

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, March 11, 2014

9:00 a.m. – 12:30 p.m.

239 Causeway Street ~ 4th Floor ~ Room 417A/B

Boston, Massachusetts 02114

Agenda

Time	Item #	Item	Exhibits
9:00 am	I.	Call to Order and Determination of Quorum	
	II.	Approval of Agenda	Draft Agenda
	III.	Approval of Minutes A. January 14, 2014 Regularly Scheduled Meeting	Draft Minutes
9:10 am	IV.	Pathways to Certification	Memo, dated 3/6/14
10:00 am	V.	Revision of Core Competencies	Track Changes of Revised Core Competencies; CHIPRA recommendations
10:30 am		Break	
10:45 am	VI.	Scope of Practice for CHWs	
11:30 am	VII.	Requirements for CHWs Certified as Trainers	Memo, dated 1/31/14
12:15 pm	VIII.	Other Business/Announcements	
12:30 p.m.	IX.	Adjournment	

COMMONWEALTH OF MASSACHUSETTS

BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS

BOARD MEETING MINUTES

Tuesday, March 11, 2014

9 a.m.

239 Causeway Street

Room 417

Boston, MA 02114

Board Members Present: Geoffrey Wilkinson, Director of Policy and Planning, DPH, Chair
Sheila Och, Community Health Worker
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
Pamela Siren, Massachusetts Association of Health Plans (MAHP) Representative, Vice-Chair
Henrique Oliveira, Community Health Worker, Secretary
Charles Joffe-Halpern, Community-Based Community Health Worker, Employer

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 Determination of Quorum

A quorum of the Board was present. Mr. Wilkinson, Board Chair, called the meeting to order at 9:15 a.m.

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

Mr. Wilkinson informed the Board about the departure of two of our Board Members: Pamela Siren and Karen Van Unen.

II. Approval of Board Meeting Agenda

The Meeting Agenda was reviewed.

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

Document: March 11, 2014 Board Meeting Agenda

III. Approval of Minutes

January 14, 2014 Regularly Scheduled Meeting Minutes

The Minutes of the January 14, 2014 Regularly Scheduled Board Meeting were reviewed.

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

Document: January 14, 2014 Regularly Scheduled Board Meeting Minutes

IV. CHW Certification Pathway

Mr. Wilkinson reviewed the memo that is addressed to the Board in regards to the different pathways to obtaining CHW certification in Massachusetts. The memo addresses the issue of Community Health Workers as Trainers in training programs. These individuals seeking to be a trainer must be certified, however, there are no certified CHW's yet.

DISCUSSION: This topic was brought before the Advisory's Workgroup for their input and suggestion. However, at the end of the discussion, the group did not come to a conclusion or consensus. Mr. Wilkinson then met with Ms. Hirsch and several other DPH staff to discuss an alternative and came up with a third pathway. Ms. Berg informed the Board that based on her experience working with the Board of Registration in Nursing, that this Board may consider the idea of approving an interim/provisional training program while waiting to be approved as full time. The Board liked the idea and it addresses the problem the Board was facing.

Mr. Wilkinson continued to review the different pathways with the Board and ask for their input. One of the Board members mentioned about adding an ethics course to the requirement for each pathway. During the discussion, the Board decided to review in detail of the Work Experience Only (Grandfathering) Pathway and the Training and Experience Pathway. Some Board members were not satisfied with the required work hours. After further discussion, if the Board decided to increase the work hours, they may want to analyze the look back period because it may cause a barrier for people. The Board agreed that the look back period for the Work Experience Only pathway should be increased and the Training and Work Experience Pathway should be eliminated as they don't see any cons in doing so. After a long discussion, there are still no consensus between the Board Members in regards to the increase of the work hours and the Board decided to defer actions on it.

ACTION: Ms. Calista made a motion to remove the recommended 3rd pathway suggested by Mr. Wilkinson. In addition, increase the look back period to 10 years for the Work Experience Only Pathway, eliminate the look back period on the Training & Work Experience Pathway and approve the idea of the provisional training program. Ms. Edraos seconded the motion. The motion passed unanimously.

Documents: Revised Core Competencies for CHW

[BREAK 11:09 a.m. – 11:19 a.m.]

- V. Revision of Core Competencies
The Board reviewed the revision of the Core Competencies.

DISCUSSION: Mr. Wilkinson reviewed the revision of the Core Competencies. The Board made revisions to CC #4, CC #5, CC #6, and CC #7. There were a number of discussions regarding changing different words. Mr. Wilkinson informed the Board that a focus group had already reviewed the Core Competencies and given their input. After discussion, the Board decided to revisit the revisions in the next Board Meeting.

ACTION:

Document: Draft Application Forms

- VI. Scope of Practice for CHWs
Deferred to the next scheduled Board Meeting.
- VII. Requirements for CHWs Certified as Trainers
Deferred to the next scheduled Board Meeting.
- VIII. Other Business/Announcements
None.
- IX. Adjourn
There being no other business before the Board, Ms. Calista made a motion to adjourn the Meeting; Ms. Smidy seconded the motion. The motion passed unanimously. The Meeting adjourned at 12:07 p.m.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Thursday, April 8, 2014, at 9 a.m. at 239 Causeway Street, Boston, Massachusetts.

Respectfully submitted:

Name

Position

Date