

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

**250 Washington Street
Boston, MA 02108
May 9, 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
Shanina Rosado | Community Health Worker
Hugo Santos | Community Health Worker
Nicole (Nikki) Simpson | Community Health
Worker

Board Members

Not Present:

Morgan Eldredge | Community Health Worker

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
Danielle McFarland | 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 12:43 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; Denise Lau: present; Shanina Rosado: present; Hugo Santos: present; Nicole (Nikki) Simpson: present.

Absent: Morgan Eldredge. 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. Ms. Joanne Calista stated that she is the director of one of the organizations applying for certification today. Ms. Nicole (Nikki) Simpson stated that she will have to recuse herself from hearing the application for the Boston Public Health Commission. Ms. Heather Engman stated that since we are at bare quorum, we will need to defer the Center for Health Impact and the Boston Public Health Commission applications until a later date.

ACTION:

Motion by Ms. Brittany Brown to approve the agenda with these amendments seconded by Ms. Denise Lau, and unanimously approved by roll call vote as follows: Brittany Brown: approve; Joanne Calista: approve; Denise Lau: approve; Shanina Rosado: approve; Hugo Santos: approve; Nicole (Nikki) Simpson: approve.

Absent: Morgan Eldredge. Recused: None. Abstained: None

Document: May 9th, 2023, Agenda

III. Approval of Minutes: March 14, 2023

DISCUSSION:

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

ACTION:

Motion by Ms. Denise Lau to approve March 14, 2023, Meeting Minutes, seconded by Ms. Shanina Rosado, and unanimously approved by roll call vote as follows: Brittany Brown: approve; Joanne Calista: approve; Denise Lau: approve; Shanina Rosado: approve; Hugo Santos: approve; Nicole (Nikki) Simpson: approve.

Absent: Morgan Eldredge. Recused: None. Abstained: None

Document: March 14, 2023, Minutes

IV. CHW Education & Training Program Application

C. North Shore Community College

DISCUSSION:

Ms. Denise Lau asked whether the application was paid for, and their finances are in order, which Mr. Steven Joubert confirmed. Ms. Brittany Brown makes note of the CHW program's ability to "stack" onto an associates degree with the community college, which she noted is a positive aspect of their program. Ms. Brown then asked for any questions or concerns from Board members. Ms. Denise Lau confirmed that she had no concerns and that she thinks it would be a good fit.

ACTION:

Motion by Ms. Brittany Brown to approve the application from North Shore Community College, seconded by Ms. Denise Lau, and unanimously approved by roll call vote as follows: Brittany Brown: approve; Joanne Calista: approve; Denise Lau: approve; Shanina Rosado: approve; Hugo Santos: approve; Nicole (Nikki) Simpson: approve.

Absent: Morgan Eldredge. Recused: None. Abstained: None

V. Continuing Education

A. Tufts COHERE Program

DISCUSSION:

Ms. Brittany Brown noted that she thinks this would be a very robust continuing education opportunity for Community Health Workers. Ms. Denise Lau asked what the number of hours was, and Mr. Steven Joubert stated that it offers 40 continuing education credits.

ACTION:

Motion by Ms. Joanne Calista to approve the Continuing Education Tufts COHERE Program, seconded by Ms. Denise Lau, and unanimously approved by roll call vote as follows: Brittany Brown: approve; Joanne Calista: approve; Denise Lau: approve; Shanina Rosado: approve; Hugo Santos: approve; Nicole (Nikki) Simpson: approve.

Absent: Morgan Eldredge. Recused: None. Abstained: None

VI. Flex Session

DISCUSSION:

Mr. Steven Joubert asked board members if there were any topics that needed to be put on next month's agenda. Ms. Denise Lau asked about the continuing education application blanket approval sample and whether the board can see a final copy. Ms. Joanne Calista brought up the idea of applications by reciprocity and asked whether this can be put back on the agenda. Ms. Brittany Brown brought up a Staff Action Policy that was previously discussed regarding the Office of Community Health Workers at DPH to review CHW Education & Training Facility applications and then bring them to the board. Ms. Brown also addressed the end of the work-experience pathway coming at the end of July. Mr. Steven Joubert stated that these can be put back on the agenda for next month's meeting. Ms. Shanina Rosado brought up concerns regarding the new online application starting soon and how it will be navigated in terms of receiving everything online. Ms. Heather Engman stated that it is possible for us to create a walkthrough tool for applicants to better navigate the new online application process and answer frequently asked questions.

Mr. Steven Joubert asked the board members who will attend next month's Board Meeting. Everyone in attendance stated they plan on attending next month's meeting.

VII. Executive Session Statement:

DISCUSSION:

Ms. Brittany Brown read the Executive Session Statement.

ACTION:

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

Absent: Morgan Eldredge. Recused: None. Abstained: None

VIII. Adjournment:

Meeting adjourned at 1:12 PM

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday, June 13, 2023, at 12:30PM.

Respectfully submitted:

The Board of Certification of Community Health Workers.