

**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, June 11, 2013
9:00 a.m. – 1:00 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. Review of April 9, 2013 Discussion Held Among Board Members Present Without Quorum
- V. Core Competencies for Community Health Workers
 - A. Review of MACHW Focus Group Feedback
 - B. Discussion of Final Revisions to Core Competency Descriptions
- VI. Requirements for Training Programs
 - A. Discuss Work Group Recommendations on Training Program Standards
 - B. Decisions on Whether to Require Distinct Standards for Academic Degree Programs and Related Issues
- VII. Requirements for Individual Certification
 - A. Vote to Approve Work Group Recommendation on Definition of Work Experience
 - B. Vote on Pathways to Certification and Related Issues
- VIII. Other Business/Announcements
 - A. Introductions of New DPHL Staff
 - B. Delegation of Authority to Executive Director
- IX. Adjourn

COMMONWEALTH OF MASSACHUSETTS

BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS

BOARD MEETING MINUTES

Tuesday, June 11, 2013

9 a.m. - 1 p.m.

239 Causeway Street

Room 417

Boston, MA 02114

Board Members Present: Geoffrey Wilkinson, Chair, Senior Policy Advisor, Commissioner's Office, DPH
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

Board Members Not Present: Pamela Siren, Vice-Chair, MA Association of Health Plans (MAHP), Member

Staff Present: Stephanie Everett, Board Executive Director, DHPL
Annette O'Brien, Interim Executive Director
Ichelle Herbu, Assistant to Executive Director
Joelle Stein, Board Counsel, Office of General Counsel, DPH
Anson Chu, Administrative Assistant, Multi-Boards, DHPL
(left at 10:30 a.m.)

Terry Mason, Consultant, DPH

Staff Not Present: Gail Hirsch, Director, Office of Community Health Workers, DPH

Visitors: Members of the Public

I. Call to Order

Mr. Wilkinson, Board Chair, called the meeting to order at 9:12 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.

IV. Approval of Minutes

A. March 12, 2013 Regularly Scheduled Meeting

The minutes of the March 12, 2013 Regularly Scheduled Board Meeting were reviewed. Mr. Joffe-Halpern made a motion to approve the minutes as presented; Mr. Oliveira seconded the motion. The motion passed unanimously.

B. Review of April 9, 2013 Discussion Held Among Board Members Present Without Quorum

The Board reviewed the meeting notes of the April 9, 2013 discussion.

Document: Minutes of the March 12, 2013 Regularly Scheduled Board Meeting
Minutes of the April 9, 2013 Regularly Scheduled Board Meeting

V. Core Competencies for Community Health Workers

A. Review of MACHW Focus Group Feedback

B. Discussion of Final Revisions to Core Competency Descriptions

The Board received an oral report from Jena Bauman Adams, consultant to the Massachusetts Association of Community Health Workers (MACHW) and author of MACHW's report on CHW focus group feedback about the Board's draft core competency descriptions. The Board agreed to accept most of the recommendations in the report and to consider a revised final Core Competency document at the July 9 Board meeting.

Document: "Summary of Spring 2013 CHW Input into Proposed Core CHW Competencies Proposed by the Board of Certification of CHWs"

[BREAK 10:50 a.m. – 11:00 a.m.]

VI. Requirements for Training Programs

A. Discuss Work Group Recommendations on Training Program Standards

B. Decisions on Whether to Require Distinct Standards for Academic Degree Programs and Related Issues

The Board reviewed notes from the April 24 Advisory Workgroup meeting and heard a report from Mr. Wilkinson about recommendations from the May 22 Advisory Workgroup meeting. After discussion, the Board agreed to adopt a flexible approach to defining certification standards for CHW training programs, rather than requiring all programs to use uniform training methods and curricula. Board members agreed to define a set of domains for training program standards and to allow programs flexibility on how to meet minimum requirements within each domain. The Board agreed to not over-regulate training program requirements, since the training market is still emerging

and transformation of clinical care and community prevention is ongoing in the context of health care reform. Mr. Joffe-Halpern made a motion to request the Advisory Workgroup to consider consolidating the draft list of six domains previously recommended by the Workgroup and to recommend what should be included in each domain. Ms. Och seconded the motion. The Board approved the motion unanimously.

Document: Summary of April 24, 2013 Advisory Workgroup Meeting

VII. Requirements for Individual Certification

- A. Vote to Approve Work Group Recommendation on Definition of Work Experience
- B. Vote on Pathways to Certification and Related Issues

After discussion, the Board agreed to endorse recommendations made at the April 9 Board meeting to establish two pathways to certification for individual CHWs: one for training program graduates with at least 1,000 hours of work experience over the 30 months prior to date of application, and another for CHWs not graduated from a training program with at least 3,000 hours of work experience over the five years prior to date of application. The Board also agreed with the April 9 recommendation to establish a program of provisional certification for graduates of training programs without minimum required work experience. Board members decided it was not necessary or advisable to establish a separate pathway to certification for graduates of academic CHW training programs, but that standards for training programs should be established to assure high quality training in any setting, including academic internships. Mr. Joffe-Halpern made a motion to adopt the two major pathways to certification. Ms. Och and Ms. Edraos seconded simultaneously. The motion carried unanimously.

VIII. Other Business/Announcements

A. Introductions of New DPHL Staff



Ms. O'Brien introduced new staff members and welcomed them to the Board. She informed the Board of DHPL's new Director, James Lavery, who served previously as Chief Prosecutor to the Division.

IX. Adjourn

The meeting adjourned at 12:00 p.m.

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

Respectfully submitted:

 
Name _____ Position _____ Date 8/13/13