

**DIVISION OF HEALTH SERVICES REGULATION  
BOARD OF RESPIRATORY CARE PRACTITIONERS**

**3 CAPITOL HILL  
CONFERENCE ROOM 104  
PROVIDENCE, RHODE ISLAND**

**FRIDAY, NOVEMBER 21, 2014  
8:00 AM**

**OPEN SESSION MINUTES**

**BOARD MEMBERS IN ATTENDANCE**

**Paul Boivin**

**Vera DePalo**

**Deborah Guckian**

**Nancy Roman**

**BOARD MEMBERS NOT IN ATTENDANCE**

**None**

**STAFF MEMBERS IN ATTENDANCE**

**Linda Phillips, Board Manager**

## **OTHERS IN ATTENDANCE**

**None**

### **1. Establishment of a quorum**

**A meeting of the Board of Respiratory Care Practitioners was held on Friday, November 21, 2014 at the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. A quorum was established and the Open Session meeting was called to order at 8:10 AM on a motion by Nancy Roman and seconded by Deborah Guckian. Motion carried.**

### **2. New Business**

- Application Review Process**

**The Board was advised that the Department is in need of a primary board member as well as a secondary board member, who can be available to review applications in the absence of a regularly scheduled board meeting.**

**The Board voted Paul Boivin as the primary application reviewer. There were no volunteers for the secondary reviewer.**

### **3. Motion to adjourn to Closed Session**

**Motion was made by Nancy Roman and seconded by Deborah Guckian to adjourn to Closed Session at 8:15 AM. Motion carried. Pursuant to Sections 42-46-4 and 42-46-5(a)(1) of the Rhode Island General Laws, for the purpose of discussing job performance, character, physical or mental health of applicants for licensure. Said individuals have been notified in advance by writing that they may request that the discussion be held at an open meeting. Also, pursuant to Sections 42-46-4 and 42-46-5(a)(4) of the Rhode Island General Laws, for investigatory proceedings regarding allegations of civil or criminal misconduct.**

### **4. Motion to return to Open Session**

**Motion was made by Paul Boivin and seconded by Deborah Guckian at 8:42 AM to re-open the Open Session and to seal the Minutes of the Closed Session pursuant to Sections 42-46-4, 42-46-5 and 42-46-7 of the Rhode Island General Laws. Motion carried.**

### **5. Final Actions on all votes taken in Closed Session**

- The board reviewed and approved four (4) applications; one (1) complaint was reviewed, discussed and administratively closed.**

## **6. Adjournment**

**Motion was made by Nancy Roman and seconded by Paul Boivin to adjourn at 8:42 AM. Motion carried.**

**Respectfully submitted,**

**Linda Phillips**

**Linda Phillips, Board Manager**

**Office of Health Professionals Regulation**