

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 8, 2013
9:00 a.m. – 1:00 p.m.
239 Causeway Street – 4th floor, Room 417A & B
Boston, MA 02114

Agenda

Time	Item #	Item	Exhibits
9:00 a.m.	I.	Call to Order	
	II.	Approval of Agenda	Agenda
	III.	Approval of Minutes of the A. August 13, 2013 Regularly Scheduled Meeting B. Review of September 17, 2013 Discussion Held Among Board Members Present Without Quorum	Minutes
	IV	Discussion of recommendations from the August 28, 2013 Advisory Workgroup meeting	

	V.	Discussion of recommendations from the September 25, 2013 Advisory Workgroup meeting A. Advisory Workgroup meeting on Sept. 25, 2013 on grandparenting, language requirements, references, assessment of core competencies	
	VI.	Other Business/Announcements A. Act on recommendation to authorize remote participation in meetings, subject to provisions of the Open Meeting Law	
1:00 p.m.	VII.	Adjournment	

COMMONWEALTH OF MASSACHUSETTS

BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS

BOARD MEETING MINUTES

Tuesday, October 8, 2013

9 a.m.

239 Causeway Street

Room 417

Boston, MA 02114

- Board Members Present: Geoffrey Wilkinson, Chair, Senior Policy Advisor, Commissioner's Office, DPH
Pamela Siren, Vice-Chair, MA Association of Health Plans (MAHP), Member
Henrique Oliveira, Secretary, CHW Member
Sheila Och, CHW Member (arrived at 9:17 a.m.)
Charles Joffe-Halpern, CHW Employer Member
Patricia Edraos, MA League of Community Health Centers (MLCHC) Member
Joanne Calista, CHW Training Organization Member
- Staff Present: Ichelle Herbu, Assistant Executive Director
Anson Chu, Administrative Assistant, Multi-Boards, DHPL
Madeline Piper, Deputy General Counsel, Office of the General Counsel
Gail Hirsch, Director, Office of Community Health Workers, DPH
Terry Mason, Consultant, DPH
- Staff Not Present: Annette O'Brien, Interim Executive Director
Joelle Stein, Board Counsel, Office of General Counsel, DPH
- Visitors: Members of the Public

- I. Call to Order
Mr. Wilkinson, Board Chair, called the meeting to order at 9:08 a.m. A quorum was present.
- II. Approval of Board Meeting Agenda
The Agenda was reviewed.
- Document: October 8, 2013 Board Meeting Agenda
- III. Approval of Minutes
A. August 13, 2013 Regularly Scheduled Meeting

The minutes of the August 13, 2013 Regularly Scheduled Board Meeting were reviewed. Ms. Calista made a motion to approve the minutes as presented; Mr. Edraos seconded the motion. The motion passed unanimously.

B. Review of September 17, 2013 Discussion Held Among Board Members Present Without Quorum

The Board reviewed the meeting notes of the September 17, 2013. Mr. Wilkinson summarized the main points of the discussion. Ms. Piper advised the Board that although the meeting was held without a quorum, the Board has the discretion to vote to approve the meeting notes. After discussion, the Board decided to review the meeting notes without a vote.

Mr. Wilkinson invited the Board to discuss whether a disclosure of a Good Moral Character (GMC) issue by an applicant would result in an automatic rejection for certification. Board members agreed that they were unfamiliar with the DHPL's GMC and Criminal Offender Record Information ("CORI") policy, and requested that an informational training session be scheduled for the next Board meeting.

During the discussion, Mr. Wilkinson noted that a future topic for the Board to discuss is the requirements for provisional/limited licensure.

Document: Minutes of the August 13, 2013 Regularly Scheduled Board Meeting
Discussion notes of the September 17, 2013 Meeting

IV. Discussion of recommendations from the August 28, 2013 Advisory Workgroup meeting
The Board deferred action and discussion of the Advisory Workgroup's recommendation until the next scheduled Board Meeting.

[BREAK 10:56 a.m. – 11:10 a.m.]

V. Discussion of recommendations from the September 25, 2013 Advisory Workgroup meeting

A. Advisory Workgroup meeting on September 25, 2013 on grandparenting, language requirements, references, assessment of core competencies.

The Board reviewed the meeting notes from the September 25, 2013 Advisory Workgroup meeting. Mr. Wilkinson inquired whether the Board should consider revising the Core Competencies to add that an applicant should be familiar with the United States health care system.

The Board discussed whether a grand parenting certification pathway should have an end date of three years, as recommended by the Advisory Workgroup. After discussion, the Board agreed there should be no end date specified in regulations for the pathway to certification that does not require graduation from a certified training program. The Board also agreed the matter should be reconsidered after two to three years of experience with the certification program.

The Board agreed that the application should include the Likert scale score based on the Core Competencies; however, the Board referred the matter to the Advisory Workgroup for recommendations on what score should meet the Board's standards for application approval.

Mr. Wilkinson noted that the Board and Advisory Work group previously discussed and suggested the following requirements for the application process:

1. Applicants must provide the Board with documents that verify the hours they worked;
2. Applications must include the Good Moral Character questions;
3. Board staff will review, score, approve, deny, or present the application to the Board for review;
4. Applicant must provide three (3) professional references; two (2) references must be from individuals in the United States; one (1) must be from a former or current supervisor who has supervised the applicant for at least one year in a United States work setting (Ms. Och noted that this contradicts the work pathway for certification that requires an application to have 1000 work experience-approximately 6 months. The Board deferred the topic for future discussion); two (2) references may be from a co-worker or an individual from another profession who are familiar with the applicant's work; references cannot be from clients, because it may cause ethical dilemma issues; and the Board must be able to verify the references to ensure authenticity.

Mr. Wilkinson requested a motion to adopt these documentations and procedures as part of the application process and to formalize the agreement not to set an end date in regulations for the path to certification for applicants who had not completed certified training programs. Ms. Siren so moved, and Mr. Joffe-Halpern seconded the motion. The motion passed unanimously.

VI. Other Business/Announcements

- A. Act on recommendation to authorize remote participation in meetings, subject to provisions of the Open Meeting Law

Ms. Siren made a motion to use the Attorney's General guidelines to authorize remote participation in meetings; Mr. Oliveira seconded the motion. The motion passed unanimously.

VII. Adjourn

The meeting adjourned at 12:01 p.m.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday, November 12, 2013, at 9 a.m. at 239 Causeway Street, Boston, Massachusetts.

Respectfully submitted:

Name

Position

Date