

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, September 9, 2014  
9:00 p.m.

250 Washington Street ~ Floor ~ Public Health Council Room, Side A  
Boston, Massachusetts 02108

Agenda

Time	Item #	Item	Exhibits
9:00 a.m.	I.	Call to Order Determination of Quorum	
	II.	Approval of Agenda	Draft Agenda
	III.	Approval of Minutes A. August 12, 2014 Regularly Scheduled Meeting	Draft Minutes
	IV.	Welcome new Board Member	Verbal
	V.	CHW Advisory Workgroup	Verbal
	VI.	Review draft regulations	Copy of Draft Regulations
	VII.	Other Business/Announcements 1. <u>Discussion</u> : October 14, 2014 Board meeting (proposed time extension from 9 a.m. to 2 p.m.)	Verbal
1: 00 p.m.	VIII.	Adjournment	

**COMMONWEALTH OF MASSACHUSETTS**

**BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS**

**BOARD MEETING MINUTES**

Tuesday, September 9, 2014  
9:00 a.m.  
250 Washington Street, 2nd Floor  
Public Health Council Room, Side A  
Boston, MA 02108

Board Members Present: Jean Zotter, DPH, Chair (left at 11:24 a.m.)  
Patricia Edraos, Massachusetts League of Community Health Centers (MLCHC), Representative  
Joanne Calista, Community Health Worker Training Organization, Representative  
Henrique Schmidt, Community Health Worker, Secretary  
Sheila Och, Community Health Worker  
Maritza Smidy, Community Health Worker  
Denise Lau, Public Member  
Peggy Hogarty, Massachusetts Public Health Association Representative (arrived at 9:39 a.m.)

Board Members Not Present: Charles Joffe-Halpern, Community-Based Community Health Worker, Employer

Staff Present: Mary Phillips, Executive Director, DHPL  
Ichelle Herbu, Assistant Executive Director, DHPL  
Anson Chu, Office Support Specialist I, DHPL  
Rebecca Ferullo, Office Support Specialist I, DHPL (left at 10 a.m.)  
Vita Berg, Chief Board Counsel, Office of the General Counsel, DPH  
David Murphy Board Counsel, Office of the General Counsel DPH  
Gail Hirsch, Director, Office of Community Health Workers, DPH

Visitors: Members of the Public

- I. Call to Order and Determination of Quorum  
A quorum of the Board was present. Ms. Zotter, Board Chair, called the meeting to order at 9:30 a.m.
- II. Approval of Board Meeting Agenda  
The Meeting Agenda was reviewed.

ACTION: Ms. Calista made a motion to approve the agenda; Mr. Schmidt seconded the motion. The motion passed unanimously.

Document: September 9, 2014 Board Meeting Agenda

III. Approval of August 12, 2014 Regularly Scheduled Meeting Minutes

The Minutes of the August 12, 2014 Regularly Scheduled Board Meeting were reviewed.

DISCUSSION: None.

ACTION: Ms. Calista\ made a motion to approve the minutes as presented; Mr. Schmidt seconded the motion. The motion passed unanimously.

Document: August 12, 2014 Regularly Scheduled Board Meeting Minutes

IV. Welcome new Board Member

DISCUSSION: Ms. Zotter informed the Board of a newly appointed Board Member, Ms. Hogarty, to the Board. Ms. Hogarty introduced herself to the Board and the Board welcomed her.

ACTION: None

Document: None

V. CHW Advisory Workgroup

DISCUSSION: Ms. Zotter gave an update to the Board of what was discussed during the Advisory Workgroup Meeting last month. Ms. Zotter asked several Advisory Workgroup members to conduct some field testing for the reference letter and determine if it is feasible for the certification. The members will report back to the Advisory Workgroup on the next scheduled meeting and Ms. Zotter will bring the results to the Board. Ms. Berg mentioned that she would like a list of the Advisory Workgroup since it is subject to open meeting law. Ms. Hirsch will go through her notes with Ms. Zotter and report back to Ms. Berg.

ACTION: None.

Document: None.

VI. Review draft regulations

DISCUSSION: Ms. Berg began by informing the Board that section 2.00 and 3.00 has been revised with the recommendation from the Board from the previous meeting. Continuing on from the discussion from the previous Board meeting, the Board brought the topic of adding a component to the grandparent pathway for certification. Some of the

component that was discussed was a possible role play, portfolio of the Community Health Workers or a written examination. The exam could be an open book exam in English that they must complete and they may ask someone to translate for them if needed. Ms. Hirsch then informed the Board of how the other state programs currently assess community health worker skills in core competencies. Ms. Hirsch mentioned how Oregon has a multi-part assessment for their certification. One part is a written exam consisting of true & false type questions and multiple choice questions. The other part consisted of role play assessment and portfolio review Ms. Hirsch couldn't stress enough that whatever decision that the Board will be making, the criteria must be clear-cut and easy to understand.

Ms. Edraos continued on with the discussion and expressed that she feels strongly about getting the information on the applicant's work experience and the ethic exam is sufficient enough for the grandparent pathway. Ms. Edraos suggested for the Board to request for a current CV as a required item for the application if they want to see more information from the applicant. Ms. Hogarty is in agreement with Ms. Edraos, stating that the exam might create a burden on the Community Health Workers. However, Ms. Berg informed the Board that the suggestion for an examination was brought up because currently we don't have a credentialed agency to verify that a Community Health Worker's experience. Having an examination will document and show their core competencies. As the Board continued to discuss this matter, it does not seem to have a consensus between the Board Members. Ms. Calista expressed herself and informed the Board that they did their diligence as they reviewed their best option and compared the other state boards for consistency.

ACTION: Ms. Edraos made a motion to not adopt the recommended additional component as a requirement for the grandparent pathway and to requested for a more detailed resume and work history; Ms. Calista seconded the motion. Ms. Smidy abstained from voting. The motion passed unanimously.

Document: Draft Regulations

DISCUSSION: Ms. Berg continued to review the regulations. On section 4.03, Ms. Berg has questions on what documentation is required for completing a Certified Training Program. After discussion, it will be change the "documentation" to "Certification of Completion" of the program. Ms. Hirsch mentioned changing 4.03 (d) to "Standard of Conduct". Ms. Och is wondering what is the passing score for the Ethic Exam and what is the fee required for the application. Ms. Berg informed that the Board will be the one to decide what is considered as a passing score. The Board cannot determine the fee for the application process as it is set by the Executive Office of Administrative & Finance. Ms. Lau mentioned to remove the word "either" on 4.03 (b). Ms. Berg then brought up the topic of the renewal process on session 4.04 (3). Should the Board be asking for other additional documentation beside CEUs during their renewal period?

ACTION: After discussion, Ms. Edraos made a motion to have current CEUs as a requirement during their renewal; Ms. Calista seconded the motion. The motion passed

unanimously. Ms. Smidy made another motion to require CEUs if they let the certification lapsed for more than four years (two renewal cycles).

[BREAK 11:24 a.m. – 11:37 a.m.]

DISCUSSION: In the absence of the Board Chair, Ms. Calista, Board Vice-Chair continued the discussion. Ms. Calista reviewed section 8.00 with the Board. Ms. Hirsch has a question on section 8.02(12) in regards to the ability to be precaution. Ms. Och informed the Board to add gender identity on section 8.02 (10). Ms. Lau informed the Board that on section 8.02 (2), there is a typo on the word health; on 8.02(7) and 8.02 (25) to add local as part of the description; on 8.02 (27) to add a space between “worker” and “shall”; and changing the word to “substance use” on 8.02 (28)(b).

ACTION: Ms. Lau made a motion to accept and revise all the changes; Ms. Och seconded the motion. The motion passed unanimously.

VII. Other Business/Announcements

1. Discussion: October 14, 2014 Board meeting (proposed time extension from 9 a.m. to 2 p.m.)

DISCUSSION: Ms. Calista requested the Board to meet from 9 a.m. until 4 p.m. for the next scheduled Board Meeting. The Board members will informed Board staff if they cannot work with the proposed time.

ACTION: None

Document: None.

VIII. Adjourn

There being no other business before the Board, Ms. Smidy made a motion to adjourn the meeting. Ms. Lau seconded the motion. The motion passed unanimously. The meeting adjourned at 12:07 pm.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Thursday, October 14, 2014, at 9 a.m. at 239 Causeway Street Room 417, Boston, MA 02114

Respectfully submitted:

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Name

Position

Date