

**DIVISION OF HEALTH SERVICES REGULATION
BOARD OF ATHLETIC TRAINERS**

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

**WEDNESDAY, NOVEMBER 26, 2014
8:15 AM**

OPEN SESSION MINUTES

BOARD MEMBERS IN ATTENDANCE

**George Finn
Louise Humphrey-Arruda
Julie Montalbano**

BOARD MEMBERS NOT IN ATTENDANCE

Matthew Culp

STAFF MEMBERS IN ATTENDANCE

Linda Phillips, Board Manager

Donna Valletta, Board Manager

OTHERS IN ATTENDANCE

None

1. Establishment of a quorum

A meeting of the Athletic Trainers Board was held on Wednesday, November 26, 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 8:15 AM on a motion by Louise Humphrey-Arruda and seconded by George Finn. Motion carried.

2. Presentation of the August 6, 2013 Open Session Meeting Minutes

Motion was made by George Finn and seconded by Julie Montalbano to accept the Open Session minutes of August 6, 2013. The Board voted unanimously to approve the Open Session minutes as presented. Motion carried.

3. 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 Louise Humphrey-Arruda as the primary application reviewer, with George Finn listed as the secondary (back up) reviewer.

- **Confidentiality Agreement – The confidentiality agreement forms were distributed and signed by all board members present.**

4. Motion to adjourn to Closed Session

Motion was made by George Finn and seconded by Louise Humphrey-Arruda to adjourn to Closed Session at 8:30 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.

5. Motion to return to Open Session

Motion was made by Louise Humphrey-Arruda and seconded by Julie Montalbano at 9:15 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.

6. Final Actions on all votes taken in Closed Session

- **The board reviewed and approved four (4) applications; one (1) application is pending.**

7. Adjournment

Motion was made by Louise Humphrey-Arruda and seconded by Julie Montalbano to adjourn at 9:15 am. Motion carried.

Respectfully submitted,

Linda Phillips

**Linda Phillips, Board Manager
Office of Health Professionals Regulation**