a motion was made by Ms. Saccone, seconded by Ms. Barnes, to exit executive session and enter investigative conference under M.G.L. Chapter 112, § 65C to review open cases. The motion passed unanimously by a roll call vote.

**Investigative Conference** (Closed Session under M.G.L. c. 112, § 65C)

During investigative conference, the Board took the following actions:

**New Cases**

2019-000483-IT-ENF	Dismissed with advisory
2019-000497-IT-ENF	Tabled to next month
2019-000540-IT-ENF	Dismissed
2019-000565-IT-ENF	Dismissed

**Settlements**

2019-000055-IT-ENF	Dismissed
2019-000025-IT-ENF	Direction given to prosecutor

At 11:32 a.m., a motion was made by Ms. Barnes, seconded by Ms. Robinson Findlay, to exit investigative conference and return to open session. The motion passed unanimously.

**Applications**

- **Catherine Neville:** Ms. Murphy discussed the LICSW application of Catherine Neville with the board. The board directed staff to invite Ms. Neville to a board meeting to discuss her application.

- **Mary Burke:** Ms. Murphy discussed the application of Mary Burke with the board. The board determined that supervision over the telephone is not permissible for her LICSW application.

### **Monitoring Instructions**

The board decided to consider this agenda item next month.

### **Adjournment**

The meeting adjourned at 11:45 a.m.

The above Minutes were approved at the open meeting held on February 25, 2020.



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Brian Bialas, Executive Director

### **List of Documents Used During the Public Meeting:**

- Agenda for Meeting of August 27, 2019
- Public Meeting Minutes of July 23, 2019