

**COMMONWEALTH OF MASSACHUSETTS**

**BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS**

**250 Washington Street  
Boston, MA 02108**

**Tuesday, March 12, 2024**

**VIA WebEx**

**12:30 PM**

**GENERAL SESSION BOARD MEETING MINUTES**

(Open Session)

Board Members

Present:

Brittany Brown, Chair | Commissioner’s Designee  
Joanne Calista, Vice Chair | Community Health Worker Training  
Organization Representative  
Morgan Parker | Community Health Worker  
Shanina Rosado | Community Health Worker  
Hugo Santos | Community Health Worker  
Nikki Simpson | MS, Community Health Worker Training Organization  
Representative  
Geovanni Vazquez | Community Health Worker

Board Members

Not Present:

None

Staff Present:

Steven Joubert | Executive Director – Multi-Boards, BHPL  
Kayla Mikalauski | Management Analyst – Multi-Boards, BHPL  
Tracy Tam | Office Support Specialist – Multi-Boards, BHPL  
Carol Larkin | Office Support Specialist – Multi-Boards, BHPL  
Lauren McShane | Chief Investigator, DPH  
Heather Engman | Chief Board Counsel – Office of the General Counsel,  
DPH,  
Jessica Uhing-Luedde | Chief Prosecutor, DPH

Public Member:

Dr. Jamie Musler, Northeastern University  
Sonalis de Leon, Office of Community Health Workers  
Johana Lopez, Office of Community Health Workers  
Kamille Cathy, Office of Community Health Workers

I. Call to Order | Determination of Quorum

At 12:43 PM Ms. Brittany Brown, Board Chair, welcomed everyone to the meeting and called

the meeting to order. Ms. Brown reminded Board members the meeting was being recorded and asked for a roll call vote to determine quorum.

Roll call as follows: Brittany Brown: present; Joanne Calista: present; Morgan Parker: present; Shanina Rosado: present; Hugo Santos: present; Nikki Simpson: present; Geovanni Vazquez: present. Absent: None.

II. Approval of General Session Agenda | Conflict of Interest

The Board reviewed the March 12, 2024, Regular Session Agenda.

DISCUSSION:

Ms. Brittany Brown asked if any Board members needed to recuse themselves from an item listed on the agenda. Mr. Steven Joubert stated that the agenda needed to be changed, Item IX has only 1 matter to go before the board. Also, item VI needed to be deferred as Ms. Simpson and Ms. Callista had conflicts of interest.

ACTION:

Ms. Brittany Brown made a motion to approve the agenda as amended, which was seconded by Hugo Santos, and unanimously approved by roll call vote as follows: Brittany Brown: approve; Joanne Calista: approve; Morgan Parker: approve; Shanina Rosado: approve; Hugo Santos: approve; Nikki Simpson; approve: Geovanni Vasquez: approve.

Absent: None. Recused. Abstained: None

**Document:** March 12, 2024, Regular Session Agenda

III. Approval of Minutes

The Board reviewed the August 08, 2023, Regular Session Minutes.

DISCUSSION:

Brittany Brown stated that Item #5 in the August minutes needed to be corrected. The minutes stated that Office of Community Health Workers would provide a written response to the Board's approval or denial of an educational program. Brittany Brown stated that the Board had decided that CHW training applications would be reviewed by the Office of Community Health Workers and the Office of Community Health Workers would write recommendations to the Board for approval or denial. There would be a response before and not after the fact.

ACTION:

Ms. Brittany Brown made a motion to approve the minutes as amended, which was seconded by Ms. Morgan Parker and unanimously approved by roll call vote as follows: Brittany Brown: approve; Joanne Calista: approve; Morgan Parker: approve; Shanina Rosado: approve; Hugo Santos: approve; Nikki Simpson: approve; Geovanni Vasquez: approve.

Absent: None. Recused: None. Abstained: None

**Document:** August 08, 2023, Regular Session Minutes

#### IV. Policies

##### A. Standard Consent Agreement Terms

###### DISCUSSION:

Ms. Jessica Uhing-Luedde, Chief Board Prosecutor, proposed a change to the Alford Plea language used in Standard Consent Agreements. Ms. Uhing-Luedde stated the current language uses the phrase “I admit that I did ...” and this policy would change the language to “I acknowledge the Board could find that I did...”. Ms. Uhing-Luedde stated this would facilitate the process because many attorneys are reluctant to have their client sign an agreement where they outright admit to violations as this could open up civil suits or criminal liabilities.

Ms. Heather Engman stated the other Boards within DPH have adopted this policy and recommends the Board to adopt this policy as well.

###### ACTION

Ms. Joanne Calista made a motion to adopt the Alford Plea Language Policy, which was seconded by Mr. Hugo Santos, and unanimously approved by roll call vote as follows: Brittany Brown: approve; Joanne Calista: approve; Morgan Parker: approve; Shanina Rosado: approve; Hugo Santos: approve; Nikki Simpson: approve; Geovanni Vasquez: approve.

Absent: None. Recused: None. Abstained: None

**Document:** Alford Plea Language 5-22-23

#### Policies

##### B. Prosecutorial Discretion

###### DISCUSSION:

Ms. Uhing-Luedde stated the Board still has sole discretion to determine what sanctions to impose based on precedence and consultation with Board counsel. Ms. Uhing-Luedde also stated if a Community Health Worker requests for a reconsideration, the Prosecutor will still come before the Board to seek a reconsideration vote.

Ms. Uhing-Luedde stated the first change proposed in the policy is asking the Board to grant Prosecuting Counsel the authorization to accept a Consent Agreement in which the cited grounds for discipline and/or the regulations violated differ from those authorized by the Board vote upon referral of the case for disciplinary action. Ms. Uhing-Luedde gave an example of a Nurse Practitioner who failed to keep adequate records and failed to administer medication when ordered but the NP only admitted to failure in providing medication, then Prosecuting Counsel will have the authorization to draft the Consent Agreement for only that as long as the disciplinary action remains the same. Ms. Uhing-Luedde stated the Board is being asked to grant Prosecuting Counsel the authorization to delete grounds for discipline from a consent agreement as long as the grounds for discipline make sense.

Ms. Uhing-Luedde stated the second change proposed in the policy asks Board members to provide the Prosecuting Counsel with a range for the disciplinary monitoring terms instead of a specific number. Ms. Uhing-Luedde also stated this will allow the Prosecuting Counsel to negotiate with respondents and/or their attorneys within a range of discipline voted upon by the Board without appearing before the Board again for a formal reconsideration. Ms. Uhing-Luedde gave an example of the Board placing a respondent on probation for 18 months but their attorney can renegotiate, so if the Board provides a range of 1 to 2 years instead then the Prosecutor can negotiate within those boundaries without coming back to the Board.

Ms. Uhing-Luedde stated the third change proposed in this policy would allow the Prosecuting counsel to add to the Order to Show Cause based on supporting evidence after consulting with Board Counsel or the Executive Director. Ms. Uhing-Luedde also stated an Order to Show Cause is the charging document that is served, it contains the facts section and the statutes/regulations violated section to give the respondent notice on what they would have to defend against. Ms. Uhing-Luedde stated the Prosecution Counsel is currently required to come before the Board to propose these changes but would like the Board to grant them the authorization to be able to include everything needed on the Order to Show Cause in consultation with the Executive Director and Board Counsel.

Ms. Uhing-Luedde stated the last change proposed in this policy would allow the Prosecuting Counsel to delete from the Order to Show Cause when there is insufficient evidence after consulting with Board Counsel or the Executive Director. Ms. Uhing-Luedde gave an example of a respondent who was charged with murder but was acquitted so we can no longer prove a crime was committed, the Prosecuting Counsel wants the authorization to delete it from the Order to Show Cause in consultation with the Executive Director and Board Counsel.

Ms. Uhing-Luedde stated for any of the changes proposed in the Prosecutorial Discretion Policy, the Executive Director or Board Counsel still has the ability to decide to bring these matters back to the Board for discussion.

#### ACTION

Ms. Joanne Calista made a motion to adopt the Prosecutorial Discretion Policy, which was seconded by Mr. Hugo Santos, and unanimously approved by roll call vote as follows: Brittany Brown: approve; Joanne Calista: approve; Morgan Parker: approve; Shanina Rosado: approve; Hugo Santos: approve; Nikki Simpson: approve; Geovanni Vasquez: approve.

Absent: None. Recused: None. Abstained: None

**Document:** Prosecutorial Discretion Policy 5-25-23

#### V. Guest Speaker | Dr. Jamie Musler

Dr. Jamie Musler, Executive Director of Goldstein Simulation Labs at Northeastern University, provided a presentation on Assessment and Feedback for Community Health Workers.

### DISCUSSION:

Dr. Jamie Musler stated he became involved with Community Health Workers in 2015 when regulations were being developed. Dr. Jamie Musler stated his goal was to come up with a way to assess the skills of a Community Health Worker.

Dr. Jamie Musler stated there were three primary goals in mind: 1) Curricular mapping of CHW core competencies, 2) Cognitive reasoning, behavior, and attitude formative feedback, and 3) Core competency assessment. Dr. Musler stated the Assessment started off with literature reviews, then CHW expert interviews and focus groups to identify and categorize core competencies. Dr. Musler stated the goal is to take each core competency area and clearly define a performance measure to develop an assessment tool. Dr. Musler stated they ended up developing three categories of an identified skill by identifying beginning, developing, and proficient skillsets to determine proficiency. Dr. Musler stated this was very effective but it was also a lot of work so they developed version two. Dr. Musler stated version two identified effective communication skills and cultural responsiveness and mediation. Dr. Musler stated competency was assessed by using skill checks, a practical exam, and immersive simulations. Dr. Musler stated he worked with Boston Public Health Commission for about six years where they conducted around 40+ hours of focus groups, interviews, and education program, developed two CHW outcomes assessment tools, developed and produced 15 hours of CHW outcomes assessment and debriefing training programs, produced over 200 CHW simulations/assessments, and conducted post simulation//assessment outcomes surveys.

Ms. Joanne Calista stated the presentation was very informative, which provides a significant contribution to the field, and she would like to give recognition to the contributors.

## VI. Continuing Education Application

### A. The Bridge Training Institute a Program of Open Sky Community Services

#### DISCUSSION:

Mr. Steven Joubert presented 51 Continuing Education credits from The Bridge Training Institute with regards to substance use, mental health, and Community Health Worker education with a combination of in-person and virtual courses. Ms. Brittany Brown stated this is a great list of Continuing Education courses around behavioral and mental health. Ms. Shanina Rosado stated there is a need for programs such as these to provide CEUs around those topics which are going to be incredibly useful.

Ms. Joanne Calista stated Open Sky has an outstanding training institute that is geared towards clinicians and has very complex mental/behavioral health topics. Ms. Joanne Calista asked if these courses are geared towards the appropriate level of CHW intervention. Ms. Brittany Brown stated based on the application, it looks appropriate.

#### ACTION

Ms. Brittany Brown made a motion to approve the Continuing Education application from The Bridge Training Institute, which was seconded by Ms. Joanne Calista, and unanimously approved by roll call vote as follows: Brittany Brown: approve; Joanne Calista: approve; Morgan Parker: approve; Shanina Rosado: approve; Hugo Santos: approve; Nikki Simpson: approve; Geovanni Vasquez: approve.  
Absent: None. Recused: None. Abstained: None

### B. Point32 Health

#### DISCUSSION:

Mr. Steven Joubert presented 1 Continuing Education credit from Point32 Health for “Vaccine Hesitancy” the core premise of this training is motivational interviewing, supportive counseling, and to train students from a neutral perspective on the benefits of vaccines.

Ms. Shanina Rosado asked how relevant the counseling aspect would pertain to the role of Community Health Workers. Mr. Joubert answered this training is aimed towards Community Health Workers in all facets of service by providing them with the skillset of counseling such as motivational interviewing and to help communicate the benefits of vaccine. Mr. Joubert stated the goal of this training is not to promote vaccines or to suggest vaccination, but to provide them with informed knowledge on what vaccines are as well as their benefits.

#### ACTION

Ms. Nikki Simpson made a motion to approve the Continuing Education application from Point32 Health, which was seconded by Mr. Hugo Santos, and unanimously approved by roll call vote as follows: Brittany Brown: approve; Joanne Calista: approve; Morgan Parker: approve; Shanina Rosado: approve; Hugo Santos: approve; Nikki Simpson: approve; Geovanni Vasquez: approve.  
Absent: None. Recused: None. Abstained: None

### C. AdCare

#### DISCUSSION:

Mr. Steven Joubert presented 4 Continuing Education credits from AdCare for “Supporting Parents and Caregivers in Pediatrics: Family Engagement and Positive Solutions for Supporting Families” the core premise of this training is aimed towards Community Health Workers in pediatric environments to provide mental health support to parents and caregivers.

#### ACTION

Ms. Morgan Parker made a motion to approve the Continuing Education application from AdCare, which was seconded by Ms. Joanne Calista, and unanimously approved by roll call vote as follows: Brittany Brown: approve; Joanne Calista: approve; Morgan Parker: approve; Shanina Rosado: approve; Hugo Santos: approve; Nikki Simpson: approve; Geovanni Vasquez: approve.

Absent: None. Recused: None. Abstained: None

VIII. Flex Session

DISCUSSION

Ms. Brittany Brown asked for attendance at the next board meeting scheduled on May 7, 2024, at 1:00 PM. All Board members present stated they would be able to attend.

Mr. Steven Joubert stated the Board had asked him to bring up the importance of CHW reciprocity and tiered licensure during the previous board meeting. Ms. Joanne Calista stated how important reciprocity is throughout New England and the rest of the country. Ms. Joanne Calista also stated many Community Health Worker program funds are being cut due to Covid. Mr. Steven Joubert stated state discussions are ongoing. Ms. Joanne Calista stated that allowing reciprocity would allow Community Health Workers to work in adjoining states where employment is available. Mr. Steven Joubert stated that discussions would be held with legal counsel and the Commissioner's Office. Mr. Steven Joubert also stated this is a lengthy process.

IX. Executive Session

DISCUSSION:

Ms. Brittany Brown, Board Chair, read the Executive Session Statement as follows: "The Board will meet in Executive Session as authorized pursuant to M.G.L. c.30A, § 21(a)(1) for the purpose of discussing the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. 1. Specifically, the board will meet in executive session to approve prior executive minutes, and 1 good moral character matter. The Board will not reconvene in open session subsequent to the closed session."

ACTION:

Motion to move to the Executive Session was made by Ms. Morgan Parker, seconded by Ms. Brittany Brown, and unanimously passed by roll-call vote as follows: Brittany Brown: approve; Joanne Calista: approve; Morgan Parker: approve; Shanina Rosado: approve; Hugo Santos: approve; Nikki Simpson: approve; Geovanni Vazquez: approve. Absent: None. Recused: None. Abstained: None

X. Adjournment

There being no other business before the Board, Ms. Brittany Brown motioned to adjourn the meeting, which was seconded by Ms. Joanne Calista, and unanimously approved by roll call vote as follows: Brittany Brown: approve; Joanne Calista: approve; Morgan Parker: approve; Shanina Rosado: approve; Hugo Santos: approve; Nikki Simpson: approve; Geovanni Vasquez: approve.

Absent: None. Recused: None. Abstained: None

*Let the records show the meeting adjourned at 1:55 PM.*

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday, May 7th, 2024, at 1:00 PM via WebEx.

Respectfully submitted by:

The Board of Certification of Community Health Workers