

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

**Department of Public Health
250 Washington Street
Boston, MA 02108
December 13, 2022 VIA WebEx**

(OPEN SESSION) MINUTES

Board Members

Present:

Claire Santarelli, Chair | Commissioner's Designee
Joanne Calista, Vice Chair | Community Health Worker Training
Organization Representative
Susan Dargon-Hart | Massachusetts League of Community Health Centers
Representative
Denise Lau, Secretary | Public Member
Hugo Santos | Community Health Worker 3
Morgan Eldridge | Community Health
Worker
Shanina Rosado | Community Health Worker

Board Members

Not Present:

Sharon George | Community Health Worker 4

Staff Present:

Steven Joubert | Executive Director – Multi-Boards, BHPL
Catherine Goldrick | Assistant Executive Director – Multi-Boards, BHPL
Kayla Mikalauski | Office Support Specialist – Multi-Boards, BHPL
Mary Strachan | Board Counsel - Office of the General Counsel, DPH

I. Call to Order | Determination of Quorum:

Ms. Claire Santarelli, Board Chair, calls the meeting of the Board of Certification of Community Health Workers to order at 12:41 P.M. and provides a verbal notice of recording. A quorum is established with members present via WebEx via roll call as follows: Claire Santarelli: Present; Joanne Calista: Present; Susan Dargon-Hart: Present; Denise Lau: Present; Hugo Santos: Present; Morgan Eldridge: Present. Absent: Sharon George, Shanina Rosado

II. Conflict of Interest | Approval of Regular Session Agenda

DISCUSSION:

Ms. Santarelli asks board members to review the agenda and asks for a motion to approve the agenda with the amendments that Mr. Joubert stated. Ms. Calista discloses a conflict of interest with Item VII: SSTAR Institute of Fall River.

Conflicts: Joanne Calista; Item VII: SSTAR Institute of Fall River.

ACTION:

Motion by Ms. Santarelli to approve the agenda as presented, seconded by Ms. Denise Lau and unanimously approved by roll call vote as follows: Joanne Calista: yes; Susan Dargon-Hart: yes; Morgan Eldridge: yes; Denise Lau: yes; Claire Santarelli: yes; Hugo Santos: yes. Absent: Sharon George, Shanina Rosado. Recused: None. Abstained: None.

Document: December 13th, 2022 Agenda

III. Approval of Minutes: August 16th, 2022

DISCUSSION:

Ms. Lau has a few minor edits that she sent to Mr. Joubert and Mr. Joubert states that he had implemented them into this packet.

ACTION:

Motion to approve the August 16th, 2022, minutes as amended by Ms. Denise Lau, seconded by Ms. Joanne Calista, and passed unanimously by roll-call vote as follows: Joanne Calista: approve; Susan Dargon-Hart: approve; Morgan Eldridge: approve; Denise Lau: approve; Claire Santarelli: approve; Hugo Santos: approve. Absent: Sharon George, Shanina Rosado. Recused: None. Abstained: None.

Document: August 16th, 2022, Minutes

Shanina Rosado joins the meeting late.

IV. **Regulations Review**

A. 801 CMR 4.00- Rates & 272 CMR 7.00 -Proposed Changes

DISCUSSION:

Ms. Mary Strachan explains that in previous board meetings, the board has been discussing its regulations regarding continuing education requirements for newly certified Community Health Workers. The Board is looking to make a change to a

regulation which would allow newly licensed Community Health Workers to avoid having to do continuing education credits until after their first license cycle. Ms. Strachan explains that the final changes have been made to regulations, but there needs to be a final vote to finalize the process and publish the regulations. Ms. Strachan also explains that the Board did not have a set rate for applications for Application in Training programs seeking board approval. Initial application fee is proposed for \$500 for four years and then \$200 every four years for renewal.

ACTION:

Motion made by Ms. Claire Santarelli to approve regulatory changes regarding continuing education and application in training program fees, seconded by Ms. Susan Dargon-Hart and unanimously approved by roll call vote as follows: Joanne Calista: approve; Susan Dargon-Hart: approve; Morgan Eldridge: approve; Denise Lau: approve; Shanina Rosado: approve; Claire Santarelli: approve; Hugo Santos: approve. Absent: Sharon George. Recused: None. Abstained: None.

V. Board Action Policy Proposal

A. Board Action Policy to approve Continuing Education and CHW Education & Training Programs

DISCUSSION:

Ms. Santarelli explains the agenda item as follows: The regulation names the Office of Community Health Workers as an entity that *may* review continuing education applications and make recommendations to the board. It is still within the Board's scope and authority to approve or deny these applications, but the Office of Community Health Workers could do some of the preliminary leg work to review the applications, so the vote is whether that is something that the Board would like to implement.

Ms. Dargon-Hart states, she believes this would be very helpful, as the Office of Community Health Workers could take care of making sure everything for the application has been completed and looks good, and then the Board can focus on reviewing the content and the nuances of the application. Ms. Calista states that she agrees with Ms. Dargon-Hart but is concerned about changing the process in the midst of everything. Ms. Strachan and Mr. Joubert both took time to explain how the process would not be changing entirely. This would allow the Board to review applications more thoroughly during the application process before deciding to approve or deny a training program.

ACTION:

Motion by Ms. Claire Santarelli to approve the writing of a staff action policy for the Office of Community Health Workers to do a preliminary technical review of core competency training and education program applications, present these reviewed applications, and make recommendations to the Board, seconded by Ms. Denise Lau and unanimously approved by roll call vote as follows: Joanne Calista: approve; Susan Dargon-Hart: approve; Morgan Eldridge: approve; Denise Lau: approve; Shanina Rosado: approve; Claire Santarelli: approve; Hugo Santos: approve. Absent: Sharon George. Recused: None. Abstained: None.

VI. Continuing Education Application

A. *A. Massachusetts Department of Health Bureau of Family Health and Nutrition: Early Childhood Positive Behavior Support- 12ceus*

DISCUSSION:

Mr. Joubert states that the program is straightforward, 12CEUs, they presented their credentials, and well-respected professionals will be teaching the course.

ACTION:

Motion made by Ms. Denise Lau to approve the CEU, seconded by Ms. Joanne Calista and unanimously approved by roll call vote as follows: Joanne Calista: approve; Susan Dargon-Hart: approve; Morgan Eldridge: approve; Denise Lau: approve; Shanina Rosado: approve; Claire Santarelli: approve; Hugo Santos: approve. Absent: Sharon George. Recused: None. Abstained: None.

VII. CHW Education & Training Program:

A. *SSTAR Institute of Fall River*

Joanne Calista steps out of the meeting at 1:33 due to a Conflict of Interest

DISCUSSION:

Board members discuss the fact that the packet only contains the even pages of the application. Ms. Strachan suggests deferring this to the next Board meeting so that scoring is fair.

ACTION:

Motion made by Ms. Santarelli to defer the matter to next Board meeting, seconded by Ms. Denise Lau and unanimously approved by roll call vote as follows: Susan Dargon-Hart: approve; Morgan Eldridge: approve; Denise Lau: approve; Shanina Rosado: approve; Claire Santarelli: approve; Hugo Santos: approve. Absent: Sharon George. Recused: Joanne Calista. Abstained: None.

Joanne Calista rejoined the meeting.

VIII. Continuing Education Blanket Provider Approval

A. ***Blanket Approval Process for Continuing Education Program Providers***

DISCUSSION:

Ms. Santarelli states that there is a process by which individual Community Health Workers who are already certified can request that the board accept and approve a continuing education training that has not already been Board approved but was relevant to their scope of practice. There is also a process by which a training entity can request that a workshop count for continuing education hours. There is a third process that states that any core competency training program is automatically approved as a continuing education provider. The Board is looking to adopt a fourth process by which there would be several entities approved by the board, and any training programs or workshops that they offer would count as continuing education credits.

Ms. Santarelli states that before approving any of these entities for this fourth process, there is some information that the Board would like to know regarding the entities themselves. They would like to know the following:

- Has the entity obtained the waiver from the Division of Professional Licensure?
- What investments, if there are any, have the entities made for Community Health Workers as a whole? The longevity of this investment (how tied is the entity to Community Health Workers, their practices, and core competencies)?
 - What is the fee involved for the workshops?
 - How are these programs evaluated?
- The same attestations that are required of the training and education core competency programs (mission statement, training history, how they are meeting our goals of health equity, more about the content and design of the program, qualifications and capacity, evaluation or assessment forms, and attestations and signatures)

Ms. Santarelli looks to the Board for feedback about any other information they would like to know about these programs. Ms. Lau states that she has some formatting corrections and would send them to Mr. Joubert and Ms. Santarelli. Ms. Lau also asks Ms. Strachan if it is standard for continuing education to charge a fee. Ms. Strachan states that yes, continuing education courses typically do cost money, but the Boards typically do not get into what the cost is. Ms. Strachan states that she doesn't think it is necessary information and will cause more deliberation between Board members regarding costs.

ACTION:

Motion made by Ms. Santarelli to continue the discussion of the blanket provider application form, potentially a final draft to vote on at the next Board meeting, seconded by Ms. Denise Lau and unanimously approved by roll call vote as follows: Joanne Calista: approve; Susan Dargon-Hart: approve; Morgan Eldridge: approve; Denise Lau: approve; Shanina Rosado: approve; Claire Santarelli: approve; Hugo Santos: approve. Absent: Sharon George. Recused: None. Abstained: None.

IX. DPL-Office of Private Occupational School Education Letter Requirement

A. *CHW Education & Training Application Request Step to be waived from application process*

DISCUSSION:

Ms. Santarelli explains that the process by which Community Health Worker training programs obtain the waiver from Division of Professional Licensure is unintentionally lengthy and cumbersome because there is this requirement. Ms. Strachan asks that when people are submitting requests to Division of Professional Licensure, are they faced with certain issues? Ms. Calista states that yes, the process is additional work on the part of the provider because it is additional and separate information that they must prepare for the Board.

Ms. Calista suggests one approach could be accurately conveying the information regarding student loans and predatory institutions. Ms. Santarelli stated that she is hesitant to make any changes to these without much careful deliberation, and that after hearing Ms. Calista state that it may not be as cumbersome as they thought, she feels comfortable not making any changes to the language at this time.

ACTION:

Motion by Ms. Santarelli to not make any changes to the regulations at this time, seconded by Ms. Joanne Calista and unanimously approved by roll call vote as follows: Joanne Calista: approve; Susan Dargon-Hart: approve; Morgan Eldridge: approve; Denise Lau: approve; Shanina Rosado: approve; Claire Santarelli: approve; Hugo Santos: approve. Absent: Sharon George. Recused: None. Abstained: None.

X. Flex Session

DISCUSSION:

Mr. Joubert asks the attendance at the next board meeting. All board members will be able to attend at this time aside from Ms. Santarelli. Ms. Claire Santarelli announced that this meeting was her last as Board Chair and Ms. Brittany Brown will be taking on her role as Board Chair at the next meeting in January.

XII. Adjournment

ACTION:

Motion made by Ms. Claire Santarelli to adjourn the meeting, seconded by Ms. Susan Dargon-Hart and unanimously approved by roll call vote as follows: Joanne Calista: approve; Susan Dargon-Hart: approve; Morgan Eldridge: approve; Denise Lau: approve; Shanina Rosado: approve; Claire Santarelli: approve; Hugo Santos: approve. Absent: Sharon George. Recused: None. Abstained: None.

Meeting adjourned at 2:30PM

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday, January 10, 2023.

Respectfully submitted:

The Board of Certification of Community Health Workers.

