

**STATE BOARD OF POLYSOMNOGRAPHY
124 HALSEY STREET, NEWARK, NJ
MONMOUTH CONFERENCE ROOM, 7TH FLOOR
10:00AM., DECEMBER 14, 2010**

PUBLIC SESSION MINUTES

I. CALL TO ORDER

This scheduled meeting was called to order at 10:30 a.m. in the Monmouth Conference Room, 7th Floor, 124 Halsey Street, Newark, NJ by the Chair, Michael Lahey.

II. ROLL CALL

Present:

Michael J. Lahey, RPSGT, Chair
Mitchell L. Rubinstein, RPSGT, Vice Chair
Sara Rose Gallagher, RPSGT
Penni L. Smith, RPSGT
John Penek, M.D.
Frances J. Almanzar, Esq.

Absent:

Kathleen A. Feeney, RPSGT
Don J. Fahy, RPSGT
Gerald J. Ferencz, M.D.

Also in Attendance:

Francine Widrich, Acting Executive Director
Susan Carboni, Deputy Attorney General
Lolly Merced, Administrative Staff
Elena Parlati, Administrative Staff
Tiesha Frederick, Administrative Staff

Announce of Quorum

The Chair announced that a quorum was present. The Chair also announced that in accordance with Chapter 231, of P.L. 1975, more commonly referred to as the Sunshine Law, adequate notice of this meeting was provided by mailing to the Office of Secretary of State, **The Newark Star Ledger, The Trenton Times, The Bergen Record** and **The Courier Post**.

III. REVIEW OF MINUTES

A motion was made by Sara Rose Gallagher and seconded by Penni L. Smith to approve the November 09, 2010 Public Minutes as presented. Motion carried.

IV. ACTING EXECUTIVE DIRECTOR REPORT

1. Newly licensed polysomnographers

The Board reviewed the following newly licensed polysomnographers.

Kathleen Feeney
Rita Josephine Brooks
Michael Joseph Lahey
Mitchell L. Rubinstein
Donald J. Fahy
Sara R. Gallagher
Penni L. Smith

A motion was made by Sara Rose Gallagher and seconded by Penni L. Smith to affirm the list. Motion carried.

2. List of pending polysomnographers applicants

The list was submitted for informational purposes.

The Board member's discussed the application process and the length of time an application would remain pending before it would be deemed "abandoned." A motion was made by Mitchell L. Rubinstein and seconded by Sara Rose Gallagher that applications will be deemed abandoned if not complete within 12 months of receipt. An incomplete application should be reviewed for deficiencies 30 days after receipt. After the review is complete, a letter should be sent to the applicant making him/her aware that the application is incomplete and identifying the application deficiencies. A second review of an incomplete application should be made at 6 months and a second letter identifying the applicants deficiencies should be sent to the applicant. If the application is still incomplete 10 months after receipt, a third and final deficiency letter will be issued. The third deficiency letter will notify the applicant that if the application is still incomplete 12 months from the date of receipt, the application will be deemed abandoned and that the application will be deleted from the board files. Motion carried.

3. Division of Law billing

This bill was submitted for informational purposes.

V. REVIEW

1. Polysomnography Trainee Application

The Board reviewed and approved the polysomnography trainee application and directed that it be posted to the Board's website.

2. Approval of FAQs

The Board discussed and amended FAQs. The amended FAQ's will be presented at the next board meeting for further review and approval before posting to the Board's website.

3. Executive order: Board Consolidation

The Board discussed the section of the Governor's Executive Order concerning the consolidation of the Division of Consumer Affairs' professional and occupational licensing boards.

4. 2011 State Board of Polysomnography meeting dates

The State Board of Polysomnography will meet on the 2nd Tuesday of each month in 2011. The meeting dates were submitted for informational purposes.

VI. Adjournment

Motion made by Sara Rose Gallagher and seconded by Mitchell L. Rubinstein to adjourn meeting. Motion carried. Meeting adjourned at 2:30 p.m.