

# MINUTES

## South Carolina Board of Genetic Counselors

Friday, September 6, 2024 – 10:00 a.m.

Synergy Business Park – Kingstree Building

Pee Dee Conference Room

110 Centerview Drive, Columbia, SC 29210

### **Board Members Present**

Allison Bellomo

Amy Dobson

Kimberly Foil

Sarah Pass

### **Absent Member**

None

### **LLR Staff Members Present**

Virginia Wetzel, Communications and Governmental Affairs

Donnell Jennings, Esq., Deputy Director of Investigations and Enforcement

Chelsea Bennett, Director of Strategic Communications

Tara Nixon, Esq., Board Advice Counsel

Amelia Leeks, Office of Investigations

Ratisha Brisbon, Office of Investigations

Ashley Bailey, Office of Investigations

Erin Baldwin, Office of Disciplinary Counsel

Theresa Brown, Health and Wellness Program Manager

Pam Dunkin, Board Executive

Shaun Strother, Program Coordinator

IT Department, Staff Member

### **Other**

Tina Behles, Capital City Court Reporter

**Public Notice of this meeting was properly posted at the office of the South Carolina Board of Genetic Counselors, Synergy Business Park, Kingstree Building, 110 Centerview Drive in Columbia, South Carolina and posted on the Board's website and provided to any requesting persons, organizations, or news media in compliance with Section 30-4-80 of the 1976 South Carolina Code, as amended, relating to the Freedom of Information Act. A quorum is noted as present. All votes referenced herein were unanimous unless otherwise indicated.**

*NOTE: These Minutes are a record of the motions and official actions taken by the Board and a brief summary of the meeting.*

### **Meeting Called to Order**

Pam Dunkin, Board Executive called the meeting to order at 10:00 a.m.

### **Approval of the Agenda**

Pam Dunkin, Board Executive addressed the board. The Agenda was approved.

**MOTION**

On the motion of Mrs. Bellomo, seconded by Ms. Dobson, the board voted unanimously to approve the agenda. The motion passed.

**Welcome and Introduction of Genetic Board Members – Pam Dunkin, Board Executive**

Mrs. Dunkin welcomed and introduced the Genetic Board Members.

- Allison Bellomo
- Amy Dobson
- Kimberly Foil
- Sarah Pass

**Election of Chair and Vice-Chair**

**MOTION**

On the motion of Mrs. Pass, seconded by Ms. Foil, the board voted unanimously to nominate and approve Mrs. Allison Bellomo to serve as Chair. The motion passed.

**MOTION**

On the motion of Mrs. Bellomo, seconded by Ms. Foil, the board voted unanimously to nominate and approve Ms. Sarah Pass to serve as Vice-Chair. The motion passed.

**Board Executive’s Remarks – Pam Dunkin, Board Executive**

**a** Introduction of LLR Staff

Mrs. Dunkin introduced the LLR Staff to the board members.

**Board Member Training**

**a.** Board Member Orientation – Pam Dunkin, Board Executive

Mrs. Dunkin presented the board member orientation to the board.

**b.** LLR Investigation & Discipline Processes – Donnell G. Jennings, Esq., Deputy Director of Investigations and Enforcement

The Office of Investigations and Office of Disciplinary presented the “LLR Investigation and Discipline Process” to the board.

**c.** Freedom of Information Act Overview – Tara S. Nixon, Esq., Board Advice Counsel

Ms. Nixon addressed the board and provided an overview of the “Freedom of Information Act” to the board.

**Break – 10 minutes (no votes were taken)**

## **New Business**

### **a. Draft Regulations**

Ms. Nixon addressed the board. The board reviewed the drafted regulations.

#### **MOTION**

On the motion of Mrs. Bellomo, seconded by Ms. Pass, the board voted unanimously to approve the draft with revisions notated. The motion passed.

### **b. Initial Application and Limited License Application**

The board reviewed the initial and limited license applications.

### **c. Delegation of Authority to Board Staff**

#### **MOTION**

On the motion of Mrs. Bellomo, seconded by Ms. Pass and Ms. Foil, the board voted unanimously to go into executive session to receive legal advice in regards to “Criminal Background Checks” and the “Applications”. The motion passed.

#### **MOTION**

On the motion of Ms. Pass, seconded by Ms. Foil, the board voted unanimously to come out of executive session and reconvene in public session. The motion passed.

#### **MOTION**

On the motion of Ms. Dobson, seconded by Ms. Foil, the board voted unanimously to approve the initial application and limited license application with revisions notated and delegated the Board Executive to review criminal background checks and any items with concerns that are non-standard on applications. The motion passed.

### **d. Appointment of Legislative Liaison**

The board discussed the Legislative Liaison.

#### **MOTION**

On the motion of Mrs. Bellomo, seconded by Ms. Foil, the board voted unanimously to approve Ms. Dobson as the Legislative Liaison. The motion passed.

### **e. Good Cause Request Delegation**

The board discussed delegation of the Good Cause request.

#### **MOTION**

On the motion of Mrs. Bellomo, seconded by Ms. Pass, the board voted unanimously to approve Ms. Foil as the Good Cause representative. The motion passed.

### **f. Hearing Officer and IRC Appointment Process**

The board discussed the hearing officer and IRC appointment process. This item will be tabled until the next board meeting and nominations presented to the board.

**g. 2024 Board Meeting Dates**

The board discussed the 2024 board meeting dates. No dates were scheduled.

**h. 2025 Board Meeting Dates**

The board discussed the 2025 board meeting dates.

- January 21, 2025 – Tuesday
- April 29, 2025 – Tuesday
- July 29, 2025 – Tuesday
- October 28, 2025 – Tuesday

**MOTION**

On the motion of Ms. Pass, seconded by Ms. Foil, the board voted unanimously to approve the 2025 Board meeting dates. The motion passed.

**Lunch** – No votes were taken.

**Adjournment**

**MOTION**

On the motion of Mrs. Bellomo, seconded by Ms. Pass and Ms. Dobson, the board voted unanimously to adjourn. The motion passed. There being no other business, the meeting was adjourned at 2:00 p.m.