

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

**250 Washington Street
Boston, MA 02108
March 14, 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
Morgan Eldredge | Community Health Worker
Denise Lau | Secretary, Public Member
Shanina Rosado | Community Health Worker
Nikki Simpson | Community Health Worker

Board Members

Not Present:

Sharon George | Community Health Worker
Hugo Santos | Community Health Worker
Geovanni Vazquez | Community Health
Worker

Staff Present:

Catherine Goldrick | Assistant Executive Director – Multi-Boards, BHPL
Kayla Mikalauski | 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 1:06 P.M. and provided verbal notice of recording. A quorum was established with members present via WebEx via roll call as follows: Brittany Brown: Present; Joanne Calista: Present; Morgan Eldredge: Present; Denise Lau: Present; Shanina Rosado: Present; Nikki Simpson: Present. Absent: Sharon George, Hugo Santos, Geovanni Vazquez

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. Ms. Katie Goldrick noted a title change due to Mr. Steven Joubert's absence.

ACTION:

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

Absent: Sharon George, Hugo Santos, Geovanni Vazquez

Document: February 14, 2023, Agenda

III. Approval of Minutes: December 13, 2022, February 14, 2023

DISCUSSION:

Ms. Brown asked for any comments or corrections to be made on either of these Meeting Minutes.

ACTION:

Motion by Ms. Brittany Brown to approve the December 13, 2022, Meeting Minutes, seconded by Ms. Denise Lau, and unanimously approved by roll call vote as follows: Brittany Brown: yes; Joanne Calista: yes; Morgan Eldredge: yes; Denise Lau: yes; Shanina Rosado: yes; Nikki Simpson: yes.

Absent: Sharon George, Hugo Santos, Geovanni Vazquez

Motion by Ms. Lau to approve February 14, 2023, Meeting Minutes seconded by Ms. Morgan Eldredge, and unanimously approved by roll call vote as follows: Brittany Brown: yes; Joann Calista: abstain; Morgan Eldredge: yes; Denise Lau: yes; Shanina Rosado: yes; Nikki Simpson: yes.

Abstained: Joanne Calista (due to absence at last month's Board Meeting)

Absent: Sharon George, Hugo Santos, Geovanni Vazquez

Document: December 13, 2022, Minutes; February 14, 2023, Minutes

IV. CHW Education & Training Scoring Tool

DISCUSSION:

Ms. Brown asked Board members if they had any questions or comments on the Scoring Tool. Ms. Denise Lau stated that she had already made additions to this, and that the additions are not reflected. Ms. Katie Goldrick stated that this could be approved because it has already been looked at by Legal. Ms. Heather Engman stated that if Board members had any changes or corrections, these can be made. Ms. Denise Lau showed the additions that she had made to fellow board members, which specified the changes to the Scoring Tool.

ACTION:

Motion by Ms. Brittany Brown to approve the agenda as amended to reflect that the Scoring Tool needs to be easier to understand by Ms. Denise Lau, seconded by Ms. Joanne Calista, and unanimously approved by roll call vote as follows: Brittany Brown: yes; Joanne Calista: yes; Morgan Eldredge: yes; Denise Lau: yes; Shanina Rosado: yes; Nikki Simpson: yes.

Absent: Sharon George, Hugo Santos, Geovanni Vazquez

V. CHW Education & Training Program Application

A. Boston Public Health Commission

DISCUSSION:

Ms. Denise Lau stated that the application fee and attestation form that were forthcoming and asked if they had been received yet. Ms. Brittany Brown noted that the even pages of the application are missing. Ms. Nikki Simpson stated that she previously worked with this institution and would have to recuse herself from this vote. Ms. Heather Engman stated that if there is a recusal, the Board will need to defer the matter due to loss of quorum.

ACTION:

Motion by Ms. Denise Lau to defer the vote on the Boston Public Health Commission's application, seconded by Ms. Joanne Calista, and unanimously approved by roll call vote

as follows: Brittany Brown: yes; Joanne Calista: yes; Morgan Eldredge: yes; Denise Lau: yes; Shanina Rosado: yes; Nikki Simpson: yes.
Absent: Sharon George, Hugo Santos, Geovanni Vazquez

VI. Continuing Education Application- Blanket Approval Sample

DISCUSSION:

Board members reviewed the Approval Sample for the Continuing Education Application. Ms. Brittany Brown asked Board members for any comments. Ms. Brittany Brown then stated that the only issue she had with this version would be the formatting and spacing of the letter. Ms. Denise Lau suggested making a chart or a checklist for the Initial Application portion of the letter. Ms. Brittany Brown asked for a motion to approve the Sample with the proposed amendments.

ACTION:

Motion by Ms. Denise Lau to approve the Continuing Education Application- Blanket Approval Sample with the proposed amendments, seconded by Ms. Shanina Rosado, and unanimously approved by roll call vote as follows: Brittany Brown: yes; Joanne Calista: yes; Morgan Eldredge: yes; Denise Lau: yes; Shanina Rosado: yes; Nikki Simpson: yes.
Absent: Sharon George, Hugo Santos, Geovanni Vazquez

VII. Flex Session

DISCUSSION:

Mr. Catherine Goldrick asked the attendance at the next board meeting, April 11th, 2023, at 12:30PM. All board members in attendance today will be able to attend at this time. Ms. Denise Lau stated that she would like to know who will be presenting matters in Mr. Steven Joubert's absence.

VII. Adjournment:

ACTION:

Motion by Ms. Brittany Brown to end the meeting at 1:34PM, seconded by Ms. Denise Lau and unanimously approved by roll call vote as follows: Brittany Brown: yes; Joanne Calista: yes; Morgan Eldredge: yes; Denise Lau: yes; Shanina Rosado: yes; Nikki Simpson: yes.

Absent: Sharon George, Hugo Santos, Geovanni Vazquez

Meeting adjourned at 1:34PM

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday, April 11th at 12:30PM.

Respectfully submitted:

The Board of Certification of Community Health Workers.