

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

Agenda

- I. Call to Order
- II. Introductions
- III. Approval of Agenda
- IV. Approval of Minutes
 - A. December 4, 2012 Regularly Scheduled Meeting
 - B. September 18, 2012 Regularly Scheduled Meeting (amend)
- V. Review and Revision of CHW Core Competencies
- VI. Documentation of Core Competencies: Report from the Advisory Workgroup meeting
- VII. Quality Improvement as a CHW Practice Framework
- VIII. Other Business/Announcements
 - A. Board Member Recusals and Disclosures under Conflict of Interest Law, M.G.L. c. 268A:
Memorandum from the Office of the Governor's Legal Counsel dated January 14, 2013
- IX. Other Business/Announcements
- X. Adjourn

COMMONWEALTH OF MASSACHUSETTS

BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS

BOARD MEETING MINUTES

Tuesday, March 12, 2013

9 a.m. - 1 p.m.

239 Causeway Street

Room 417

Boston, MA 02114

*Chap modest - app
2nd Emergency*

Board Members Present:

Geoffrey Wilkinson, Chair, Senior Policy Advisor, Commissioner's Office, DPH
Pamela Siren, Vice-Chair, MA Association of Health Plans (MAHP), Member
Henrique Oliveira, Secretary, CHW Member
Sheila Och, CHW Member
Charles Joffe-Halpern, CHW Employer Member
Patricia Edraos, MA League of Community Health Centers (MLCHC) Member
Joanne Calista, CHW Training Organization Member

Staff Present:

Sally Graham, Board Executive Director, DHPL
Anson Chu, Administrative Assistant, Multi-Boards, DHPL

Gail Hirsch, Director, Office of Community Health Workers, DPH
Terry Mason, Consultant, DPH (arrived at 9:55 a.m.)
Joel Kanter, Consultant, DPH (arrived at 10:40 a.m., left at 11 a.m.)

Staff Not Present:

Joelle Stein, Board Counsel, Office of General Counsel, DPH

Visitors:

Members of the Public

I. Call to Order

Mr. Wilkinson, Board Chair, called the meeting to order at 9:18 a.m.

II. Welcome and Introductions

Mr. Wilkinson provided a brief overview of the Agenda and invited Board members, DPH staff and members of the public in attendance to introduce themselves.

III. Approval of Board Meeting Agenda

The Agenda was reviewed.

Document: March 12, 2013 Board Meeting Agenda

IV. Approval of Minutes

A. December 4, 2012 Regularly Scheduled Meeting

The minutes of the December 4, 2012 Regularly Scheduled Board Meeting were reviewed. Mr. Joffe-Halpern made a motion to approve the minutes as presented; Ms. Calista seconded the motion. The motion passed unanimously.

B. September 18, 2012 Regularly Scheduled Meeting (amendment required)

The minutes of the December 4, 2012 Regularly Scheduled Board Meeting were amended to delete Veronica Greaves from "Board Members Not Present". Ms. Greaves had not been in sworn is as a Board member within 90 days of her appointment and her appointment had expired. Mr. Joffe-Halpern made a motion to approve the minutes as amended; Ms. Calista seconded the motion. The motion passed unanimously.

Document: Minutes of the December 4, 2012 Regularly Scheduled Board Meeting
Minutes of the September 18, 2012 Regularly Scheduled Board Meeting

V. Review and Revision of CHW Core Competencies

Ms. Siren led the Board members present in reviewing and discussing the Core Competencies that have been revised by the Board's Advisory Workgroup. Competencies ## 8 - 10 were reviewed, discussed and evaluated. The revisions will be reviewed by the Advisory Workgroup at its next meeting.

[BREAK 11:21 a.m. – 11:34 a.m.]

VI. Documentation of Core Competencies: Report from the Advisory Workgroup Meeting

Mr. Wilkinson provided Board members with an update of the Advisory Workgroup Meeting held on February 27, 2013.

VII. Quality Improvement as a CHW Practice Framework

Ms. Siren gave a presentation on quality management and improvement and discussed its relationship to CHW practice.

Document: Slide presentation: "*Quality Management and Improvement*"

VIII. Other Business/Announcements

A. Mr. Wilkinson informed Board members that the nominations for the remaining four Board seats are being reviewed.

B. Mr. Wilkinson informed Board members that the Board's Executive Director, Sally Graham, is retiring from state service as of March 31, 2013. He thanked Ms. Graham for the advice and support she has provided to the Board.

XI. Adjourn

The meeting adjourned at 12:33 p.m.

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

Respectfully submitted:

	<i>Chair</i>	<i>6-11-13</i>
Name	Position	Date