

**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, August 14, 2012
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. Minutes of the Regularly Scheduled Board Meeting: July 17, 2012
 - V. Presentations Regarding Community Health Worker Training Programs
 - A. Board Member: Joanne L. Calista, MS, LICSW, Exec. Dir., Central MA Area Health Education Center, Inc.
 - B. Board Member: Sheila Och, MPH, Director of Community Health Programs, Lowell Community Health Center
 - VI. Core Competencies of Certified Community Health Workers: Board Discussion
 - VII. Code of Ethics for Certified Community Health Workers: Board Discussion
 - VIII. Other Business
 - A. CHW Advisory Workgroup Update
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- IX. Adjourn

COMMONWEALTH OF MASSACHUSETTS

BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS

BOARD MEETING MINUTES

Tuesday, August 14, 2012

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
Pamela Siren, Vice-Chair, MA Association of Health Plans (MAHP) Member
Henrique Oliveira, Secretary, CHW Member
Charles Joffe-Halpern, CHW Employer Member
Joanne Calista, CHW Training Organization Member
Patricia Edraos, MA League of Community Health Centers (MLCHC) Member
Sheila Och, CHW Member

Board 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

Staff Not Present:

Nancy Murphy, Policy Analyst, Division of Health Care Quality, DPH

Visitors:

Members of the Public

I. Call to Order

Mr. Wilkinson, Board Chair, called the meeting to order at 9:01 a.m.

II. Introductions

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

III. Approval of the Board Meeting Agenda

The Board Meeting Agenda was reviewed. Mr. Joffe-Halpern made a motion to approve the Agenda as presented; Ms. Och seconded the motion. The motion passed unanimously.

Document: August 14, 2012 Board Meeting Agenda

IV. Approval of Minutes

A. Minutes of the Regularly Scheduled Board Meeting: July 17, 2012

The minutes of the July 17, 2012 Regularly Scheduled Board Meeting were reviewed. Ms. Calista made a motion to approve the minutes as presented; Ms. Siren seconded the motion. The motion passed with Ms. Calista, Ms. Siren, Ms. Edraos, Mr. Oliveira, Mr. Joffe-Halpern and Mr. Wilkinson voting in favor. Ms. Och did not vote as she was not present at the July 17, 2012 Board meeting.

Document: Minutes of July 17, 2012 Regularly Scheduled Board Meeting

V. Presentations Regarding Community Health Worker Training Programs

A. Board Member: Joanne L. Calista, Executive Director, Central MA Area Health Education Center, Inc. ("Central MA AHEC")

Ms. Calista presented an overview of the community health worker training programs of the Outreach Worker Training Institute (OWTI), a program of the Central MA AHEC.

B. Board Member: Sheila Och, Director of Community Health Programs, Lowell Community Health Education Center (CHEC)

Ms. Och presented an overview of the community health worker training programs of the Lowell Community Health Education Center.

Following the presentations, there was a discussion of community health worker training issues and concerns.

Documents: slide presentations (2)

VI. Core Competencies of Certified Community Health Workers: Board Discussion

The Board reviewed the Community Health Worker Initiative of Boston's *Core Competencies for Community Health Workers Summary Statements* and discussed the core competencies for certified community health workers required by Board statutes. The Board discussed the need to review a comparison of community health worker competencies from the statutes, the Community Health Worker Initiative of Boston, the Community Health Education Centers and the Outreach Worker Training Institute (OWTI).

Document: *Core Competencies for Community Health Workers Summary Statements* (handout).

[BREAK 11:20 - 11:40 a.m.]

- VII. Code of Ethics for Certified Community Health Workers: Board Discussion
The Board reviewed and discussed the American Association of Community Health Workers' *Code of Ethics for Community Health Workers*. The Board will continue its review and discussion of standards of conduct and codes of ethics for certified community health workers.

Document: AACHW *Code of Ethics for Community Health Workers* (handout)

VIII. Other Business

A. CHW Advisory Workgroup Update

Mr. Wilkinson informed the Board that letters of invitation will be mailed shortly to Advisory Workgroup members; the first meeting will be scheduled in the early fall.

IX. Adjourn

There being no other business before the Board, Mr. Joffe-Halpern made a motion to adjourn the meeting; Ms. Calista seconded the motion. The motion passed unanimously.

The meeting adjourned at 12:44 p.m.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday, September 18 2012, at 9 a.m. at 239 Causeway Street, Boston, MA.

Respectfully submitted:

	<u>Chair</u>	<u>9-18-12</u>
Name	Position	Date