

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, December 14, 2021
12:30 p.m.

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

<https://statema.webex.com/statema/j.php?MTID=me267baf767d1bb9a2c2a4d07812a5a42>

Call-In Telephone number 1-866-692-3580 (toll-free)

Meeting Number/Access Code: 2430 181 2067

Meeting Password: a4QbghW9HZ8

Agenda

All votes must be via roll call

Time	Item #	Item	Exhibits	Staff Contact
12:30p.m.	I	Call to Order & Introductions Determination of Quorum Notice of Electronic Recording	None	Board Chair
	II	Conflict of Interest Approval of Agenda	Draft Agenda	Board Chair
	III	Approval of Minutes: A. October 12, 2021	Draft Minutes	Board Chair
	IV	801 CMR 4.00(272) Vote to send to Public Hearing fees for organizations applying for approved CHW Training and Education Programs.	None	Board Counsel
	V	Fluoride Varnish	Discussion	Board Chair/Board Counsel

Board Meeting Agenda December 14, 2021
Board of Certification of Community Health Workers

ADA Compliance Notice: If you need reasonable accommodations in order to participate in the meeting, contact the DPH ADA Coordinator Kevin Lovaincy, Phone: 617-909-5085 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.

	VI	Continuing Education Courses A. Jope Consulting Services <u>Basic Motivational Interviewing</u> B. Abt Associates <u>Sleep, Rest and Falls: Getting to the Root of the Problem</u>	Application	Board Chair/Executive Director
	VII	Training Program FAQs	FAQs	Board Chair/Executive Director
	VIII	<u>Flex Session</u> A. Announcements B. Topics for future agenda <ol style="list-style-type: none"> 1. Tiering 2. Reciprocity 3. Online vs In-person training 4. Blanket Approval Process for Continuing Education Program Providers 	None	ED/Board Counsel/Chair
	IX	<u>Executive Session:</u> The Board will meet in Executive Session as authorized pursuant to M.G.L. c. 30A, § 21(a)(1) for the purposes 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 an individual. <ol style="list-style-type: none"> 1. Specifically, the Board will consider approving prior executive session minutes in accordance with M.G.L. ch.30A, § 22(a) for previous executive sessions of the Board. <p>The Board will not reconvene in public session subsequent to the closed session(s).</p>	N/A	
	X	65C Session: N/A	N/A	Board Counsel
	XI	Adjudicatory Session: N/A	N/A	Board Counsel

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4:00 p.m.	XII	Adjournment: Next meeting scheduled for January 11, 2022.	N/A	Board Chair
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COMMONWEALTH OF MASSACHUSETTS
BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS
BOARD MEETING

December 14, 2021
239 Causeway Street - 4th floor, Room 417A/B
Boston, MA 02114 VIA WebEx
(OPEN SESSION)
MINUTES

Board Members

Present:

Joanne Calista, Vice Chair | Community Health Worker Training
Organization Representative
Catherine Bourassa | Community-Based Community Health Worker
Employer
Susan Dargon-Hart | Massachusetts League of Community Health Centers
Representative
Sharon George | Community Health Worker 4
Denise Lau, Secretary | Public Member
Hugo Santos | Community Health Worker 3

Board Members

Not Present:

Claire Santarelli, Chair | Commissioner's Designee
Sheila Och | Community Health Worker 2

Staff Present:

Karen Geoghegan | Assistant Executive Director - Multi-Boards, BHPL
Eleanor Montgomery | Office Support Specialist – Multi-Boards, BHPL
Mary Strachan | Board Counsel - Office of the General Counsel, DPH

Staff not Present:

Steven Joubert | Executive Director – Multi-Boards, BHPL

I. Call to Order | Determination of Quorum:

Ms. Joanne Calista, Board Vice-Chair, called the meeting of the Board of Certification of Community Health Workers to order at 12:41 P.M. and provided verbal notice of recording. A quorum was established with members present via WebEx via roll call as follows: Joanne Calista: Present; Susan Dargon-Hart: Present; Sharon George: Present; Denise Lau: Present; Catherine Bourassa: Present; Hugo Santos: Present. Absent: Claire Santarelli, Sheila Och.

II. Conflict of Interest | Approval of Regular Session Agenda

Ms. Calista asked members to review the agenda.

DISCUSSION:

Since Board Counsel was running a little bit late to the meeting due to technical issues, the Board determined that they would move her items to the end of the agenda. Assistant Executive Director, Ms. Karen Geoghegan explained that the

request for CEU credit by Abt Associates was for a different Board and would be deferred.

ACTION:

Motion by Ms. Catherine Bourassa to approve the agenda as amended, seconded by Ms. Denise Lau and unanimously approved by roll call vote as follows: Joanne Calista: yes; Susan Dargon-Hart: yes; Sharon George: yes; Denise Lau: yes; Catherine Bourassa: yes; Hugo Santos: yes. Absent: Claire Santarelli, Sheila Och. Recused: None. Abstained: None.

Document: December 14, 2021 Agenda

III. Approval of Minutes: October 12, 2021

DISCUSSION:

None.

ACTION:

Motion to approve the October 12, 2021, minutes as presented by Ms. Bourassa, seconded by Mr. Hugo Santos and passed unanimously by roll-call vote as follows: Joanne Calista: yes; Susan Dargon-Hart: yes; Sharon George: yes; Denise Lau: yes; Catherine Bourassa: yes; Hugo Santos: yes. Absent: Claire Santarelli, Sheila Och. Recused: None. Abstained: None.

Document: October 12, 2021, Minutes

IV. Continuing Education Program

a. Joype Consulting Services

Ms. Joanne Calista presented the application to the Board. Joype Consulting Services is offering a basic Motivational Interviewing (MI) training. They are asking for six CEUs for a six-hour training that can be offered in-person or online.

DISCUSSION:

Ms. Calista stated that MI was a useful tool that is specific to the role of CHWs and opened the floor for discussion. Ms. Sharon George noted that it was a very comprehensive course and explained that practicing MI to keep the skills fresh is very important.

Ms. Susan Dargon-Hart stated that she has led MI trainings and that they are very comprehensive and interactive in person. She noted that an MI training via Zoom or another online platform would require a lot of screen time. Ms. Calista

explained that her organization had to pivot to online trainings at the height of the COVID-19 pandemic. Their strategy was to include interactive activities including breakout rooms, polls, chats, etc. which have been helpful. Ms. George stated that this had been her experience as well. Ms. Lau reminded Board members that it's not up to the Board to recommend changes to the program as it is not required that CHWs take this training.

Ms. Calista commented that in her experience, her organization has received many requests for MI training. She noted that while this program can be done virtually or in person, it is good to have this program in the South Coast area of Massachusetts as it is located in New Bedford.

ACTION:

Motion to approve the program from Jope Consulting Services for 6 CEUs by Ms. Bourassa, seconded by Mr. Hugo Santos and passed unanimously by roll-call vote as follows: Joanne Calista: yes; Susan Dargon-Hart: yes; Sharon George: yes; Denise Lau: yes; Catherine Bourassa: yes; Hugo Santos: yes. Absent: Claire Santarelli, Sheila Och. Recused: None. Abstained: None.

Document: Application

b. Abt Associates

This item was deferred as it was determined that the program was for a different Board.

At 1:05 P.M. Board Counsel, Ms. Mary Strachan joined the WebEx.

V. Training Programs FAQs

Ms. Calista invited Ms. Gail Hirsch to walk the Board through the edits to the FAQs.

DISCUSSION:

Ms. Hirsch put the FAQs on the WebEx screen and pointed out the changes that had been made to the document. The BHPL Policy Director had made edits to the document prior to the meeting. Under question 7, she made a recommendation to omit a sentence that explains that the Board complied with the Secretary of State's Regulation manual in approving the Board's regulations as it was not relevant to the audience of the FAQs. Ms. Calista stated that she would be comfortable following the recommendation to remove the sentence. Other Board members voiced their agreement.

Ms. Hirsch pointed out that the Board needs to consider their requirement that a training and education program must not conduct more than 70% of their hours online. During the COVID-19 pandemic, the Board opted to waive this requirement.

Additionally, she noted that the application for training and education programs asks the program to demonstrate how they meet the criteria for 30% in-person instruction. Ms. Lau stated that the Board should review the FAQs periodically, revisit this issue when the end of the waiver approaches (July 2022), and make a determination about editing the application at that time. Ms. Calista stated that the Board should update the training and education program application to reflect the waiver since many programs do not read the FAQs.

Ms. Hirsch pointed to question 15. This question relates to retroactivity for training programs. She stated that it was confusing. Ms. Lau agreed and recommended combining it with the previous question as they are related. If a training and education program were to receive retroactive approval, it is the responsibility of the CHW applicant to check the list of approved programs and submit their application in a timely manner. Ms. Calista explained that a program can receive retroactive approval for as long as the program has been offering the 80-hour course within the Board's requirements. Ms. Lau recommended including a comment that reminds applicants to check back periodically for approved programs. Ms. Hirsch asked if the Board had voted on retroactive approval dates for the two approved programs. Board Counsel, Ms. Strachan stated that they could reference the minutes from those discussions and ultimately post this information on the Board's website. Ms. Geoghegan indicated that editing the FAQs would require a long process of going up the chain. Board members stated that they would still like to ensure that the question is clarified to their satisfaction. Ms. Lau offered to draft up language for the question and send it to Board staff.

Ms. Hirsch walked the Board through the remaining minor changes to the FAQs.

ACTION:

Motion to approve the edits and amendments on the CHW Training and Education Program FAQs by Ms. Bourassa, seconded by Mr. Santos and passed unanimously by roll-call vote as follows: Joanne Calista: yes; Susan Dargon-Hart: yes; Sharon George: yes; Denise Lau: yes; Catherine Bourassa: yes; Hugo Santos: yes. Absent: Claire Santarelli, Sheila Och. Recused: None. Abstained: None.

Document: CHW Education and Training Program FAQs

VI. **801 CMR 4.00(272)**

DISCUSSION:

Ms. Strachan explained that the Board needed to take a vote to approve the fees for the training and education programs. When a program applies, there is a fee associated with the application. She noted that legal staff is currently stretched thin and would like to combine the public hearing for the fees (801 CMR 7.00) with the public hearing for 801 CMR 4.00 which includes the date change of the sunseting of the work-experience pathway to certification.

ACTION:

Motion to approve bringing the fees at 801 CMR to public hearing by Ms. Calista, seconded by Ms. Lau and passed unanimously by roll-call vote as follows: Joanne Calista: yes; Susan Dargon-Hart: yes; Sharon George: yes; Denise Lau: yes; Catherine Bourassa: yes; Hugo Santos: yes. Absent: Claire Santarelli, Sheila Och. Recused: None. Abstained: None.

Document: None.

VII. Fluoride Varnish

This item was deferred as Ms. Santarelli added this item to the agenda and she was not present for the meeting. It will be deferred until the next meeting when she is present..

VIII. Flex Session

a. Announcements

b. Topics for Future Agenda

- i. Tiering
- ii. Reciprocity
- iii. Online vs In-person training
- iv. Blanket Continuing Education Provider Application

IX. Adjournment:

As the Board was about to lose quorum, Ms. Calista asked for a motion to adjourn the meeting.

Motion to adjourn at 2:18 P.M. by Ms. Lau, seconded by Ms. Lau and unanimously approved by roll-call vote as follows: Joanne Calista: yes; Susan Dargon-Hart: yes; Sharon George: yes; Denise Lau: yes; Catherine Bourassa: yes; Hugo Santos: yes. Absent: Claire Santarelli, Sheila Och. Recused: None. Abstained: None.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday, January 11, 2022.

Respectfully submitted:

The Board of Certification of Community Health Workers.