

**THE 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, G.L. c. 30A, § 20**

Tuesday, October 2, 2012  
9 a.m. – 12 noon  
239 Causeway Street – 4th floor, Room 417A & B  
Boston, MA 02114

**Agenda**

- I. Call to Order
- II. Introductions
- III. Approval of Agenda
- IV. Approval of Minutes
  - A. September 18, 2012 Regularly Scheduled Meeting
- V. Core Competencies of Certified Community Health Workers: Board Discussion
  - A. Review options drafted by Joanne Calista and Sally Graham
- VI. Tiered Classes or Levels of Practice: Board Discussion
- VII. Other Business/Announcements
- VIII. Adjourn

COMMONWEALTH OF MASSACHUSETTS

BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS

BOARD MEETING MINUTES

Tuesday, October 2, 2012

9 a.m. - 12 p.m.

239 Causeway Street

Room 417

Boston, MA 02114

Board Members

Present:

Geoffrey Wilkinson, Chair, Senior Policy Advisor, Commissioner's Office, DPH  
Charles Joffe-Halpern, CHW Employer Member  
Joanne Calista, CHW Training Organization Member  
Patricia Edraos, MA League of Community Health Centers (MLCHC) Member  
Sheila Och, CHW Member (arrived at 9:15 a.m.)

Board Members

Not Present:

Pamela Siren, Vice-Chair, MA Association of Health Plans (MAHP), Member  
Henrique Oliveira, Secretary, CHW Member

Staff Present:

Sally Graham, Board Executive Director, DHPL  
Joelle Stein, Board Counsel, Office of General Counsel, DPH  
Anson Chu, Administrative Assistant, Multi-Boards, DHPL  
Jean Pontikas, Director, Division of Health Professions Licensure (DHPL)  
(arrived at 9:20 a.m., departed at 11:40 a.m.)  
Maura Drury, Assistant to Director, DHPL  
Nancy Murphy, Policy Analyst, Division of Health Care Quality, DPH  
Gail Hirsch, Director, Office of Community Health Workers, DPH

Visitors:

Members of the Public

I. Call to Order

Mr. Wilkinson, Board Chair, called the meeting to order at 9:12 a.m.

Mr. Wilkinson reported that he had spoken at the Annual Meeting of the Massachusetts Association of Community Health Workers held in Shrewsbury on September 27, 2012. The Meeting was well-attended and participants expressed their interest in the Board.

II. Introductions

Mr. Wilkinson provided a brief overview of the Agenda and invited Board members, DPH staff and members of the public in attendance to introduce themselves.

III. Approval of the Board Meeting Agenda

The agenda was reviewed. Ms. Calista made a motion to approve the agenda as presented; Ms. Och seconded the motion. The motion passed unanimously.

Document: October 2, 2012 Board Meeting Agenda

IV. Approval of Minutes

A. Minutes of the Regularly Scheduled Board Meeting: September 18, 2012

The minutes of the September 18, 2012 Regularly Scheduled Board Meeting were reviewed. Mr. Wilkinson made a motion to approve the minutes as amended; Ms. Edraos seconded the motion. The motion passed with Mr. Wilkinson, Ms. Edraos, Ms. Och, and Ms. Calista voting in favor. Mr. Joffe-Halpern did not vote as he was not present at the September 18, 2012 meeting.

Document: Minutes of the September 18, 2012 Regularly Scheduled Board Meeting

V. Core Competencies of Certified Community Health Workers: Board Discussion

A. Review options drafted by Joanne Calista and Sally Graham

Ms. Graham and Ms. Calista led a discussion of the nine "core competencies" as identified in M.G.L. c. 112, § 259. Following the discussion, Ms. Calista made a motion to include the statutory core competencies, (a) through (i), in the regulations; Mr. Joffe-Halpern seconded the motion. The motion passed unanimously.

Mr. Joffe-Halpern made a motion that the Board adopt a tenth competency, (j), "Ethics and Standards of Professional Conduct"; Ms. Edraos seconded the motion. The motion passed unanimously.

Document: Slide presentation

[BREAK 10:41a.m. – 10:53 a.m.]

VI. Tiered Classes or Levels of Practice: Board Discussion

Mr. Wilkinson led a discussion on the Board's establishing "tiered classes or levels of practice as a certified community health worker" as set forth in M.G.L. c. 13, § 108(j). The Board by consensus agreed to establish requirements for qualifying a certified community health worker as a "trainer in an education, training or continuing education program approved or accepted by the Board" and to identify only the "trainer" level of practice at this time.

VII. Other Business

None.

VIII. Adjourn

There being no other business before the Board, Mr. Joffe-Halpern made a motion to adjourn the meeting; Ms. Edraos seconded the motion. The motion passed unanimously.

The meeting adjourned at 11:46 a.m.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday, November 6, 2012, at 9 a.m. at 239 Causeway Street, Boston, Massachusetts.

Respectfully submitted:

	<i>Chair</i>	<i>11-6-12</i>
Name	Position	Date