

**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 22, 2017  
9:30 a.m.**

**239 Causeway Street ~ 4<sup>th</sup> Floor ~ Room 417 A&B  
Boston, Massachusetts 02114**

**Agenda**

<b>Time</b>	<b>Item #</b>	<b>Item</b>	<b>Exhibits</b>	<b>Staff Contact</b>
09:30 a.m.	I	Call to Order & Introductions Determination of Quorum Notice of Electronic Recording		Board Chair
	II	Approval of Agenda & Conflict of Interest	Draft Agenda	Board Chair
	III	Approval of Minutes: July 11, 2017	Draft Minutes	Board Chair
	IV	<u>CHW Education &amp; Training Program Application</u> A. Training Program Criteria Review B. Criteria for Review of Application Provisional v. Full Approval Chart	Draft Criteria Comparison Chart	Board Chair
	V	<u>CHW Certification Application</u> A. MACHW Focus Group Feedback Review: Revised & Sample Application	Draft Application	Board Chair
	VI	<u>Flex Session</u> A. Announcement  B. Topics for next agenda		RC
1:00 p.m.	VII	Adjournment: Next meeting scheduled for September 18, 2017.		Board Chair

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

Tuesday, August 22, 2017  
9:30 a.m.  
239 Causeway Street  
Room 417  
Boston, MA 02114

Board Members

Present:

Jean Zotter, DPH, Chair  
Peggy Hogarty, Massachusetts Public Health Association  
Representative  
Steven Bucchianeri, Massachusetts Association of Health Plans  
Representative  
Maritza Smidy, Community Health Worker  
Catherine Bourassa, Community-Based CHW Employer  
Patricia Edraos, Massachusetts League of Community Health  
Centers (MLCHC), Representative

Board Members

Not Present:

Sheila Och, Community Health Worker  
Joanne Calista, Community Health Worker Training Organization,  
Representative  
Henrique O. Schmidt, Community Health Worker, Secretary  
Denise Lau, Public Member

Staff Present:

Roberlyne Cherfils, Executive Director, BHPL  
Rebecca Ferullo, Office Support Specialist I, BHPL  
Mary Strachan, Board Counsel, DPH  
Gail Hirsch, Office of Community Health Workers, DPH  
Erica Guimaraes, Office of Community Health Workers, DPH

Visitors:

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 1:10 p.m.

Ms. Zotter invited Board Members, DPH staff, and Public Members in attendance to introduce themselves. Quorum established.

II. Approval of Board Meeting Agenda  
The Meeting Agenda was reviewed.

DISCUSSION: Board members agreed to defer Item IV-A

ACTION: Ms. Zotter made a motion to approve the agenda as amended; Ms. Smidy seconded the motion. The motion passed unanimously.

Document: August 22, 2017 Board Meeting Agenda

III. Approval of the July 11, 2017 Regularly Scheduled Meeting Minutes  
The Minutes of the July 11, 2017 Regularly Scheduled Board Meeting were reviewed.

DISCUSSION: Board members noted that where it says “30% online” it should be corrected to “in-person.”

ACTION: Ms. Zotter made a motion to approve the minutes as amended; Mr. Bucchianeri seconded the motion. The motion passed unanimously.

Document: Draft Minutes

IV. CHW Education & Training Program Application

A. Criteria Review of Application – Provisional vs. Full Approval Chart

A chart was created based on the draft regulations to help decide if provisional licensure is still necessary, as the draft regulation pertaining to it was created over a year ago, and specifies a date which has already passed. Additionally, there is an option to change the date listed.

DISCUSSION: Board members discussed concerns that some students will not meet the education hour requirement but will not have had enough time to build up the work hours to use the work experience pathway. Ms. Hogarty noted that some people can go back to classes to make up the education hours. She also encourages everyone possible to use the grandfathering pathway. Ms. Hirsch stated that not all programs allow students to come back for additional classes. Board members discussed using a lookback period for programs and how long the period could be. Board members agreed to look at three options: remove provisional approval entirely, create a lookback period and remove provisional approval, and altering provisional approval to coincide with full approval as a type of retroactive provisional approval. Ms. Zotter expressed that she believes elimination of provisional approval is the most efficient option. The pros and cons

of each option were discussed, the first and second of which seemed most viable. Board members agreed that dropping provisional approval entirely was the best option.

ACTION: Ms. Zotter made a motion to remove provisional approval; Ms. Bourassa seconded the motion. The motion passed unanimously.

Document: Comparison Chart

V. CHW Certification Application

A. MACHW Focus Group Feedback Review: Revised & Sample Application

Ms. Guimaraes reviewed the changes made to the draft application and a newly created FAQ.

DISCUSSION: Board members discussed an added line at the end of the application asking if someone helped fill out the application and whether or not they should ask for the helper's contact information. Some board members showed concern that if the application was denied or had an error, that person could be contacted to help clarify the dispute. Other board members had concerns about privacy, whether or not the helper would be contacted first, and that the applicant should be responsible for the information and to contact a helper if needed. Board members agreed the contact information was unnecessary, it will be removed. A line will be added to clarify that applicants may seek help filling out forms, but that the office will not provide this assistance. Board members agreed to add a line clarifying that the training pathway will not be available until programs have been approved.

2:55pm Break, 3:06pm Return

In the section asking for previously held licenses, a list of all BHPL license types will be added. Wherever a link is referenced in the application, it will also be added to the FAQ. Board members discussed the issues surrounding references and whether or not applicants will be able to obtain them. Ms. Smidy stated that her HR office informed her that if a release was signed, the most recent performance review could be provided. She had not showed HR the proposed form. Board members discussed if these references would be easier to obtain because they are more like college references than ones for a job. Removing the supervising reference requirement was also discussed as a possibility. Ms. Strachan asked how the reference requirement was chosen. Ms. Zotter stated that because there is no standardized test and because of the unique CHW community, this was the best option they could come up with to verify that an applicant was qualified. Board members continued discussions on whether this was the best option. Ms. Zotter reminded board members that the decision had been made at the beginning of the process and that if changed, would require significant

changes to the regulations. Board members agreed to hold the discussion until the next meeting, which will allow for more time and more board members to be present.

ACTION: None

Document: Draft Application

VI. Flex Session

DISCUSSION: None

ACTION: None

Document: None

VII. Adjourn

There being no other business before the Board, Ms. Zotter made a motion to adjourn the meeting. Mr. Bucchianeri seconded the motion. The motion passed unanimously. The meeting adjourned at 4:07 pm.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Monday, September 18, 2017, at 9:30 a.m. at 239 Causeway Street, Boston, Massachusetts.

Respectfully submitted:

<u>C. Zottner</u>	<u>chair</u>	<u>11/12/17</u>
Name	Position	Date