

COMMONWEALTH OF MASSACHUSETTS

BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS

**THIS AGENDA CONSTITUTES NOTICE OF THE REGULARLY SCHEDULED MEETING OF THE
BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS
IN COMPLIANCE WITH THE OPEN MEETING LAW, M.G.L. c. 30A, § 20**

**Tuesday, December 13, 2016
9:30 a.m.**

**239 Causeway Street ~ 4th Floor ~ Room 417 A&B
Boston, Massachusetts 02114**

Agenda

Time	Item #	Item	Exhibits	Staff Contact
09:30 a.m.	I	Call to Order & Introductions Determination of Quorum Notice of Electronic Recording		
	II	Approval of Agenda	Draft Agenda	
	III	Conflict of Interest		
	IV	Approval of Minutes: November 8, 2016	Draft Minutes	
	V	<u>CHW Education & Training Program Application</u> A. Criteria for Review of Application B. Process for Application Review	Draft Applications	GH
	VI	<u>Flex Session</u> A. Topics for next agenda	None	RC
1:00 p.m.	VII	Adjournment: Next meeting scheduled for January 10, 2017.		

COMMONWEALTH OF MASSACHUSETTS

BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS

BOARD MEETING MINUTES

Tuesday, December 13, 2016

9:30 a.m.

239 Causeway Street

Room 417

Boston, MA 02114

Board Members

Jean Zotter, DPH, Chair

Present:

Joanne Calista, Community Health Worker Training Organization, Representative

Peggy Hogarty, Massachusetts Public Health Association Representative

Catherine Bourassa, Community-Based CHW Employer

Sheila Och, Community Health Worker

Maritza Smidy, Community Health Worker

Denise Lau, Public Member

Board Members

Not Present:

Patricia Edraos, Massachusetts League of Community Health Centers (MLCHC), Representative

Henrique O. Schmidt, Community Health Worker, Secretary

Steven Bucchianeri, Massachusetts Association of Health Plans Representative

Staff Present:

Roberlyne Cherfils, Executive Director, BHPL

Philip Beattie, Assistant Executive Director, BHPL

Rebecca Ferullo, Office Support Specialist I, BHPL

Mary Strachan, Board Counsel, Office of the General Counsel, DPH

Gail Hirsch, Co-Director, Office of Community Health Workers, DPH

Erica Guimaraes, Office of Community Health Workers, DPH

Visitors: Members of the Public

I. Call to Order and Determination of Quorum

A quorum of the Board was present. Ms. Zotter, Board Chair, called the meeting to order at 9:48 a.m.

Ms. Zotter invited Board Members, DPH staff, and Public Members in attendance to introduce themselves. Quorum established.

II. Approval of Board Meeting Agenda

The Meeting Agenda was reviewed.

DISCUSSION: Ms. Zotter made a motion to add and additional item to item V; C. “Provisional v. Full”

ACTION: Ms. Zotter made a motion to approve the agenda with the addendum to item V; Ms. Calista seconded the motion. The motion passed unanimously.

Document: December 13, 2016 Board Meeting Agenda

9:54 am Mr. Beattie left; Ms. Smidy entered. 9:56 Mr. Beattie returned.

III. Conflict of Interest

Ms. Cherfils asked the Board members if there was any conflict of interest with any items on the agenda; there were none.

IV. Approval of November 8, 2016 Regularly Scheduled Meeting Minutes

The Minutes of the October 11, 2016 Regularly Scheduled Board Meeting were reviewed.

DISCUSSION: Minutes of the previous meeting were reviewed.

ACTION: Ms. Zotter made a motion to approve the minutes as presented; Ms. Hogarty seconded the motion. The motion passed unanimously.

Document: Draft Minutes

V. CHW Education & Training Program Application

A. Criteria for Review of Application

DISCUSSION: Ms. Zotter noted that the application is in rough draft form and suggested a review of criteria and determination if any changes should be made to the application and then the Board will look at the application again at the next meeting. Ms. Zotter explained the criteria outlined is a “high level” outline and not yet detail oriented thus the final scoring tool may look different. Ms. Hirsch reviewed the criteria listed on the document and pointed out that the scoring system should be based on the regulations, board discussions and the four domains the Board came up with.

The Board members discussed the 14 training program criteria. Ms. Calista said she liked that sub-criteria C makes a distinction between “community based” and “clinically based” CHW work. Ms. Och asked if there was a difference. The Board discussed the various settings CHW’s work in and agreed that, while there may be overlap, there are also clear distinctions. Under sub-criteria D, M. Och suggested adding “gender.” Ms. Hogarty pointed out that sub-criteria A and B seem redundant. She added that 14 criterions is a lot and maybe the Board should consider narrowing to about 10. Ms. Zotter suggested adding an introduction statement that would combine criteria 1 and 2 and also clarify that the difference between “community based” and “clinically based” work is where you are employed. Ms. Och stated that training programs should concentrate on all skills needed. Ms. Hogarty added that it was her impression that they did not want to put too much emphasis on clinical. Ms. Zotter explained that was not her intention; however she wanted to include clinical but note that that comes from community expertise. Ms. Hogarty suggested combining criteria 3, 6b, and 9. Ms. Zotter suggested keeping the title of criteria number 3 and adding 6b and 9.

The Board members discussed criteria 9c, “addresses the literacy and language needs of the student population.” Specifically, the Board wants to ensure programs acknowledge that CHW’s are multi-lingual. Ms. Hogarty said the only law she is aware of is the requirement to provide a sign language for deaf students. Ms. Zotter suggested changing the language to “creates an environment for students whose primary language is one other than English.”

The Board members discussed criteria 4. Ms. Zotter explained that a “host” organization can provide certificate training without requiring the student to enroll in the school (i.e. a Community College). An audience member representing Northern Essex Community College noted that they have a one year CHW certificate program but they also offer a health program that leads to an Associate’s Degree that covers a lot of the same classes but doesn’t result in CHW certification, she believes this forces students to make a choice between the two and asked the Board if there was a way to reconcile the two programs. Ms. Zotter explained that the Board would never want to discourage continued education but could not provide an answer at this time. Ms. Hogarty suggested that the Community College program may want to shape their programs to meet the criteria of the CHW certificate program.

11:16am the Board took a break. 11:30am the Board resumed the meeting.

The Board members discussed criteria 8. Ms. Lau asked if “handicap” accessible should be changed to “wheelchair” accessible. Ms. Zotter pointed out that there are different kinds of handicaps. Ms. Smidy noted that “adequate transportation” may be more difficult to meet in the western part of the state. Ms. Strachan suggested using language such as “the Board encourages programs to carefully consider location.”

The Board members discussed criteria 12a, d, and e. Ms. Hogarty asked if the Board is differentiating between administrative staff and faculty. Ms. Zotter suggested stating “staff should have experience teaching CHW’s” and asked if there should be a specific ratio. Ms. Hogarty thought the Board should remain flexible but should definitely be clear that not all staff be required. Ms. Zotter suggested moving on from this topic as it has been covered numerous times (she added that they can take out “d” and use the language from the regulations). Ms. Och stated that staff diversity should apply to all staff to be reflective of the CHW workforce. An audience member suggested requiring the program show a “commitment to diversity.” Ms. Zotter asked how that would be evaluated. Ms. Cherfils asked whether it should be an affirmation or a scoring tool. Ms. Strachan asked if the program would have all its’ staff in place when they apply. Ms. Zotter noted that it is required for application. Ms. Cherfils suggested the Board may wish to begin the process first and then determine if changes are necessary. Ms. Hogarty posited that the Board needs to approve programs and these should be minimum requirements just like the individual certification.

12:32pm Ms. Och left

The Board members discussed criteria 5 and 6. Ms. Hogarty reiterated that these should be minimum requirements but thinks the requirement for tracking retention and completion rates is important. Ms. Lau asked what is meant by “optional, has internships or practicums...” Ms. Hirsch explained the program does not have to offer internships or practicums but if they do, they have to explain duration and content (and whether the practicum/internship includes work experience hours). Ms. Zotter suggested holding “5c” to look at the regulations. Ms. Zotter suggested getting rid of “5a” and “5b.” Ms. Hogarty suggested that “5d” could be moved to criteria “12” and that the language “if applicable” should be removed. Ms. Hogarty also suggested taking out “6a” and moving “6c” to criteria “12.”

The Board members discussed criteria 7. Ms. Lau suggested that the requirement under “7c” should include training and facilitation. With respect to “7b,” Ms. Hirsch asked if “sufficient time” should be clarified to cover on-line options. Ms. Hogarty added that on-line learning should be spelled out. Ms. Zotter suggested tabling on-line and asked how to define “sufficient time.” Ms. Cherfils asked if they could use the formula the Board used to determine the hours, Ms. Zotter said they could.

Ms. Zotter suggested stopping the meeting at that point and noted the Board could defer criterions 10, 11, 13 and 14, as well as item V-B and V-C, to the next meeting.

ACTION: None

Document: CHW Education & Training Criteria Sheet

VI. Flex Session
A. Topics for Next Meeting

DISCUSSION: Ms. Cherfils announced that Victor Ortiz will give presentation to the Board on the public health effects of gambling at the January meeting.

ACTION: None

Document: None

VII.

Adjourn

There being no other business before the Board, Ms. Zotter made a motion to adjourn the meeting. Ms. Lau seconded the motion. The motion passed unanimously. The meeting adjourned at 12:56 pm.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday, December 13, 2016, at 9:30 a.m. at 239 Causeway Street, Boston, Massachusetts.

Respectfully submitted:

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