

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 February 13, 2018
12:30 p.m.**

**239 Causeway Street ~ 4th Floor ~ Room 417 A&B
Boston, Massachusetts 02114**

Agenda

| Time | Item # | Item | Exhibits | Staff Contact |
|-------------|---------------|--|-------------------|----------------------|
| 12:30 p.m. | I | Call to Order & Introductions Determination of Quorum Notice of Electronic Recording | | Board Chair |
| | II | Approval of Agenda & Conflict of Interest | Draft Agenda | Board Chair |
| | III | Approval of Minutes: January 9, 2018 | Draft Minutes | Board Chair |
| | IV | <u>Regulatory: Alert</u> A. Suitability for Certification | Draft Regulations | Board Chair |
| | V | <u>CHW Education & Training Program Application</u> A. Application Review | Draft Application | Board Chair |
| | VI | <u>CHW Certification Application</u> A. CHW Application Review B. CHW Application FAQ Review C. Reference Form Review D. Operational Recommendations | Draft Application | Board Chair RC |
| | VII | <u>Flex Session</u> A. Announcement Board Contact List B. Topics for next agenda Timeline of Board Actions | Draft Timeline | Board Chair RC |
| 4:00 p.m. | VIII | Adjournment: Next meeting scheduled for March 13, 2018. | | Board Chair |

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

Tuesday February 13, 2018
12:30 p.m.
239 Causeway Street
Room 417
Boston, MA 02114

Board Members

Present:

Jean Zotter, DPH, Chair
Catherine Bourassa, Community-Based CHW Employer
Steven Bucchianeri, Massachusetts Association of Health Plans
Representative
Denise Lau, Board Member
Sheila Och, Community Health Worker
Joanne Calista, Community Health Worker Training Organization,
Representative

Board Members

Not Present:

Maritza Smidy, Community Health Worker
Henrique Schmidt, Board Secretary
Peggy Hogarty, Board Member

Staff Present:

Roberlyne Cherfils, Executive Director, BHPL
Philip Beattie, Assistant Executive Director, BHPL
Hope Samuel, Office Support Specialist I, BHPL
Mary Strachan, Board Counsel, DPH
Gail Hirsch, Office of Community Health Workers, DPH
Erica Guimaraes, Office of Community Health Workers, DPH

Visitors:

General Public

I. Call to Order and Determination of Quorum

A quorum of the Board was present. Ms. Zotter, Board Chair, called the meeting to order at 12:45p.m.

Ms. Zotter invited Board Members, DPH staff, and Public Members in attendance to introduce themselves. Quorum established.

II. Approval of Board Meeting Agenda

The Meeting Agenda was reviewed.

DISCUSSION: Board members requested clarification regarding the meeting end time from this point forward. Ms. Zotter clarified that the Board meetings were scheduled for 12:30 – 4:00 pm

ACTION: Ms. Zotter made a motion to approve the agenda as presented; Ms. Och seconded the motion. The motion passed unanimously.

Document: February 13, 2018 Board Meeting Agenda

- III. Approval of the January 09, 2018 Regularly Scheduled Meeting Minutes
The Minutes of the January 09, 2018 Regularly Scheduled Board Meeting were reviewed.

DISCUSSION: None

ACTION: Ms. Zotter made a motion to approve the minutes as presented; Mr. Bucchianeri seconded the motion. The motion passed unanimously.

Document: Draft Minutes

- IV. Regulatory: Alert
A. 272 CMR Approval update

DISCUSSION: Ms. Zotter explained all regs go through the process with EHS. Ms. Cherfils explained there are edits. Ms. Strachan asked if there were any changes to 3.0. Ms. Berg stated the board has 8 chapters of regulations 2,4,5, and 6. The 7,8 and 9 went out to the public last summer. Ms. Berg explained there are updates to 5.0 to 2.0. Ms, Berg stated 3,4,7,8,9 the board made no changes in January and the board voted to move on with the process. Ms. Berg stated no changes made to 8 and 9 and will proceed with publication. Board made changes to 5.0.

ACTION: Ms. Zotter made a motion to approve the edits and any additional edits that may come from EOHHS; Ms. Calista seconded the motion. The motion passed unanimously.

Document: Draft Suitability for Certification memo

- V. CHW Education & Training Program Application
A. Application Review

DISCUSSION: Ms. Cherfils told the Board she incorporated all edits for pages one through four from the Board's previous meeting. Review began at top of page five. Ms. Cherfils stated she left the question regarding internship/practicum at the Board's request. Ms. Hogarty questioned the relevancy of asking about the parent

organization's training. Ms. Zotter explained that the idea was to ask because a new program may not have any training experience. With respect to part C, number 4; Ms. Hogarty asked how the Board defines "partnerships" and "connections." Ms. Zotter explained that we list national, state, or local CHW organizations. Ms. Edraos suggested listing the types of employers, organizations, etc. the program serves. Ms. Calista would like to keep the question in but feels that "partners" is too vague; she suggested listing the types of employers or any involvement with national, state, or local organizations. Ms. Och suggested asking the applicant to describe *how* the program is involved instead of just asking for a list. Ms. Strachan asked what if the program is not connected; Ms. Och replied that they should explain how the program intends to connect. Ms. Hirsch asked if the Board wanted the question in a template or narrative form. The Board agreed on a narrative form. With regard to part D number 2; Ms. Hogarty stated that it shouldn't say "including popular education methods" as that suggests a bias. Regarding part D, number 3; Ms. Calista suggested changing "ensure" to "encourage." With regard to part D, number 4; Ms. Och asked to delete "...and parent organization." Regarding part E, number 5; Ms. Cherfils asked the Board to keep in mind that the Division of Professional Licensure will be vetting the marketing of the program.

The Board broke for recess at 2:10pm and resumed open session at 2:25pm.

Ms. Zotter directed the Board members to move on to page eight of the application. Ms. Hogarty suggested deleting "employed" from part D, number 10(d). Ms. Och pointed out that the language in the application should be consistent, thus, when referring to the training program it should always state "CHW training program." Regarding part E, number 4(a), Ms. Och suggested adding "grievance policies." Ms. Hogarty suggested adding part F, number 1(a) to part E, number 4(a). Ms. Zotter agreed. Ms. Och pointed out that part F, number 1(b) should say "completion rate for the last *state* fiscal year." Ms. Calista asked if there should be one page per session, Ms. Zotter replied "yes" and recommended adding a box to capture how many hours of on-line training. Ms. Och pointed out that the language should be consistent between "Faculty Trainer" and "Session Instructor."

ACTION: Ms. Zotter made a motion to accept the document as amended; Mr. Oliveira-Schmidt seconded the motion. The motion passed unanimously.

Document: Draft Application

- VI. CHW Certification Application
- A. CHW Application Review
 - B. CHW Application FAQ Review
 - C. Reference Form Review
 - D. Operational Recommendations

DISCUSSION: None

ACTION: Deferred

Document: Draft Application

VII.

Flex Session

A. Announcement Board Contact List

DISCUSSION: Ms. Cherfils asked the Board members to update their contact information, including their cell phone numbers, so that staff can alert them of any changes to the meeting time.

ACTION: None

Document: None

B. Topics for next agenda

DISCUSSION: Ms. Zotter listed the topics for next agenda: CHW Certification Application, Spreadsheet for program staff, FAQ's, and Scoring Tool. Ms. Strachan reminded Board members not to communicate about agenda items outside of the Board meetings.

ACTION: None

Document: None

VIII.

Adjourn

There being no other business before the Board, Ms. Zotter made a motion to adjourn the meeting. Ms. Calista seconded the motion. The motion passed unanimously. The meeting adjourned at 3:48pm.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday, March 13, 2018, at 12:30 pm at 239 Causeway Street, Boston, Massachusetts.

Respectfully submitted:

Camille chair 4/12/19

Name

Position

Date