

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, May 13, 2025

12:30 p.m.

General Session is open to the public and will be held via Zoom at:

<https://zoom.us/j/95668582252?pwd=2iYPjBFAkqZnMDiuaQwGmhjnzJ8YEu.1>

Call-In Telephone number: 1-929-436-2866

Webinar ID: 956 6858 2252

Agenda

All votes must be via roll call

Time	Item #	Item	Staff Contact
12:30p.m.	I	Call to Order & Introductions Determination of Quorum Notice of Electronic Recording	Board Chair
5 minutes	II	Approval of Agenda	Board Chair
5 minutes	III	Approval of Minutes A. Approval of March 11, 2025, General Session Minutes	Board Chair
30 minutes	IV	Continuing Education Application A. Center for Health Impact B. Massachusetts Diabetes Network C. Tools for Success Counseling LLC D. AdCare Educational Institute, Inc E. Parents as Teachers	Board
30 minutes	V	Discussion - Staff Action Policy for Continuing Education Applications	Board

Board of Certification of Community Health Workers

ADA Compliance Notice: If you need reasonable accommodations in order to participate in the meeting, contact Stacy Hart the DPH ADA Coordinator at phone number 857-274-1120 in advance of the meeting. While the Board will do its best to accommodate you, certain accommodations may require distinctive requests or the hiring of outside contractors and may not be available if requested immediately before the meeting.

5 minutes	VI	Discussion – Usage of the CCHW title	Acting Executive Director
30 minutes	VII	Discussion – 272 CMR 4.00 Amendments A. Work Experience Pathway sunset date B. Reference requirements for the Combined Work Experience and Training Pathway	Acting Executive Director
5 minutes	VIII	Flex Session A. Who will attend the next board meeting? B. Topics for next agenda	Acting Executive Director
	IX	Executive Session (Roll call vote) The Board will meet in Executive Session as authorized pursuant to M.G.L. c.30A, §21(a)(1) to discuss 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 session minutes and discuss a good moral character matter for certification as a Community Health Worker. The Board will not reconvene in open session subsequent to the closed session.	Board Chair
	X	Adjournment: Next meeting scheduled for July 08, 2025.	Board Chair

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COMMONWEALTH OF MASSACHUSETTS

BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS

**250 Washington Street
Boston, MA 02108**

**Thursday, May 13, 2025
Via Zoom**

GENERAL SESSION MINUTES (OPEN SESSION)

**BOARD MEMBERS
PRESENT:**

Brittany Brown (Chair), Commissioner's Designee
Joanne Calista (Vice Chair), Community Health Worker Training
Organization Representative
Luz Ortega, Community Health Worker
Shanina Rosado, Massachusetts Public Health Association
Representative
Hugo Santos, Community Health Worker
Geovanni Vazquez, Community Health Worker

**BOARD MEMBERS
NOT PRESENT:**

Morgan Eldredge, Community-Based Community Health Worker
Anissa Ray, Community Health Worker
Nicole Simpson, Massachusetts League of Community Health

STAFF PRESENT:

Tracy Tam, Acting Executive Director, Multi-Boards 1 BHPL,
DPH
Kayla Mikalauski, Acting Executive Director, Multi-Boards 2,
BHPL, DPH
Tracy Ottina, Board Counsel, Office of the General Counsel,
BHPL, DPH
Danielle Macfarland, Office Support Specialist, Multi-Boards,
BHPL

I. CALL TO ORDER | DETERMINATION OF QUORUM

At 12:36 p.m., Ms. Brittany Brown, Board Chair, called the General Session meeting to order. Ms. Brittany Brown reminded Board members the meeting was being recorded and asked for a roll call vote to determine quorum.

Roll call as follows: Ms. Brittany Brown: present; Ms. Joanne Calista: present; Ms. Luz Ortega: present; Ms. Shanina Rosado: present; Mr. Hugo Santos: present; Mr. Giovanni Vazquez: present.

II. APPROVAL OF GENERAL SESSION AGENDA | CONFLICT OF INTEREST

Discussion: The Board reviewed the General Session Agenda. Ms. Brittany Brown disclosed a conflict of interest with Item IV: D, she oversees certain funds for AdCare Educational Institute, Inc. Ms. Joanne Calista disclosed a conflict of interest with Item IV: A, she is employed through this entity. Item IV: A and Item IV: D are deferred due to loss of quorum.

Action:

Motion to approve the agenda as amended was made by Ms. Brittany Brown, seconded by Ms. Luz Ortega, and was passed by roll call vote as follows: Ms. Brittany Brown: yes; Ms. Joanne Calista: yes; Ms. Luz Ortega: yes; Ms. Shanina Rosado: yes; Mr. Hugo Santos: yes; Mr. Giovanni Vazquez: yes.

Document: May 13, 2025, General Session Agenda

III. APPROVAL OF MINUTES

Discussion: The Board reviewed the drafted General Session Minutes.

Action:

Motion to approve the minutes as written was made by Ms. Luz Ortega, seconded by Mr. Hugo Santos, and was passed by roll call vote as follows: Ms. Brittany Brown: yes; Ms. Joanne Calista: yes; Ms. Luz Ortega: yes; Ms. Shanina Rosado: yes; Mr. Hugo Santos: yes; Mr. Giovanni Vazquez: yes.

Document: March 11, 2025, General Session Minutes

IV. CONTINUING EDUCATION APPLICATION

A. Center for Health Impact

Matter was deferred during agenda review.

B. Massachusetts Diabetes Network

Discussion: The Board reviewed the continuing education application for the following course: Enhancing Diabetes Care Conversations with a Size-Inclusive Approach (1 CE).

Action:

Motion to approve the continuing education application was made by Ms. Joanne Calista, seconded by Ms. Brittany Brown, and was passed by roll call vote as follows: Ms.

Brittany Brown: yes; Ms. Joanne Calista: yes; Ms. Luz Ortega: yes; Ms. Shanina Rosado: yes; Mr. Hugo Santos: yes; Mr. Geovanni Vazquez: yes.

C. Tools for Success Counseling LLC

Discussion: The Board reviewed the continuing education application for the following course: Mental Health 101: Tools for a Healthy Mind (2 CEs).

Action:

Motion to approve the continuing education application was made by Ms. Brittany Brown, seconded by Mr. Hugo Santos, and was passed by roll call vote as follows: Ms. Brittany Brown: yes; Ms. Joanne Calista: yes; Ms. Luz Ortega: yes; Ms. Shanina Rosado: yes; Mr. Hugo Santos: yes; Mr. Geovanni Vazquez: yes.

D. AdCare Educational Institute, Inc

Matter was deferred during agenda review.

E. Parents as Teachers

Discussion: The Board reviewed the continuing education application for the following course: Foundational and Model Implementation Training (54 CEs).

Action:

Motion to approve the continuing education application was made by Ms. Joanne Calista, seconded by Ms. Brittany Brown, and was passed by roll call vote as follows: Brittany Brown: approve; Morgan Eldredge: approve; Luz Ortega: approve; Shanina Rosado: approve, Hugo Santos: approve; Nicole Simpson: approve; Geovanni Vazquez: approved.

V. DISCUSSION – STAFF ACTION POLICY FOR CONTINUING EDUCATION APPLICATIONS

Discussion: All Board members were in agreement to allow Board staff to approve continuing education applications. Ms. Tracy Tam asked for any criteria or specifications that the Board would like to implement when approving these applications.

Ms. Joanne Calista stated that the training should be evaluated to be specific to a Community Health Worker's scope of practice verses different types of medical providers' scopes of practice. Ms. Shanina Rosado agreed but added that it should not be limited to just the ten core competencies because Community Health Workers are being integrated at a greater compacity while providing social and emotional support at entities not limited to public school systems, hospitals, health centers, recovery centers and psychiatry. Ms. Tam stated the current wording in the regulations also includes "a special health topic that falls within the scope of practice for Certified Community Health Workers".

Ms. Tracy Ottina recommended leaving the wording broad as it currently is to prevent narrowing the scope. Ms. Tam stated if the policy gets approved and Board staff is unsure if an application falls under the scope of practice for a CHW, then the application would be brought to the Board for review. Board members were notified that a final draft of the policy will be brought back to the Board for approval when ready.

Document: Staff Action Policy for Continuing Education Applications (DRAFT)

VI. DISCUSSION – USAGE OF THE CCHW TITLE

Discussion: Ms. Tracy Tam presented a notice drafted by the Office of Community Health Workers to upload to the Board’s webpage. This purpose of this document is to notify Certified Community Health Workers they are allowed to identify themselves as “CCHWs” to differentiate themselves from uncertified Community Health Workers. Per state regulations, the term Certified Community Health Workers and any sub-abbreviations can be used to represent their certified status.

Action:

Motion to approve the Usage of the CCHW Title notice as written was made by Ms. Luz Ortega, seconded by Ms. Brittany Brown, and was passed by roll call vote as follows: Ms. Brittany Brown: yes; Ms. Joanne Calista: yes; Ms. Luz Ortega: yes; Ms. Shanina Rosado: yes; Mr. Hugo Santos: yes; Mr. Geovanni Vazquez: yes.

Document: Notice: Usage of the CCHW Title (DRAFT)

VII. DISCUSSION - 272 CMR 4.00 AMENDMENTS

A. Work Experience Pathway sunset date

Discussion: Ms. Tracy Tam reminded the Board the sunset date for the Work Experience Pathway was extended until July 31, 2025, any applications submitted after this date will need to apply through the Combined Work Experience and Training Pathway. Ms. Shanina Rosado is in favor of another extension because there is lack of support for training programs and areas such as Western Massachusetts do not have any training programs. Ms. Luz Ortega stated Community Health Workers have reached out because their employers do not have a budget for training, so they shadow CHWs that have been trained to obtain the work experience so they can be certified through the Work Experience pathway. Ms. Joanne Calista added there have been a lot of disruptions in regard to the public health workforce, including Community Health Workers. Many COVID-19 funded projects as well as executive orders that supported Community Health Workers have ended, thus causing disfunction in the field.

Ms. Tracy Tam asked the Board how long they want to extend the sunset date until. Ms. Joanne suggested a one year extension and the Board agreed. Board members were

notified that a draft of the extension will be brought back to the Board for approval when ready.

B. Reference Requirement for the Combined Work Experience and Training Pathway

Ms. Tracy Tam stated the Bureau consulted with Accenture to remove barriers for certification. The team recommended removing the reference requirement due to redundancy because the purpose of the reference is to confirm the applicant has met the ten core competencies but meeting the ten core competencies is already a graduation requirement for the training program. However, the reference requirement is required by state regulations and if that were to be removed, the current regulations would have to be amended.

Ms. Joanne Calista stated she would not feel comfortable saying that someone achieved the competencies because they participated in a class versus being hands on in the field. Ms. Shanina Rosado added the references serve to showcase the applicant's work and dedication to their craft. All Board members agreed to keep the reference requirement as is.

VIII. FLEX SESSION

A. Who will attend the next board meeting?

Discussion: Ms. Tracy Tam asked for attendance at the next Board meeting scheduled on July 8, 2025, at 12:30 PM. All Board members in attendance confirmed their availability. Ms. Brittany Brown stated she would be available for the July 8, 2025, meeting but would not be available for meetings through the end of the calendar year.

B. Topics for next agenda

Discussion: There were no additional topics for next month's agenda.

IX. EXECUTIVE SESSION

Discussion: 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 Session minutes and discuss a good moral character matter for certification as a Community Health Worker. The Board will not reconvene in open session subsequent to the closed session.

Action:

At 1:17 p.m., motion to move into Executive Session was made by Ms. Brittany Brown, seconded by Ms. Shanina Rosado, and was passed by roll call vote as follows: Ms. Brittany Brown: yes; Ms. Joanne Calista: yes; Ms. Luz Ortega: yes; Ms. Shanina Rosado: yes; Mr. Hugo Santos: yes; Mr. Geovanni Vazquez: yes.

X. ADJOURNMENT

At 1:33 p.m., motion to adjourn the meeting was made by Ms. Brittany Brown, seconded by Ms. Luz Ortega, and was passed by roll call vote as follows: Ms. Brittany Brown: yes; Ms. Joanne Calista: yes; Ms. Luz Ortega: yes; Ms. Shanina Rosado: yes; Mr. Hugo Santos: yes; Mr. Geovanni Vazquez: yes.

Let the record show the meeting adjourned at 1:33 p.m.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday, July 8, 2025, at 12:30 p.m. via Zoom.

Respectfully submitted by:

The Board of Certification of Community Health Workers