

**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, October 13, 2015  
9:30 a.m.**

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

**Agenda**

<b>Time</b>	<b>Item #</b>	<b>Item</b>	<b>Exhibits</b>	<b>Staff Contact</b>
09:30 a.m.	<b>I.</b>	Call to Order Determination of Quorum		
	<b>II.</b>	Approval of Agenda	Draft Agenda	
	<b>III.</b>	Approval of Minutes	Draft Minutes	
	<b>IV.</b>	Update on status of regulations and fee proposal	None	MS
	<b>V.</b>	Further discussion of regulatory development	List	
	<b>VI.</b>	Review draft CHW certification for Training and Individual applications	Draft Application	
	<b>VII.</b>	Review draft Application for Training Programs	Draft Application	

	<b>VIII.</b>	Revision to proposed section 9.00	Draft Regulations – Section 9.00	MS
	<b>IX.</b>	Opportunities for Outreach to Applicants	None	
	<b>X.</b>	Other Business/Announcements	None	
	<b>XI.</b>	Adjournment		

**COMMONWEALTH OF MASSACHUSETTS**  
**BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS**

**BOARD MEETING MINUTES**

Tuesday, October 13, 2015  
9:30 a.m.  
239 Causeway Street  
Room 417  
Boston, MA 02114

Board Members Jean Zotter, DPH, Chair

Present: Patricia Edraos, Massachusetts League of Community Health Centers (MLCHC), Representative  
Joanne Calista, Community Health Worker Training Organization, Representative  
Sheila Och, Community Health Worker  
Maritza Smidy, Community Health Worker  
Denise Lau, Public Member  
Peggy Hogarty, Massachusetts Public Health Association Representative

Board Members

Not Present: Henrique O. Schmidt, Community Health Worker, Secretary

Staff Present:

Ichelle Herbu, Assistant Executive Director, DHPL  
Rebecca Ferullo, Office Support Specialist I, DHPL  
Vita Berg, Chief Board Counsel, Office of the General Counsel, DPH  
Mary Strachan, Board Counsel, Office of the General Counsel, DPH  
Gail Hirsch, Director, Office of Community Health Workers, DPH  
Caitlin Allen, 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 9:56 a.m.

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

- II. Approval of Board Meeting Agenda  
The Meeting Agenda was reviewed.

DISCUSSION: Change agenda item VI to Review Draft for Individual CHW Certification.

ACTION: Ms. Zotter made a motion to make the discussed change to the agenda; Ms. Lau seconded the motion. The motion passed unanimously.

DISCUSSION: Remove item VIII, as draft regulations are still being developed.

ACTION: Ms. Zotter made a motion to approve the agenda as amended; Ms. Och seconded the motion. The motion passed unanimously.

Document: October 13, 2015 Board Meeting Agenda

III. Approval of September 8, 2015 Regularly Scheduled Meeting Minutes

The Minutes of the September 8, 2015 Regularly Scheduled Board Meeting were reviewed.

DISCUSSION: Section III should read “April 14, 2015,” and a space inserted in “CHW scan” on page 3. Remove “not” from second to last sentence on page 4.

ACTION: Ms. Lau made a motion to approve the minutes with changes; Ms. Och seconded the motion. The motion passed unanimously.

Document: September 8, 2015 Regularly Scheduled Board Meeting Minutes

IV. Update on status of regulations and fee proposal

DISCUSSION: Ms. Strachan informed the Board that last week more information was received from the prosecutors who handle discipline, and changes were made to section 9. She reviewed the process of disciplinary actions, regulation approval and changes. Changes made may need Board approval at the next meeting.

ACTION: None

Document: None

10:10 AM Ms. Calista enters

V. Further discussion of regulatory development

DISCUSSION: Ms. Allen had previously gone through past minutes and gathered a list of all areas board members wanted to provide more guidance on. The subcommittee will need to be postponed, as the DHPL office does not currently have the staff or capability to support new group meetings. The office has been impacted by staff shortages and a large nursing investigation. Ms. Hirsch states that the CHW office is willing to help in the interim. Ms. Allen presents her list: program certification vs. board certification of CHWs; reciprocity; FAQ – what constitutes a parent institution; special health topics; full/provisional approval of training programs; timeline for training program approval; initial complaints – process for handling; CEU provider approval; and her own addition, comprehensive guidance on the requirements for certification and renewal. Ms. Hogarty notes that certification definition can be addressed separately or in FAQ. The order of importance should be decided, such as special health care topics. Ms. Edraos states reciprocity is also an important topic. Will complaints be covered by policy/section 9? Ms. Strachan says yes and discusses the process of the Office of Public Protection. Policy for staff action can be addressed after regulations are promulgated. Board members will keep the list in mind as they go through the regulations.

ACTION: None

Document: None

VI. Review draft for individual CHW certification

DISCUSSION: Ms. Allen reviews a workflow chart of the application process. There will be an option for online application. Board members would like to discuss a Standards of Conduct exam. It may not need to be an open-book exam as previously discussed, but a signed attestation. Ms. Hogarty expresses concern that people will sign but not read what they are attesting to; she would like to find a way to make sure people are aware of the standards of conduct. Ms. Calista agrees that an exam would make sure applicants have both read and understood. An English-only exam may cause an issue. Ms. Edraos inquires about the possibility of making the exam online, how long it would take to get the application in other languages, and if a shorter exam would be easier. How is it done with other boards? By attestation, the certified person is responsible. Board members discuss the pros and cons of a test vs. attestation. Ms. Strachan reminds the board that if they decide on an exam, they should use a professional to create it. How would they pay for this? Who will correct the test? Staff are not able to add this responsibility. No perfect solution; will have a list specifically from section 8 followed by an attestation in the application. Ms. Edraos asks about GMC requirement and special case review. Ms. Strachan explains that it is up to the board which types of cases they would like to see and usually a policy is put in place. Ms. Edraos has concerns about how much a CORI will reveal based on how far back it goes. Ms. Hirsch and Ms. Allen will bring GMC examples to the next meeting.

11:17 AM Break

11:27 AM Return

Ms. Allen presents the draft application form. First section: General information. This could include more information/guidance and definitions. Ms. Och requests that materials are presented by projection at the next meeting. Ms. Calista asks Ms. Allen to check previous minutes for the Board's decision on the use of "mastery" for #5 and 6. Section 2: Application form. Ms. Allen reviews the forms and corrections that need to be made. Board members express concerns about the language in part C. Will flag and adjust and return to Board. Should include explanation that answering "yes" to a GMC question does not automatically deny an application. Code of Conduct and attestation can be added to part G. A notary signature is not required for an online application. Board members would like to see a sample online application at next meeting; feel it is unfair to have different requirements for online a paper applications. Will flag notary section. Section 3: Reference forms. Ms. Allen reviews the forms. Ms. Hogarty notes there is no attestation regarding an applicant's good moral character on the reference form; should be changed in general information form. Ms. Edraos is concerned that references will tend to ignore the same competencies. Board members discuss the 8 competency rating requirement and what information should be included for the person giving the reference. Discussion is briefly stopped so Ms. Strachan can give a quick overview of conflict of interest for upcoming agenda items; several board members will be contacting the state ethics commission. Board members continue discussing reference forms and what information will ensure forms are fully filled out but responses are not influenced. Ms. Allen offers to create to versions of the reference form. Once they are approved at next meeting, the forms can be piloted and feedback provided to the Board. Reference ratings may want to be changed to pass/fail. Past meeting minutes will be revisited to check why the scale was decided on and then brought back to the Board before making a change. Board will discuss this and possible GMC question in reference form at the next meeting.

ACTION: None

Document: Draft Application

VII.

Adjourn

There being no other business before the Board, Ms. Hogarty made a motion to adjourn the meeting. Ms. Lau seconded the motion. The motion passed unanimously. The meeting adjourned at 1:02 pm.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday, November 10, 2015, at 9:30 a.m. at 239 Causeway Street, Boston, Massachusetts.

Board of Certification of Community Health Workers  
Minutes of October 13, 2015 Regular Session  
(To be approved at the November 10, 2015 Board Meeting)

Page 5 of 6

Respectfully submitted:

---

Name	Position	Date
------	----------	------