

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

**250 Washington Street
Boston, MA 02108
August 8, 2023, VIA WebEx**

GENERAL (OPEN SESSION) MINUTES

Board Members

Present:

Brittany Brown, Chair | Commissioner's Designee
Joanne Calista, Vice Chair | Community Health Worker Training
Organization Representative
Denise Lau | Secretary, Public Member
Morgan Eldredge | Community Health
Worker
Shanina Rosado | Community Health Worker
(Entered at 12:46PM)
Hugo Santos | Community Health Worker
Nikki Simpson | MS, Community Health
Worker Training Organization
Representative

Board Members

Not Present:

None

Staff Present:

Steven Joubert, Executive Director, BHPL
Catherine Goldrick | Assistant Executive Director, BHPL
Kayla Mikalauski | Office Support Specialist – Multi-Boards, BHPL
Sarah Constantino | Office Support Specialist – Multi-Boards, BHPL
Tracy Tam | Office Support Specialist – Multi-Boards, BHPL
Heather Engman | Chief Board Counsel – Office of the General Counsel,
DPH

I. Call to Order | Determination of Quorum:

Ms. Brittany Brown, Board Chair, called the meeting of the Board of Certification of Community Health Workers to order at 12:30 P.M. and provided verbal notice of recording. A quorum was established with members present via WebEx as follows:

Brittany Brown: present; Joanne Calista: present; Morgan Eldredge: present; Denise Lau: present; Hugo Santos: present; Nikki Simpson: present.

Absent: Shanina Rosado. Recused: None. Abstained: None

II. Conflict of Interest | Approval of Regular Session Agenda

DISCUSSION:

Ms. Brittany Brown asked board members to review the agenda and asked for a motion to approve the agenda.

ACTION:

Motion by Ms. Denise Lau to approve the agenda as presented seconded by Ms. Joanne Calista and unanimously approved by roll call vote as follows: Brittany Brown: approve; Joanne Calista: approve; Morgan Eldredge: approve; Denise Lau: approve; Hugo Santos: approve; Nikki Simpson: approve.

Absent: Shanina Rosado. Recused: None. Abstained: None

Document: August 8, 2023, Agenda

III. Approval of Minutes: June 13, 2023

DISCUSSION:

Ms. Brown asked for any comments or corrections to be made on either of these Meeting Minutes. Ms. Denise Lau asked for some specific changes that will be reflected. Ms. Joanne Calista asked if she should vote on the minutes since she was only at a portion of the meeting. Ms. Heather Engman stated that she recommended abstaining.

ACTION:

Motion by Ms. Brittany Brown to approve June 13, 2023, Meeting Minutes as amended, seconded by Ms. Denise Lau, and unanimously approved by roll call vote as follows: Brittany Brown: approve; Joanne Calista: abstain; Morgan Eldredge: approve; Denise Lau: approve; Hugo Santos: approve; Nikki Simpson: abstain.

Absent: Shanina Rosado. Recused: None. Abstained: Joanne Calista, Nikki Simpson

Document: June 13, 2023, Minutes

IV. Continuing Education Application

A. Boston Medical Center Grayken Center for Addiction Training & Technical Assistance

DISCUSSION:

Ms. Denise Lau stated that there were a lot of different continuing education opportunities within this application that the Board hasn't seen before. Ms. Joanne Calista stated that she thinks there are a lot of innovative programs that you don't get many other places.

ACTION:

Motion by Ms. Denise Lau to approve the application, seconded by Ms. Joanne Calista, and unanimously approved by roll call vote as follows: Brittany Brown: approve; Joanne Calista: approve; Morgan Eldredge: approve; Denise Lau: approve; Shanina Rosado: approve; Hugo Santos: approve; Nikki Simpson: approve.

Absent: None. Recused: None. Abstained: None

Ms. Shanina Rosado has entered the General Session at 12:46PM

V. CHW Education and Training Applications

DISCUSSION:

Ms. Steven Joubert explained to Board Members that the Office of Community Health Workers shall provide a written response when the Board denies or grants approval to CHW Education and Training Program Applications. The Office of Community Health Workers would like to know how the Board would like to receive their recommendations, whether that is written, verbal, score sheets, etc.

Ms. Brittany Brown stated that she thinks maybe a paragraph-written recommendation outlining pros and cons, things that stand out, or challenges of the application would be helpful to receive. Ms. Denise Lau stated that she agreed something written would be helpful. Mr. Steven Joubert clarified whether the Board would like the recommendation presented live or included in the Board packet. Ms. Shanina Rosado stated that it would

be helpful to receive in writing and then having a representative at the meeting to clarify anything necessary.

ACTION:

Motion by Ms. Brittany Brown to approve the Office of Community Health Workers recommendation process as discussed, seconded by Ms. Shanina Rosado, and unanimously approved by roll call vote as follows: Brittany Brown: approve; Joanne Calista: approve; Morgan Eldredge: approve; Denise Lau: approve; Shanina Rosado: approve; Hugo Santos: approve; Nikki Simpson: approve.

Absent: None. Recused: None. Abstained: None

VI. Flex Session:

DISCUSSION:

Mr. Steven Joubert asked if the Board was interested in inviting Jamie Musler of Northeastern University as a guest speaker to share studies on CHW competencies. Board Members agreed, and Mr. Steven Joubert stated that he would extend an invitation to the next meeting.

Mr. Steven Joubert asked if the Board would be open to meeting quarterly instead of monthly due to quorum issues. The Board expressed some hesitancy about this, but agreed to meeting bi-monthly for the time being. This puts the next meeting at October 10, 2023.

VII. Executive Session (Roll Call)

DISCUSSION:

Ms. Brittany Brown read the Executive Session statement and asked for a vote to enter the session.

ACTION:

Motion by Ms. Brittany Brown to move into the Executive Session, seconded by Ms. Joanne Calista, and unanimously approved by roll call vote as follows: Brittany Brown: approve; Joanne Calista: approve; Morgan Eldredge: approve; Denise Lau: approve; Shanina Rosado: approve; Hugo Santos: approve; Nikki Simpson: approve.

Absent: None. Recused: None. Abstained: None

Meeting adjourned at 1:02 PM

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday, October 10, 2023, at 12:30PM.

Respectfully submitted:

The Board of Certification of Community Health Workers.