

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**

**Thursday, November 6, 2014
9:00 a.m.**

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

Agenda

Time	Item #	Item	Exhibits
9:00 a.m.	I.	Call to Order Determination of Quorum	
	II.	Approval of Agenda	
	III.	Welcome and Introductions	Draft Agenda
	IV.	Approval of Minutes A. October 14, 2014, Regularly Scheduled Meeting	Draft Minutes
	V.	Review Draft Regulations	Hand-outs
	VI	Discussion of the public hearing process and ensuring public, CHW and employer input	None
	VII.	Other Business/Announcements None	None
4:00 p.m.	VIII.	Adjournment	

COMMONWEALTH OF MASSACHUSETTS
BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS

BOARD MEETING MINUTES

Thursday, November 6, 2014
9:00 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
Peggy Hogarty, Massachusetts Public Health Association Representative
Charles Joffe-Halpern, Community-Based Community Health Worker, Employer
Sheila Och, Community Health Worker
Denise Lau, Public Member
Henrique O. Schmidt, Community Health Worker, Secretary

Board Members Joanne Calista, Community Health Worker Training Organization,

Not Present: Representative
Maritza Smidy, Community Health Worker

Staff Present: Mary Phillips, Executive Director, DHPL
Rebecca Ferullo, Office Support Specialist I, DHPL
Vita Berg, Chief Board Counsel, Office of the General Counsel, DPH
David Murphy, Board Counsel, Office of the General Counsel, DPH
Gail Hirsch, Director, Office of Community Health Workers, DPH
Terry Mason, Policy Consultant, 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 9:05 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.
- ACTION: Ms. Och made a motion to approve the agenda; Mr. Joffe-Halpern seconded the motion. The motion passed unanimously.
- Document: November 6, 2014 Board Meeting Agenda

- III. Approval of October 14, 2014 Regularly Scheduled Meeting Minutes
The Minutes of the October 14, 2014 Regularly Scheduled Board Meeting were reviewed.

DISCUSSION: None

ACTION: Mr. Joffe-Halpern made a motion to approve the minutes as presented; Ms. Edraos seconded the motion. The motion passed unanimously.

Document: October 14, 2014 Regularly Scheduled Board Meeting Minutes

9:14 - David Murphy enters

- IV. Review Regulation Draft Changes

DISCUSSION: Ms. Zotter reviewed the draft changes made at the last meeting. Definition of Community Health Worker Education and Training Program has been added to 2.03. If there is any confusion on the term “stand alone” within this definition, FAQ can be done. “Independent” may be redundant and cause confusion. FAQ will be drafted.

ACTION: Ms. Edraos made a motion to strike the word “independent” from the definition of Community Health Worker Education and Training Program and leave “stand alone”; Mr. Joffe-Halpern seconded the motion. The motion passed unanimously.

Document: Proposed CHW Regulation 11-6-14

- V. Review Draft Regulations

DISCUSSION: Changes in 5.02 reviewed – website listing programs that have applied and approval status, definitions of approval statuses. Ms. Edraos requests checking with Ms. Berg about adding “stand alone” to definition of Prerequisite Approval. Application will have 2 parts. Prerequisite asks for a summary, then approved will be invited to submit full or provision application with details of program. 5.03(1)(a-c) List required minimums for prerequisite approval, reference standards in other sections. Application will include FAQ to clarify in easier language. Ms. Hogarty voices concerns of how to streamline approval process. Ms. Phillips offers, the Board could meet more frequently if needed, or could create a subcommittee to vet applications and offer suggestions for action to Board for prerequisite applications.

What is the purpose of/difference between prerequisite approval and pending approval? “Pending approval” implies that a program will be approved. Ms. Hogarty would like only approved programs listed on website, to avoid confusion. Would like status name changed to “pending application.” Do prerequisite and full applications need to be separate, or can they be submitted at the same time? Can be submitted at the same time, at the risk of applicant; can be added to FAQ. Ms. Edraos points out that term “pending approval” can stay if those programs are not listed as such publicly.

Multiple members request that language in 5.02(2) (and throughout regulations) be changed to put Provisional Approval/Application before Full Approval/Application.

How long will a prerequisite approval be valid? Also, listing prerequisite approval on website may allow opportunity for collaboration between programs. If a full application is denied, how long until a program can apply again?

Need to clarify steps and timelines if denied. Board can state terms of denial – set dates per case, based on what the program is lacking. Board will not (be able to) ban anyone from applying again indefinitely.

Possibly add flow chart of timelines to website.

5.02(2)(g) Include “that” before “a program with approval withdrawn status...”

Review 5.03(1) changes after break.

10:44 Break

10:58 Return

What is required in provisional/full application? 5.03(1)(g) is included. Must show policy of evaluating students and set up in a way that data can be presented to the Board. Discuss concerns about language in this, will hold until Ms. Berg joins the meeting.

ACTION: Ms. Edraos made a motion to strike 5.03(3)(b);” Ms. Hogarty seconded the motion. The motion passed unanimously.

DISCUSSION: 5.03(3) Co-teaching – will this lead to courses barely taught by CHWs? This allows for inclusion of CHWs, not exclusion. Include this co-teaching section in the section above it.

5.04 Minimum Standards for Provisional Approval. 5.04(3) Will the listed hours split be too exclusive? Will easing it allow people to get certificate from program without being actually trained to CHW standard?

12:03 Ms. Phillips leaves the room.

12:05 Ms. Phillips returns.

What about programs with courses that cover both core competencies and specific health topics? Will demonstration of all ten core competencies be required for provisional approval? May leave some out, as the ten competencies have just recently been defined. The term “related to” gives the Board flexibility.

Ms. Edraos would like “as specified in section 5.03(2)(b)” removed, will clarify when Ms. Berg joins the meeting. Possibly change “related to: to “incorporating.” 5.04(4) change reference to 5.04(3).

Training programs that get provisional approval: If training has been the same for the last two years, anyone who has gone through that training can use that pathway for certification.

12:29 Break

Mr. Schmidt leaves

12:59 Resume

5.05(1)(a) add a section with description of training (summary of curriculum, hours, etc. but not full detail).

1:06 Ms. Phillips leaves the room

Language requires records of graduation. Is this excluding new programs from prerequisite approval? No, only applies if program existed previously.

1:09 Ms. Phillips returns

5.05(1)(b) clarify language to make it clear if a program should be submitting provisional or full application. Use of word “may.” How to approve/defer with conditions? Will discuss with Ms. Berg.

5.05(2) Change language to allow programs to submit prerequisite and full application at the same time, if they so choose.

1:22 Ms. Berg enters the room

1:23 Mr. Murphy leaves

5.05 (1)(a) for prerequisite applications, should programs submit expected timeline or plans for number of students in a cycle? No, will be addressed in provisional/full application.

ACTION: Ms. Edraos made a motion to change “prerequisite application/approval” to “notice of intent;” and to give staff authority to respond to notice of intent if it meets criteria, with questionable cases presented to the Board, and responses not approving or denying, but giving direction; Ms. Och seconded the motion. The motion passed unanimously.

DISCUSSION: 5.05(1)(a) change “may” to “must.”

1:56 Ms. Zotter leaves the room

1:57 Ms. Zotter returns

5.03(1)(g) information should be included, but possible to change language to make it clear.

ACTION: Ms. Edraos made a motion to strike “conducted in a manner...”; Ms. Hogarty seconded the motion. The motion passed unanimously.

DISCUSSION: Include somewhere that in addition to annual report, Board may require data upon request.

5.04(3) Should all 10 competencies be required? Does the Board think that current programs do not cover all 10 in some way, even if not specifically made into a class? Ms. Och says yes – some programs may only cover 5. Should that qualify a program (and therefore its graduates) certification?

ACTION: Ms. Hogarty made a motion to strike “following ten” and leave only “related to the core competencies;” Ms. Edraos seconded the motion. The motion passed unanimously.

2:37 Break

2:45 Resume

DISCUSSION: December 9th meeting will be an all day meeting 9am-3pm.

5.05(2) changed to “as specified in the Board’s response to Notice of Intent”

Change to put “provisional” before “full” in all sections.

Annual reports will provide changes in programs and give the Board the opportunity to accept changes (if improved) or withdraw approval if they feel the changes have negatively impacted the program.

Provisional approval will allow for changes as needed to ramp up to full approval requirements.

Backdating approval – Should be up to 4 years to allow those who are unable to fit into grandfathering? Will look at the program offered in the last 4 years, in case it was different but would still have earned provisional approval. 5.04(2) and 5.05(1)(a)3 will change to/include a 4 year limit.

5.05(4)(b) October 1st deadline for annual reports, as this fits with most current academic years. Will change to “no later than” to indicate reports should be submitted in September, and will not be accepted after 10/1 of each year. Staff can review and present cases with any significant changes. The report period (academic year) for Education and Training Programs will be considered July to June.

(No actions yet on this discussion.)

End discussion, will resume at next meeting section 5.05(4)(c).

VI. Adjourn

There being no other business before the Board, Ms. Zotter made a motion to adjourn the meeting. Ms. Och seconded the motion. The motion passed unanimously. The meeting adjourned at 3:34 pm.

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

Respectfully submitted:

Name

Position

Date