

**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, M.G.L. c. 30A, § 20**

Tuesday, July 17, 2012
9 a.m. – 1 p.m.
239 Causeway Street – 4th floor, Room 417A & B
Boston, MA 02114

Agenda

- I. Call to Order
- II. Approval of Agenda
- III. Welcome and Introductions
- IV. Greetings
Madeleine Biondolillo, MD
Director, DPH Bureau of Health Care Safety and Quality
- V. Community Health Worker Definition
Gail Hirsch, Director, DPH Office of Community Health Workers
 - A. Historical Context
 - B. Chapter 322 Community Health Worker Definition
- VI. Board Statutes: Chapter 322 of the Acts of 2010
Joelle Stein, Board Counsel, DPH Office of the General Counsel
 - A. Review of M.G.L. c. 13, §§ 106-198 and M.G.L. c. 112, §§ 259-262
 - B. Tentative Outline for Board Regulations
 - C. Overview of Regulations Promulgation Process
- VII. Proposal to Convene Workgroup
- VIII. Administrative Matters
 - A. Nomination and Election of Board Officers: Vice-Chair and Secretary
 - B. 2012 and 2013 Board meetings schedule
- IX. Adjourn

COMMONWEALTH OF MASSACHUSETTS

BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS

BOARD MEETING MINUTES

Tuesday, July 17, 2012

239 Causeway Street

Room 417

Boston, MA 02114

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

Board Members Sheila Och, CHW Member
Not Present: Veronica Greaves, CHW Member

Staff Present: Sally Graham, Board Executive Director, DHPL
Joelle Stein, Board Counsel, Office of General Counsel, DPH
Anson Chu, Administrative Assistant, Multi-Boards, DHPL

Jean Pontikas, Director, Division of Health Professions Licensure (DHPL)
Maura Drury, Assistant to Director, DHPL
Gail Hirsch, Director, Office of Community Health Workers, DPH
Nancy Murphy, Policy Analyst, Division of Health Care Quality, DPH
Madeleine Biondolillo, MD, Director, Bureau of Health Care Safety and Quality, DPH (from 9:26 a.m. to 9:50 a.m.)

Visitors: Members of the Public

- I. Call to Order
Mr. Wilkinson, Board Chair, called the meeting to order at 9:06 a.m.
- II. Approval of the Agenda
The meeting agenda was reviewed. Mr. Wilkinson made a motion to approve the agenda as presented; Ms. Edraos seconded the motion. The motion passed unanimously.

Document: July 17, 2012 Meeting Agenda

- III. Welcome and Introductions
Mr. Wilkinson welcomed all the attendees to the first meeting of the Board of Certification

of Community Health Workers (BOCCHW). Board members, DPHL staff, and the members of the public introduced themselves.

IV. Greetings

Dr. Madeleine Biondolillo, Director of DPH's Bureau of Health Care Safety and Quality, acknowledged the contributions of both the Board members and the CHW profession and addressed the important role that CHWs play in ensuring equal access to healthcare in Massachusetts.

Dr. Biondolillo presented citations from Governor Deval Patrick and DPH Commissioner John Auerbach to Lisa Renee Holderby-Fox, Executive Director and members of the Board of the Massachusetts Association of Community Health Workers (MACHW) for MACHW's commitment to public health and the advancement of the community health worker profession.

V. Community Health Worker Definition

Gail Hirsch, Director of DPH's Office of Community Health Workers, presented an overview of the development of the definition of "community health worker" contained in Board's statutes. Following Ms. Hirsch's presentation, Mr. Wilkinson solicited comments on the statutory definition of CHW.

Document: Outline of *CHW Definition: Historical Context* Powerpoint presentation

VI. Board Statutes: Chapter 322 of the Acts of 2010

Ms. Stein reviewed the Board's statutes, M.G.L. c. 13, §§ 106-108 and M.G.L. c. 112, §§ 259-262; presented an overview of the administrative rulemaking process; and distributed a tentative regulations outline.

Documents: Outline of Board statutes, outline of *Overview of Administrative Rulemaking Process* Powerpoint presentation, and Tentative Outline for Board Regulations

VII. Proposal to Convene Workgroup

Mr. Wilkinson discussed a proposal to Board members to convene a workgroup to provide additional expertise and input on development of regulations addressing CHW certification. Board members offered their suggestions of agencies and organizations that should be invited to participate.

Mr. Joffe-Halpern made a motion to adopt the staff's recommendation to create a workgroup to assist the Board in the development of certification regulations; Ms. Siren seconded the motion. The motion passed unanimously.

Documents: July 10, 2012 Memo proposing to convene a CHW workgroup to assist in the development of certification regulations; list of Potential CHW Advisory Workgroup Representation

VIII. Administrative Matters

A. Nomination and Election of Board Officers: Vice-Chair and Secretary

Ms. Siren made a motion to nominate herself as Vice-Chair; Mr. Joffe-Halpern seconded the motion. The motion passed unanimously.

Ms. Calista made a motion to nominate Mr. Oliveira as Secretary; Mr. Joffe-Halpern seconded the motion. The motion passed unanimously.

B. 2012 and 2013 Board meetings schedule

Mr. Joffe-Halpern made a motion to approve the 2012 and 2013 Board meeting schedules as proposed; Ms. Siren seconded the motion. The motion passed unanimously.

Documents: 2012 and 2013 Tentative Board Meeting Schedules

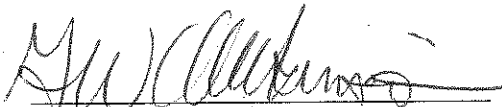
IX. Adjourn

There being no other business before the Board, Mr. Wilkinson made a motion to adjourn the meeting; Ms. Siren seconded the motion. The motion passed unanimously.

The meeting adjourned at 12:47 p.m.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday, August 14, 2012, at 9 a.m. at 239 Causeway Street, Boston, MA.

Respectfully submitted:

	<u>Chair</u>	<u>8-14-12</u>
Name	Position	Date