

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, November 12, 2013  
9:00 a.m. – 1:00 p.m.  
239 Causeway Street – 4th floor, Room 417A & B  
Boston, MA 02114

**Agenda**

<b>Time</b>	<b>Item #</b>	<b>Item</b>	<b>Exhibits</b>
9:00 a.m.	<b>I.</b>	<b>Call to Order and Introductions</b>	
	<b>II.</b>	<b>Determination of Quorum (Q = 6 of 11)</b>	
	<b>III.</b>	<b>Approval of Agenda</b>	Agenda
	<b>IV.</b>	<b>Approval of Minutes</b> A. October 8, 2013 Regularly Scheduled Meeting	Minutes
	<b>V.</b>	<b>Review of Board Decisions to Date</b>	Handout
	<b>VI.</b>	<b>Consideration of Advisory Workgroup Recommendations: Scoring of Applications</b>	Handout

	<b>VII.</b>	<b>Good Moral Character and CORI</b>	
	<b>VIII.</b>	<b>Other Business/Announcements</b>	
12:00 p.m.	<b>IX.</b>	<b>Adjournment</b>	

**COMMONWEALTH OF MASSACHUSETTS**

**BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS**

**BOARD MEETING MINUTES**

Tuesday, November 12, 2013

9 a.m.

239 Causeway Street

Room 417

Boston, MA 02114

Board Members Present: Geoffrey Wilkinson, Director of Policy and Planning, DPH, Chair  
Pamela Siren, Massachusetts Association of Health Plans (MAHP) Representative, Vice-Chair  
Henrique Oliveira, Community Health Worker, Secretary  
Sheila Och, Community Health Worker  
Patricia Edraos, Massachusetts League of Community Health Centers (MLCHC) Representative (arrived at 10:05 a.m.)  
Maritza Smidy, Community Health Worker  
Denise Lau, Public Member

Board Members Not Present: Charles Joffe-Halpern, Community-Based Community Health Worker Employer  
Joanne Calista, Community Health Worker Training Organization Representative

Staff Present: Ichelle Herbu, Assistant Executive Director, DHPL  
Anson Chu, Administrative Assistant, DHPL  
Vita Berg, Board Counsel, Office of the General Counsel, DPH  
Gail Hirsch, Director, Office of Community Health Workers, DPH  
Terry Mason, Consultant, DPH

Staff Not Present: Annette O'Brien, Interim Executive Director, DHPL  
Joelle Stein, Board Counsel, Office of General Counsel, DPH

Visitors: Members of the Public

**I. Call to Order and Introduction**

A quorum of the Board was present. Mr. Wilkinson, Board Chair, called the meeting to order at 9:19 a.m.

Mr. Wilkinson invited Board Members, DPH staff, and Public Members in attendance to introduce themselves.

II. Approval of Board Meeting Agenda

The Meeting Agenda was reviewed. Mr. Oliveira made a motion to approve the agenda; Ms. Och seconded the motion. The motion passed unanimously.

Document: November 12, 2013 Board Meeting Agenda

III. Approval of Minutes

A. October 8, 2013 Regularly Scheduled Meeting Minutes

The Minutes of the October 8, 2013 Regularly Scheduled Board Meeting were reviewed. Mr. Oliveira made a motion to approve the minutes; Ms. Siren seconded the motion. Ms. Smidy and Ms. Lau abstained from voting. The motion passed unanimously.

Document: October 8, 2013 Regularly Scheduled Board Meeting Minutes

IV. Review of Board Decisions to Date

Mr. Wilkinson introduced Ms. Smidy and Ms. Lau.

Mr. Wilkinson provided Ms. Smidy and Ms. Lau with a brief overview of each task that the Board has reviewed, discussed and completed to date to include the Core Competencies; Pathways to Certification for Individual CHW; Training Program Certification Domains; and CHW Certification Application Process.

Mr. Wilkinson noted that the Board continues to revise the Core Competencies, discuss the Application Process, and consider the Grandparenting pathway for certification.

Documents: CHW Certification Application Processing flowchart (draft); Roster of the CHW Board Members; Summary of Board Action to Certification for CHWs; Training Program Certification Domains; Core Competencies for CHW (Approved by the Board, August 13, 2013); and Board Action Plan 2013-2014.

V. Consideration of Advisory Workgroup Recommendations: Scoring of Applications

Mr. Wilkinson reviewed the list of Core Competency Descriptors for applications as discussed and drafted by the Advisory Workgroup on October 23, 2013 meeting, noting that the descriptors for Core Competency numbers one and six needed further work. The Board discussed the descriptors and deferred action on adopting them until a final draft of the Core Competency descriptors were complete.

[BREAK 11:12 a.m. – 11:25 a.m.]

VI. Good Moral Character and CORI

Ms. Berg presented information to the Board regarding the Good Moral Character requirement for certification as established by Massachusetts General Laws, ch. 112, section 260; the generally applicable principles of Good Moral Character and Criminal History; and Chapter 256 of the Acts of 2010, CORI Reform. Board members discussed implications of the law for the board of certification of CHWs. Ms. Berg said that certifying good moral character is the applicant's responsibility and typically involves disclosing prior criminal history, professional discipline, and academic discipline. She agreed it could be helpful to ask questions on the CHW certification application about this.

Document: Good Moral Character, Criminal Proceedings, and CORI Reform PowerPoint Slide Hand-out

VII. Other Business/Announcements  
None.

VIII. Adjourn  
There being no other business before the Board, Mr. Oliveira made a motion to adjourn the Meeting; Ms. Och seconded the motion. The motion passed unanimously. The Meeting adjourned at 12:10 p.m.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday, December 10, 2013, at 9 a.m. at 239 Causeway Street, Boston, Massachusetts.

Respectfully submitted:

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