

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**

**Tuesday, December 9, 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. November 6, 2014, Regularly Scheduled Meeting	Draft Minutes
	V.	Review Draft Regulations	Hand-outs
	VI.	Other Business/Announcements	
4:00 p.m.	VII.	Adjournment	

COMMONWEALTH OF MASSACHUSETTS
BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS

BOARD MEETING MINUTES

Tuesday, December 9, 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
Sheila Och, Community Health Worker
Denise Lau, Public Member
Henrique O. Schmidt, Community Health Worker, Secretary
Maritza Smidy, Community Health Worker

Board Members Joanne Calista, Community Health Worker Training Organization,

Not Present: Representative
Charles Joffe-Halpern, Community-Based Community Health Worker, Employer

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
Gail Hirsch, Director, Office of Community Health Workers, 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 9:38 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. Schmidt seconded the motion. The motion passed unanimously.
- Document: December 9, 2014 Board Meeting Agenda
- III. Approval of November 6, 2014 Regularly Scheduled Meeting Minutes
The Minutes of the November 6, 2014 Regularly Scheduled Board Meeting were reviewed.

DISCUSSION: None

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

Document: November 6, 2014 Regularly Scheduled Board Meeting Minutes

IV. Review Regulation Draft Changes

DISCUSSION: Ms. Zotter reviewed the draft changes of sections 2.00 through 4.00.

ACTION: Ms. Edraos made a motion to accept the changes made; Ms. Hogarty seconded the motion. The motion passed unanimously.

DISCUSSION: Ms. Zotter reviewed the draft changes of section 5.00

ACTION: Ms. Och made a motion to change “pending approval” to “pending application” in section 5.02(2) and throughout; Ms. Hogarty seconded the motion. The motion passed unanimously.

DISCUSSION: Continued review of section 5.00. The board would like certified CHW trainer added the definitions.

10:06 am Ms. Lau enters

In section 5.05(1)(a)(4), is a description of the pre-existing program in the Notice of Intent requirement enough? Yes. Should section 5.05 “ability” be changed to “capacity?”

ACTION: Ms. Hogarty made a motion to accept the changes for sections 5.01 through 5.02; Mr. Schmidt seconded the motion. The motion passed unanimously.

ACTION: Ms. Smidy made a motion to extend the previous motion to 5.01 through 5.04(2); Ms. Hogarty seconded the motion. The motion passed unanimously.

ACTION: Ms. Edraos made a motion to change “ability” to “capacity” in section 5.04 and throughout; Ms. Hogarty seconded the motion. The motion passed unanimously.

DISCUSSION: Can language be added to allow pre-existing programs to apply directly for full approval?

ACTION: Ms. Hogarty made a motion to remove “as specified in the Board’s response to Notice of Intent” from 5.05(2)(a); Mr. Schmidt seconded the motion. The motion passed unanimously.

ACTION: Ms. Zotter made a motion to accept changes for sections 5.05(1) through 5.05(4)(a); Mr. Schmidt seconded the motion. The motion passed unanimously.

10:36 Break

10:51 Resume

Document: Proposed CHW Regulation 12/9/14

V. Review Draft Regulations

DISCUSSION: 5.05(4)(b) accepted. 5.05(5) Annual Report form will be drafted to include requirements and date ranges; not needed in regulations. Section to be added after annual report to allow Board to make inquiries of program, and program to respond in a timely manner. The Board has the ability to defer an annual report for up to one year if given good cause. Board can also elect to re-evaluate program if there are concerns about changes shown in an annual report.

ACTION: Ms. Smidy made a motion to approve section 5.05(5) with changes; Ms. Zotter seconded the motion. The motion passed unanimously.

DISCUSSION: 5.05(6) Approval with Warning Status and Re-evaluation – status allows time to correct (missing report or failure to meet minimum standards), and students will not be penalized. Ms. Och – should reference 5.02(2)(e). Board can tell program to stop offering Continuing Education courses while on warning status. Programs will be given a date range in which to correct issues. Failure to correct will lead to withdrawal of approval.

Ms. Edraos – how and when would notice of warning going out, in the case of failure to submit annual report? Ms. Berg – while the notice will need to go out as soon as possible, the board can/should allow a mailing grace.

What should happen in the case of failure to meet standards, brought to the board's attention by a third party? A program will have a chance to respond to the allegation before action is taken. Can change "the Board shall assign" to "the Board may assign." Will select a subcommittee to review reports, presenting only ones with issues to the full Board.

ACTION: Ms. Zotter moves to approve 5.05(4)(b) through 5.05(5); Ms. Lau seconded the motion. The motion passed unanimously.

DISCUSSION: 5.06 Board Withdrawal of Program Approval – six points covering reasons for withdrawal. What if a program is "overcharging?" The Board has no authority to decide a program's fees. Draft application currently asks for fee amounts; should it be removed? Yes. Something added to cover a situation of a program being involved in fraudulent activities. Board action will be limited. Ms. Berg will work on wording.

11:43 Ms. Ferullo leaves the room

11:45 Ms. Ferullo returns

5.06(b) The when and why of what?.

ACTION: Ms. Och made a motion to approve section 5.06 with changes; Ms. Hogarty seconded the motion. The motion passed unanimously.

DISCUSSION: 6.00 Certification as CHW Trainer. 6.01 – purpose: for certified CHWs to become certified trainers. 6.02 Qualifications – avenue for people who have been training for a long time but with no recent experience working as CHW? Statute requires certified CHWs, no way to change it, hence the 40/60 split for program faculty requirements. Audience – consider other tiers? CHWs may want to advance to other levels, like supervisors, instead of just trainers. Additional tiers will be considered at a future meeting.

12:02 Lunch

Mr. Schmidt leaves, will not return.

12:19 Return

6.02 Qualification requirements. Must be certified CHW. Must have performed 20 hours of instruction of CHWs at a Board-approved CHW program (retroactive for provisional approval) and deemed to have demonstrated the ability to instruct by at least two professional references. Ms. Hogarty would like to include option for some CEU training as part of the 20 hours.

Instruction may be too limited. 6.02(2) remove “agree to?” References submitted directly to the Board. Clarify use of word “supervisor.” What if supervisor does not observe directly? Change to “individual who has overall responsibility for the quality of the training delivered for the program or continuing education course.” Create “checklist” of criteria to base teaching evaluation on; could be added to reference form. Will look at other organizations for examples. Should students be excluded from accepted references? Ms. Edraos – is 20 hours enough? Ms. Och – What if a CHW trains non-CHWs and is a great trainer? Being a CHW already shows they have the knowledge. Ms. Berg – grandfathering and provisional approval may make that untrue, as those CHWs may have training. Shouldn’t a trainer also have higher knowledge of CHW work? Ms. Edraos – should requirements be tightened? Hold this section for now, possibly put to work group. Section can be listed as “reserved” in publishing, as it will not immediately affect anyone looking for certification. Name of section may be changed if more tiers are added. Will determine members of work group and responsibilities during January Board Meeting.

ACTION: Ms. Edraos made a motion to table the discussion on section 6.00; Ms. Och seconded the motion. The motion passed unanimously.

1:08 Ms. Phillips leaves
1:14 Ms. Phillips returns

DISCUSSION: 7.00 Continuing Education. 7.03 – should there be an ethics requirement, possibly a minimum number of contact hours? Can include an ethics form the read and sign in the renewal process.

ACTION: Ms. Zotter made a motion to approve sections 7.01, 7.02(1), and 7.02(3), and to defer 7.02(2) pending completion of section 6.00; Ms. Hogarty seconded the motion. The motion passed unanimously.

DISCUSSION: 7.03(1)(b) change “the” to “one or more of the.” 7.03(1)(c) remove “specified in section 5.04(2)(b).” 7.03(2) removed, will replace pending section 6.00. 7.03(3) full approval, provisional approval, and warning with approval okay to offer CEU courses. Also can go through the Board for approval of individual CEU programs. Ms. Lau – What about programs with withdrawn approval status? Any CEUs obtained prior to withdrawal are okay. Add time reference to this section. Ms. Berg will add a clause stating providers/programs must issue CEU certificates of completion.

ACTION: Ms. Lau made a motion to approve section 7.03(3) with changes; Ms. Smidy seconded the motion. The motion passed unanimously.

DISCUSSION: Possibility of giving “deemed status” to programs that repeatedly offer appropriate CEU courses. What about large entities that would not think to apply to the Board (such as Stanford)? Should CHWs be given opportunity to petition for credits to count? Should CEUs approved for other related professions (such as social work) count? May open up too many petitions. Possible to allow programs to be approved without fees. Important that the Board approves to avoid inappropriate or irrelevant courses. What about fees for programs who charge fees themselves and no fee for those who don’t? Difficult to enforce.

ACTION: Ms. Lau made a motion to add fees to Continuing Education course applications; no second. The motion fails.

DISCUSSION: Could DPH co-sponsored courses be approved? Yes.

ACTION: Ms. Zotter made a motion to allow approval for courses co-sponsored by an approved CHW program, create a “deemed status” option for repeat providers, require a certificate of completion be issued by continuing education courses, charge no fees, and add DPH co-sponsored courses to 7.03(3); Ms. Och seconded the motion. The motion passed unanimously.

DISCUSSION: 9.00 Complaints and Board Actions – written as a standard to try to create consistency throughout all boards. Board members can review and come back with questions and any suggested changes at the January meeting.

ACTION: None

Document: Proposed CHW Regulation 12/9/14

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 2:41 pm.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday, January 13, 2015, at 9 a.m. at 239 Causeway Street, Boston, Massachusetts.

Respectfully submitted:

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