

**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, August 13, 2013
9:00 a.m.

239 Causeway Street ~ 4th Floor ~ Room 417A
Boston, Massachusetts 02114

Agenda

Time	Item #	Item	Exhibits	Staff Contact
9:00 a.m.	I.	Call to Order		
	II.	Welcome and Introductions		All
	III.	Approval of Agenda	Agenda	
	IV.	Approval of Minutes June 11, 2013 Board Meeting	Minutes	
9:10 a.m.	V.	Review of the July 9, 2013 Board Discussion (No Quorum Present)	Meeting Notes	
	VI.	Core Competencies for Community Health Workers a. Discuss and act on proposed final revisions to core competency descriptions	Documents	
	VII.	Training Program Certification Requirements a. Discuss and act on Advisory Workgroup recommendations on domains for training program certification standards		

	VIII.	Delegation of Authority to the Executive Director a. Act on recommendation to authorize Executive Director to conduct certain business on behalf of the Board		AO
	IX.	Other Business/Announcements		
1:00 p.m.	X.	Adjourn		

COMMONWEALTH OF MASSACHUSETTS
BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS

BOARD MEETING MINUTES

Tuesday, August 13, 2013

9 a.m.

239 Causeway Street

Room 417

Boston, MA 02114

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 (arrived at 9:17 a.m.)

Charles Joffe-Halpern, CHW Employer Member

Patricia Edraos, MA League of Community Health Centers (MLCHC) Member

Joanne Calista, CHW Training Organization Member

Staff Present:

Annette O'Brien, Interim Executive Director

Anson Chu, Administrative Assistant, Multi-Boards, DHPL

Jeannette Brimage, Administrative Assistant(Temp), Multi-Boards, DHPL

Madeline Piper, Deputy General Counsel, Office of the General Counsel

Gail Hirsch, Director, Office of Community Health Workers, DPH

Terry Mason, Consultant, DPH

Staff Not Present: Ichelle Herbu, Assistant to Executive Director

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 9:05 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: August 13, 2013 Board Meeting Agenda

IV. Approval of Minutes

A. June 11, 2013 Regularly Scheduled Meeting

The minutes of the June 11, 2013 Regularly Scheduled Board Meeting were reviewed. Ms. Calista made a motion to approve the minutes as presented; Mr. Joffe-Halpern seconded the motion. Ms. Siren can not vote as she was not present at the June meeting. The motion passed unanimously.

Document: Minutes of the June 11, 2013 Regularly Scheduled Board Meeting

Discussion notes of the July 9, 2013 Meeting

V. Review of the July 9, 2013 Board Discussion (No Quorum Present)

A. Review of the July 9, 2013 Discussion Held Among Board Members Present Without Quorum

The Board reviewed the meeting notes of the July 9, 2013 discussion. Advised by the Counsel, Ms. Piper, who is stepping in for Ms. Stein, stating the Board should vote on the discussion notes. Mr. Oliveira made a motion to approve the discussion notes as presented; Ms. Siren seconded the motion. The motion passed unanimously.

VI. Core Competencies for Community Health Workers

A. Discuss and act on proposed final revisions to core competency descriptions

Ms. Hirsch reviewed the most up to date document of the core competency with the Board. The Board members think the revisions are great and well-done. They wish to avoid sending the Core Competency document back to the Advisory group for their review as they need to be focused on other topics. After Board discussion, they decided to clean up a few wording and completing some minor edits. Mr. Joffe-Halpern made a motion to accept the revised Core Competencies document with the edits; Mr. Oliveira seconded the motion. The motion passed unanimously.

Document: Revised Core Competency Document

[BREAK 10:30 a.m. – 10:40 a.m.]

VII. Training Program Certification Requirements

A. Discuss and act on Advisory Workgroup recommendations on domains for training program certification standards

Mr. Wilkinson led the discussion about the four domains for training program certification standards. Mr. Wilkinson reviewed the recommendation from the Advisory Group and reported the information to the Board. The Board discussed thoroughly from Domain #1 to Domain #4 and gave inputs on each category.

Document: Training Program Requirements

VIII. Other Business/Announcements

A. Delegation of Authority to the Executive Director

Act on recommendation to authorize Executive Director to conduct certain business on behalf of the Board

This item on the agenda is deferred until the next scheduled Board Meeting.

IX. Adjourn

The meeting adjourned at 12:07 p.m.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday, September 17, 2013, at 9 a.m. at 239 Causeway Street, Boston, Massachusetts.

Respectfully submitted:

Name	Position	Date
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