

**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, April 13, 2021  
12:30 p.m.**

**General Session is open to the public and will be held via Webex at:  
<https://statema.webex.com/statema/j.php?MTID=ma98e16e93e39f29b5cc130f46cb572f9>**

**Call-In Telephone number 1-866-692-3580 (toll-free)**

**Meeting Number/Access Code: 185 719 7028**

**Meeting Password: pgFR3MqXM48**

**Agenda**

**All votes must be via roll call**

<b>Time</b>	<b>Item #</b>	<b>Item</b>	<b>Exhibits</b>	<b>Staff Contact</b>
12:30p.m.	<b>I</b>	<b>Call to Order &amp; Introductions Determination of Quorum Notice of Electronic Recording</b>	None	Board Chair
	<b>II</b>	<b>Conflict of Interest Approval of Agenda</b>	Draft Agenda	Board Chair
	<b>III</b>	<b>Approval of Minutes: A. January 12, 2021</b>	Draft Minutes	Board Chair
	<b>IV</b>	<b>CHW Education and Training Program Application Update</b>	None	ED
	<b>V</b>	<b>CHW Experience Work Hours A. Cote, Nicholas, Application No. 1013086 B. Work Experience Criteria</b>	Application	ED/ Board Counsel

Board Meeting Agenda April 13, 2021  
Board of Certification of Community Health Workers

**ADA Compliance Notice: If you need reasonable accommodations in order to participate in the meeting, contact the DPH ADA Coordinator Yulanda Kiner, Phone: 617-624-5848 in advance of the meeting. While the Board will do its best to accommodate you, certain accommodations may require distinctive requests or the hiring of outside contractors and may not be available if requested immediately before the meeting.**

	<b>VI</b>	<b><u>Flex Session</u></b> A. Announcements 1. Regulatory Review Update 2. Continuing Education Application Update 3. Board Vacancies Update  B. Topics for future agenda 1. Tiering 2. Reciprocity	None	ED/Board Counsel/Chair
	<b>VII</b>	<b><u>Executive Session:</u></b> N/A	N/A	
	<b>VIII</b>	<b><u>65C Session:</u></b> N/A	N/A	Board Counsel
	<b>IX</b>	<b><u>Adjudicatory Session:</u></b> N/A	N/A	Board Counsel
4:00 p.m.	<b>X</b>	<b><u>Adjournment:</u></b> Next meeting scheduled for May 11, 2021.	N/A	Board Chair

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COMMONWEALTH OF MASSACHUSETTS  
BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS  
BOARD MEETING

**April 13, 2021**

239 Causeway Street - 4th floor, Room 417A/B  
Boston, MA 02114  
**VIA WebEx**

(OPEN SESSION)

**MINUTES**

Board Members Present: Claire Santarelli, *Chair* | Commissioner's Designee  
Joanne Calista, *Vice Chair* | Community Health Worker Training Organization Representative  
Denise Lau, *Secretary* | Public Member  
Catherine Bourassa | Community-Based Community Health Worker Employer  
Susan Dargon-Hart | Massachusetts League of Community Health Centers Representative  
Sharon George | Community Health Worker 4  
Sheila Och | Community Health Worker 2

Board Members Not Present: Hugo Santos | Community Health Worker 3

Staff Present: Steven Joubert | Executive Director – Multi-Boards, BHPL  
Karen Geoghegan | Assistant Executive Director - Multi-Boards, BHPL  
Mary Strachan | Board Counsel - Office of the General Counsel, DPH  
Sondra Hardy | Office Support Specialist - Multi-Boards, BHPL  
Eleanor Montgomery | Office Support Specialist – Multi-Boards, BHPL  
James Neal | Office Support Specialist - Multi-Boards, BHPL

I. Call to Order | Determination of Quorum:

Ms. Claire Santarelli, Board Chair, called the meeting of the Board of Certification of Community Health Workers to order at 12:35 P.M. and provided verbal notice of recording. A quorum was established with members present via WebEx via roll call as follows: Claire Santarelli: Present; Joanne Calista: Present; Susan Dargon-Hart: Present; Denise Lau: Present; Catherine Bourassa: Present; Sharon George: Present; Sheila Och: Present. Absent: Hugo Santos.

II. Conflict of Interest | Approval of Regular Session Agenda

Ms. Santarelli asked members to review the agenda.

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DISCUSSION:

None.

ACTION:

Motion by Ms. Joanne Calista to approve the agenda, seconded by Ms. Santarelli and unanimously approved by roll call vote as follows: Claire Santarelli: yes; Joanne Calista: yes; Susan Dargon-Hart: yes; Denise Lau: yes; Catherine Bourassa: yes; Sharon George: yes; Sheila Och: yes. Absent: Hugo Santos.

**Document:** April 13, 2021 Draft Agenda

III. Approval of Minutes: January 12, 2021

DISCUSSION:

None.

ACTION:

Motion to approve the January 12, 2021 minutes as presented by Ms. Lau, seconded by Ms. Calista and passed unanimously by roll call vote as follows: Claire Santarelli: yes; Joanne Calista: yes; Susan Dargon-Hart: yes; Denise Lau: yes; Catherine Bourassa: yes; Sharon George: yes; Sheila Och: yes. Absent: Hugo Santos.

**Document:** January 12, 2021 Minutes

IV. CHW Education and Training Program Update

Executive Director, Mr. Steven Joubert announced that the CHW Education and Training Program application had been posted to the Board's website. Board staff has not yet received any applications, but they have received inquiries from interested vendors.

DISCUSSION:

Ms. Santarelli acknowledged that this was the first time the Board had convened since the application had gone live and took a moment to thank all.

ACTION

None.

V. CHW Experience Work Hours

A. Cote, Nicholas, Application No. 1013086

Mr. Joubert presented the Application to the Board. This Applicant documented several thousand hours as a sleep technologist which Board Staff was not sure qualified as Community Health Work.

DISCUSSION:

Ms. Sharon George stated that there are several titles that hospitals consider to be

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Community Health Workers, for example peer counselor, navigator, case manager family support specialist etc. She did not feel that a Sleep Therapy Associate met the qualifications for a Community Health Worker. Ms. Susan Dargon-Hart and Ms. Calista verbalized their agreement. Board Counsel, Ms. Mary Strachan stated that the Board could request clarification from the Applicant's reference on his experience. Ms. Santarelli stated that since the Applicant's sleep therapy experience was not related to Community Health Work, he did not have enough hours to qualify for Certification. He could consider any unpaid roles or other relevant work.

Ms. Dargon-Hart stated that she could see this becoming a pattern where organizations that employ family partners or other similar titles ask their staff to get certified so that they can get reimbursed. Ms. Calista agreed and stated that it could be worth some education on the eligibility for certification. Ms. Santarelli stated that they could clarify on the FAQs. Ms. Dargon-Hart stated that they could forward the FAQs to the Association for Behavioral Health so that they can inform their membership. She volunteered to forward their contact information to Board staff.

Ms. Gail Hirsch stated that she had referenced a document that included instructions for Family Partners to apply for CHW certification from DMH. She recommended that the Board look at this document. Ms. Santarelli stated that they could also invite the Applicant to come before the Board and explain how his experience lines up with relevant work or submit this in writing.

ACTION:

Motion to defer a decision on Mr. Cote's application until further information regarding his work experience is received by Ms. Santarelli, seconded by Ms. Calista and unanimously approved by roll-call vote as follows: Claire Santarelli: yes; Joanne Calista: yes; Susan Dargon-Hart: yes; Denise Lau: yes; Catherine Bourassa: yes; Sharon George: yes; Sheila Och: yes. Absent: Hugo Santos.

B. Work Experience Criteria

Mr. Joubert explained that there is a paragraph in the regulation that states that there can be relevant experience in positions that may not be considered community health work, for example in schools or healthcare. There have been several applications that fall into a gray area about what is considered community health work and Board staff needs clarification.

DISCUSSION:

Ms. Hirsch stated that the DPH definition is included in the regulations. She suggested that this could be included in the application. Mr. Joubert stated that there are applications from people who have provided social services in some capacity and looked to the Board for guidance. Ms. George referenced the DPH definition of a Community Health Worker. She stated that while Community Health Workers may go into schools, school-based work is not inherently Community Health Work.

Ms. Sheila Och stated that she sees the role of a CHW as improving the health of a

community. She elaborated that it is public health work and that CHWs act as liaisons between the community and health professionals. Assistant Executive Director, Ms. Karen Geoghegan stated that applicants may be referencing the Core Competencies rather than the definition of a Community Health Worker. Ms. Denise Lau stated that this could be more prominent on the website and other materials. Board members agreed and recommended that it be put on the website and the application for certification.

ACTION:

None.

VI. Flex Session

A. Announcements

i. Regulatory Review Update

Ms. Strachan explained that the first round of review had been completed but that she could not give a timeline on them getting finalized.

ii. Continuing Education Application Update

Ms. Geoghegan stated that Board staff has received one application so far, but that it was incomplete. Ms. Santarelli reminded Board members to complete their conflict of interest forms and send them to Board Counsel.

iii. Board Vacancies Update

Mr. Joubert explained that four names had been submitted to the Governor's office several months ago.

B. Topics for Future Agenda

i. Tiering

ii. Reciprocity

VII. Adjournment

Motion to adjourn the meeting at 1:55 P.M. by Ms. Calista, seconded by Ms. Catherine Bourassa and unanimously approved by roll-call vote as follows: passed unanimously by roll call vote as follows: Claire Santarelli: Yes; Joanne Calista: Yes; Denise Lau: Yes; Catherine Bourassa: Yes; Susan Dargon-Hart: Yes; Sharon George: Yes; Sheila Och: Yes. Abstained: None; Recused: None; Absent: Hugo Santos.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday, May 11, 2021.

Respectfully submitted:

The Board of Certification of Community Health Workers