

COMMONWEALTH OF MASSACHUSETTS

BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS

BOARD MEETING MINUTES

Tuesday, January 14, 2014

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 (left the meeting
at 11:05 a.m.)
Sheila Och, Community Health Worker
Charles Joffe-Halpern, Community-Based Community Health Worker,
Employer
Patricia Edraos, Massachusetts League of Community Health Centers
(MLCHC), Representative
Joanne Calista, Community Health Worker Training Organization,
Representative
Maritza Smidy, Community Health Worker
Denise Lau, Public Member

Board Members

Not Present:

Karen Van Unen, Massachusetts Public Health Association Representative

Staff Present:

Mary Phillips, Executive Director, DHPL
Ichelle Herbu, Assistant Executive Director, DHPL
Anson Chu, Administrative Assistant, DHPL
Vita Berg, Chief Board Counsel, Office of the General Counsel, DPH
Gail Hirsch, Director, Office of Community Health Workers, DPH
Terry Mason, Consultant, 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 9:07 a.m.

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

II. Determination of Quorum (Q = 6 of 11)
A quorum for the meeting had been determined.

III. Approval of Board Meeting Agenda
The Meeting Agenda was reviewed.

ACTION: Ms. Siren made a motion to approve the agenda; Mr. Oliveira seconded the motion. The motion passed unanimously.

Document: January 14, 2014 Board Meeting Agenda

IV. Approval of Minutes
November 12, 2013 Regularly Scheduled Meeting Minutes
The Minutes of the November 12, 2013 Regularly Scheduled Board Meeting were reviewed.

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

Document: November 12, 2013 Regularly Scheduled Board Meeting Minutes

V. CHW Core Competencies
Ms. Hirsch informed the Board that with the assistance of the Massachusetts Association of Community Health Workers (MACHW), the language of the ten core competencies was revised for consistency, accuracy, and clarity.

DISCUSSION: Board members discussed whether core competency No. 7 (g) should include a list of the health topics. Board members noted that individuals in training should be able to choose topics related to their area of practice and training programs should be able to comply with the Board's requirements.

ACTION: The Board determined that the discussion of *Item VII., Training Program Requirements for Core Competencies*, was directly related to the discussion of *Item V.* Ms. Calista made a motion to defer Board action to accept the revision of the ten Core Competencies until after the discussion of *Item VII., Training Program Requirements* on the agenda; Ms. Siren seconded the motion. The motion passed unanimously.

[The Board deferred the discussion of *Item VI., Work Hour Requirements for Individual Certification*; began the discussion of *Item VII., Training Program Requirements for Core Competencies*]

[After the break, the Board continued the discussion of *Item V.*]

ACTION: Ms. Edraos made a motion to revise and approve the Board's description of CHW Core Competencies with a change in the language of core competency 7 (g) to "Gain and share basic knowledge of specific health topics."; by deleting the language "such as chronic disease, substance abuse, mental health, domestic violence, and

environment health.” Ms. Siren seconded the motion. The motion passed unanimously. The Board agreed to request its Advisory Workgroup to develop a recommendation about how to incorporate the deleted language into a revised list of topics for the concluding sentence of the introductory paragraph for core competency 7.

[The Board proceeded to Item VI.]

Documents: Revised Core Competencies for CHW

VI. Work Hour Requirements for Individual Certification

DISCUSSION: Mr. Wilkinson informed the Board that the Advisory Workgroup recommends that the Board increase the hours an individual is required to work as a CHW from 3,000 hours to 4,000 hours if the individual is applying for certification by the Work Experience Pathway. Mr. Wilkinson also reported on a recent discussion with public health officials in New Mexico about the Board’s policy on the Work Experience Pathway and recommended that the Board reconsider its decision on October 8, 2013 not to set any end date in regulation for the Work Experience Pathway.

ACTION: After discussion, Ms. Edraos made a motion to increase work hours requirement for the Work Experience Pathway from 3,000 hours to 4,000 hours and to establish a sunset period for the Work Experience Pathway. Ms. Calista seconded the motion; Mr. Oliveira was not present for the vote as he had left the meeting. The motion passed unanimously. The Board agreed to establish the duration of the sunset period for the Work Experience Pathway at a future meeting.

Document: Draft Application Forms

VII. Training Program Requirements for Core Competencies

Ms. Hirsch reviewed the minutes from the October 4, 2013 Training Hours Meeting (“Board’s sub-committee”). Ms. Hirsch noted that the Board’s subcommittee discussed the number of classroom hours the Board should require a Training Program to designate to the training session of each core competency. At the conclusion of the discussion, the Board’s subcommittee recommended minimum and maximum hours for each core competency as a guide for the Board to determine the classroom hours an individual in training would be required to complete for each core competency.

DISCUSSION: the Board noted that the number of classroom hours should be adequate for an individual in training to acquire the knowledge for each core competencies; the hours should be reasonable that it would not be difficult for a Training Program to offer the courses. Further, health topics are an important area for CHW practice; therefore, a portion of the classroom hours should be designated to “special health topics.” The Board agreed with its sub-committee recommendation that certified CHW training programs should provide 12-18 classroom hours on “special health topics.” The Board also calculated that based on the sub-committee’s recommendations, total training requirements, including core competencies and “special health topics,” could range between 56-95 classroom hours. The Board noted that current training programs in Massachusetts provide between 48-55 hours on average, while national standards vary,

with Texas requiring 160 hours classroom training and Oregon and other states moving toward requiring 80 hours.

[During the discussion, Ms. Siren left the room at 9:59 a.m. and returned at 10:00 a.m.; Ms. Edraos left the room at 10:10 a.m. and returned at 10:13 a.m.; and Mr. Oliveira left the room at 10:15 a.m. and returned at 10:19 a.m.]

ACTION: Ms. Calista made a motion that the Board require certified CHW training programs to provide a total of 80 hours of classroom instruction, for which 80% of the hours would be designated to the ten core competencies and 20% of the hours would be designated to "special health topics." Mr. Oliveira seconded the motion. The motion passed unanimously.

Document: Sub-Committee and Advisory Workgroup Notes

[BREAK 10:26 a.m. – 10:35 a.m.]

[The Board returned to the discussion of *Item V.* of the agenda]

VIII. Continuing Education Requirements for Certification Renewal

Mr. Wilkinson noted that the Advisory Workgroup recommends that the Board establishes the following minimum requirements for a certified CHW to renew his/her certification:

1. Complete at least 15 hours of continuing education every two years;
2. Continuing education must be related to the ten core competencies or the scope of practice for CHWs; and
3. Continuing education must be provided by a Massachusetts Certified CHW Training Program or be approved by the DPH Office of Community Health Workers. DPH would have authority to approve a variety of continuing education, such as employer-based training, academic courses, conference presentations, CHW professional association workshops, etc.

ACTION: Mr. Joffe-Halpern made a motion to accept the recommendation of the Advisory Workgroup; Ms. Siren seconded the motion; Mr. Oliveira was not present for the vote as he had left the meeting. The motion passed unanimously.

IX. Requirements for CHWs Certified as Trainers
Deferred to the next scheduled Board Meeting.

X. Other Business/Announcements
None.

XI. Adjourn
There being no other business before the Board, Mr. Joffe-Halpern made a motion to adjourn the Meeting; Ms. Calista seconded the motion. The motion passed unanimously. The Meeting adjourned at 11:59 a.m.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Thursday, February 6, 2014, at 9 a.m. at 239 Causeway Street, Boston, Massachusetts.

Respectfully submitted:

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