

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 10, 2021
12:30 p.m.**

**General Session is open to the public and will be held via Webex at:
<https://state.ma.webex.com/state/ma/j.php?MTID=m9e557192870f62e1a304993a44531b67>**

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

Meeting Number/Access Code: 161 856 1728

Meeting Password: aQEfpMh566

Agenda

All votes must be via roll call

Time	Item #	Item	Exhibits	Staff Contact
12:30p.m.	I	Call to Order & Introductions Determination of Quorum Notice of Electronic Recording	None	Board Chair
	II	Conflict of Interest Approval of Agenda	Draft Agenda	Board Chair
	III	Approval of Minutes: A. July 13, 2021	Draft Minutes	Board Chair

Board Meeting Agenda August 10, 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.

	IV	<u>Flex Session</u> A. Announcements <ol style="list-style-type: none"> 1. Notice of Public Hearing: Board of Certification of Community Health Workers-Proposed Amendments to 272 CMR 4:00-Qualifications for Community Health Worker Certification 2. Continuing Education Provider Process 3. FAQs: Review of Training Program B. Topics for future agenda <ol style="list-style-type: none"> 1. Tiering 2. Reciprocity 	None	ED/Board Counsel/Chair
	V	<u>Executive Session:</u> N/A	N/A	
	VI	<u>65C Session:</u> N/A	N/A	Board Counsel
	VII	<u>Adjudicatory Session:</u> N/A	N/A	Board Counsel
4:00 p.m.	VIII	Adjournment: Next meeting scheduled for September 14, 2021.	N/A	Board Chair

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

August 10, 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
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
Hugo Santos | Community Health Worker 3

Board Members

Not Present: Denise Lau, Secretary | Public Member

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
Eleanor Montgomery | 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 12:33 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; Catherine Bourassa: Present; Sheila Och: Present; Hugo Santos: Present. Absent: Sharon George, Denise Lau.

II. Conflict of Interest | Approval of Regular Session Agenda

Ms. Santarelli asked members to review the agenda.

DISCUSSION:

None.

ACTION:

Motion by Ms. Catherine Bourassa 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; Catherine Bourassa: yes; Sheila Och: yes; Hugo Santos: yes. Absent: Sharon George, Denise Lau. Recused: None. Abstained: None.

Document: August 10, 2021

III. Approval of Minutes: July 13, 2021.

DISCUSSION:

Ms. Joanne Calista clarified a statement that she had made at the last meeting. Board staff made the amendment.

ACTION:

Motion to approve the July 13, 2021, minutes as amended by Ms. Calista, seconded by Ms. Bourassa and passed unanimously by roll-call vote as follows: Claire Santarelli: yes; Joanne Calista: yes; Susan Dargon-Hart: yes; Catherine Bourassa: yes; Sheila Och: yes; Hugo Santos: yes. Absent: Sharon George, Denise Lau. Recused: None. Abstained: None.

Document: July 13, 2021, Minutes

IV. Flex Session

A. Announcements

i. Notice of Public Hearing

Executive Director, Mr. Steven Joubert announced that the public hearing on the proposed amendments to 272 CMR 4.00 would take place on September 10, 2021 virtually. Board Counsel, Ms. Strachan explained the process for a virtual public hearing.

ii. Continuing Education Provider Process

The Board discussed the process for an entity to apply to be an approved provider of continuing education credits for Community Health Workers. Board members looked at the current application for continuing education courses and considered ways to amend it in order to meet their needs. Ms. Santarelli suggested that the Board ask training entities to provide a summary of their relevant course offerings if they wish to apply to be an approved program. Ms. Sheila Och asked if it would be helpful to look at the application for Training and Education providers. Ms. Santarelli stated that she felt that this would be too complicated for training entities to complete.

At 1:02 P.M. Ms. Sharon George joined the WebEx.

Board Counsel, Ms. Mary Strachan stated that the Nursing Home Administrator Board has an application for this that the Board could modify. Board members looked at this application and noted that it requires a lot of information from the training entity. Ms. Strachan stated that this is because the NHA Board approves a training program for five years, but that the CHW Board could modify this to what makes sense for their

profession. Mr. Joubert elaborated on the process that the NHA Board has for Approved Status, stating that the Board secretary reviews the application and curriculum and then summarizes it for the Board to take a vote. He stated that the Board could use the NHA application as a template and then customize it to suit their needs.

Ms. Och stated that the Board is less concerned with things like a five-year plan or the details of the individual course offerings but rather the organization's commitment to Community Health Workers or their trainings that are specific to the field. She recommended asking the applicant how their mission aligns with the definition of a Community Health Worker, what kind of work they have done to engage CHWs, summaries of their past and anticipated course offerings for CHWs, etc. She stressed that she wants this to be a process that is easy for training organizations but reiterated that the Board needs to have confidence in the competency of the training entity that they are approving. Ms. Calista agreed.

Mr. Joubert asked Board members to forward edits, changes, and recommendations to him so that he can edit the application and bring it to the next Board meeting.

iii. FAQs: Review of Training Program

Mr. Joubert thanked Board members for sharing their comments and stated that he has incorporated them into the document. He walked the Board through the changes and asked Board members to send additional edits ASAP so that he can forward it to BHPL's policy director.

B. Topics for Future Agenda

- i. Tiering
- ii. Reciprocity
- iii. Online vs. In-person Learning

Ms. Santarelli noted that the Board would like to invite a guest who teaches an online program to learn more about its merits.

V. Adjournment

Motion to adjourn the meeting at 1:43 P.M. by Ms. Santarelli, seconded by Ms. Och and unanimously approved by roll-call vote as follows: Claire Santarelli: yes; Joanne Calista: yes; Susan Dargon-Hart: yes; Sharon George: yes; Catherine Bourassa: yes; Sheila Och: yes; Hugo Santos: yes. Absent: Denise Lau. Recused: None. Abstained: None.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday, September 14, 2021.

Respectfully submitted:

The Board of Certification of Community Health Workers.