

**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, January 14, 2020  
12:30 p.m.**

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

**Agenda**

<b>Time</b>	<b>Item #</b>	<b>Item</b>	<b>Exhibits</b>	<b>Staff Contact</b>
12:30p.m	I	Call to Order & Introductions Determination of Quorum Notice of Electronic Recording		Board Chair
	II	Conflict of Interest Approval of Agenda	Draft Agenda	Board Chair
	III	Approval of Minutes: December 10, 2019	Draft Minutes	Board Chair
	IV	<u>CHW Education &amp; Training Program Application</u> A. Electronic Application – Status Update B. Revised FAQs C. Dual Approval Process Map (BHPL/DPL) D. IT Business Requirements Update	Discussion	KG
	V	<u>272 CMR 7.00: Continuing Education</u> A. Draft of CE Certificate of Completion	Draft of Certificate	KG
	VI	<u>Reciprocity Presentation &amp; Discussion</u>		Terry Mason, consultant

	VII	<u>Flex Session</u> A. Announcements  B. Topics for next agenda <ol style="list-style-type: none"> <li>1. Process Maps (ETP Board Review &amp; Approval Process)</li> <li>2. Topics for regulatory resubmission <ol style="list-style-type: none"> <li>a. Occupational Health Concerns</li> <li>b. Olmstead Law Planning</li> </ol> </li> <li>3. Tiering Presentation</li> </ol>	None	
	VIII	<u>Executive Session: N/A</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"> <li>1. Specifically, the Board will discuss and evaluate the necessity of modifying probation conditions for a Licensee.</li> <li>2. Specifically, the Board will discuss complaints or charges brought against a Licensee or Licensees.</li> <li>3. Finally, 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.</li> </ol> <p><b>The Board will not reconvene in public session subsequent to the closed session(s).</b></p>	N/A	
	IX	<u>65C Session: N/A</u>	N/A	Board Counsel
	IX	<u>Adjudicatory Session: N/A</u>	N/A	Board Counsel
4:00 p.m.	X	Adjournment: Next meeting scheduled for February 11, 2020.	N/A	Board Chair

**COMMONWEALTH OF MASSACHUSETTS**

# BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS

## BOARD MEETING MINUTES

Tuesday January 14, 2020  
12:30 p.m.  
239 Causeway Street  
Room 417  
Boston, MA 02114

### Board Members

#### Present:

Claire Santarelli, DPH, Chair  
Joanne Calista, CHW Training Organization Representative, Vice Chair  
Peggy Hogarty, Massachusetts Public Health Association Representative  
Catherine Bourassa, Community-Based CHW Employer  
Denise Lau, Public Board Member  
Susan Dargon-Hart, Massachusetts League of Community Health Center Representative

### Board Members

#### Not Present:

Hugo Santos, CHW 3  
Sheila Och, CHW 2

#### Staff Present:

Roberlyne Cherfils, Executive Director, BHPL  
Karen Geoghegan, Assistant Executive Director, BHPL  
Mary Strachan, Board Counsel, DPH  
Sophia Glemaud, Office Support Specialist I, BHPL

#### Staff Not Present:

#### Visitors:

General Public

### I. Call to Order and Determination of Quorum

It was determined that a quorum of the Board of Certification for Community Health Workers was present. The meeting was called to order at 12:51pm by Board Chair Ms. Santarelli. Ms. Santarelli made an announcement to inform all present that the meeting was being recorded.

### II. Approval of Agenda

Ms. Santarelli asked the Board if there were any edits to the agenda.

DISCUSSION: Ms. Santarelli mentioned that she had a proposed edit to the agenda, where Terry Mason could make a presentation.

Ms. Strachan said that any additions to the agenda have to be made 48 hours before the meeting at the latest pursuant to Open Meeting Law. Ms. Cherfils stated that she will add the presentation to the next meeting agenda. The Board had no edits to the agenda.

ACTION: Ms. Lau made a motion to approve the agenda which was seconded by Ms. Dagon-Hart. The motion carried unanimously by the Board.

DOCUMENT: CHW Board Meeting Agenda for January 14, 2020

III. Approval of Minutes

Ms. Santarelli asked that everyone take a minute to review the minutes from Dec 10, 2019 for any revisions.

DISCUSSION: Ms. Bourassa mentioned that she left the meeting at 3:02 pm and it was not in the minutes. Ms. Cherfils explained that this will be edited and emailed to the Board Chair for signature.

ACTION: Ms. Calista made a motion to approve the minutes with the edits. Ms. Bourassa seconded the motion, and the Board voted unanimously in favor.

DOCUMENT: CHW Board Meeting Minutes for December 10, 2019

IV. CHW Education & Training Program Application:

A. Electronic Application- Status Update

DISCUSSION: Ms. Cherfils mentioned that the application was edited with size limits previously discussed in the last meeting.

ACTION: NONE

DOCUMENT: None

B. IT Business Requirements Update

DISCUSSION: Ms. Cherfils noted that she had hoped to meet with IT before this meeting in order to report to Board Members, but the last meeting was rescheduled due to the holidays and there will be updates next meeting. She is scheduled to meet with the IT department on Friday January 17, 2020.

C. Revised FAQs

DISCUSSION: Ms. Cherfils stated that she separated the revised FAQs by four categories, and shifted the questions under the categories. Ms. Cherfils reviewed the questions individually with the proposed edits from prior meetings. The board had some discussion on verbiage on the questions, but agreed that it was overall ready to be

finalized. Ms. Cherfils made the edits during the meeting with the board and mentioned that she will bring back the proposed final draft to the next meeting.

ACTION: NONE

DOCUMENT: Revised FAQs documentation

The Board members took a break at 2:04 pm

The Board members came back at 2:13 pm

#### D. Dual Approval Process Map (BHPL/DPL)

DISCUSSION: Ms. Cherfils stated that she brought the Map back to this meeting to refresh the board members' memory of this process, since it had been almost 2 years since the last time it was presented. Ms. Cherfils explained all steps for a CHW Training Program application in detail, including roles and responsibilities of the applicant, MB staff, Accounting, MB ED/ AED, BOCHW and DPL.

The Board members asked how soon they can receive the application packet in order to review the application. Ms. Cherfils stated that ideally in a week, but what often happens is the applicant may have difficulties getting supporting documents which increases the application processing time. Ms. Cherfils continued to say we try to have the board packets ready 4 to 5 business days before the meeting to give the Board Members time to review the information in the packets. If Board staff does not receive an application before the meeting agenda is approved to post, it may have to wait for the next meeting to be reviewed. The board asked if the review of packets will occur in public or private session and Ms. Cherfils replied that license applications are reviewed in public session.

ACTION: NONE

DOCUMENT: Dual Approval Process Map (BHPL/DPL)

#### V. 272 CMR 7.00: Continuing Education

##### A. Draft of CE Certificate of Completion

DISCUSSION: The Board Members suggested that the letter "H" in "Health" be capitalized.

ACTION: NONE

DOCUMENT: Draft of CE Certificate of Completion

#### VI. Reciprocity Presentation & Discussion:

DISCUSSION: Ms. Santarelli introduced Terry Mason, PhD an independent consultant. Ms. Mason made a presentation about how other states have been managing reciprocity applications, in order to give advice on how Massachusetts should process license or certification applications by reciprocity. Ms. Mason mentioned how of the 14 states that now issue certifications to CHWs, none have an official written policy on certification by reciprocity. Ms. Mason compared the application requirements between Connecticut, Rhode Island and Massachusetts on the chart, mentioning that MA has the most hours of experience required. Ms. Mason said that she would let us know if she would be able to attend the next board meeting to present the second part of her research on reciprocity.

ACTION: NONE

DOCUMENT: State to State Reciprocity for meeting of Massachusetts Board of Certification of Community Health Workers

VII. Flex Session:

A. Announcements

B. Topics for next Agenda

1. Work Experience Pathway
2. Terry Mason Presentation
3. IT Update

VIII: Executive Session: N/A

IX: 65C N/A

IX: Adjudicatory Session: N/A

X. ADJOURNMENT

ACTION: With no further agenda items to discuss, Ms. Bourassa made a motion to adjourn the meeting which was seconded by Ms. Lau. The motion was carried unanimously by the Board and the meeting adjourned at 3:25pm.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday February 11, 2020 at 12:30pm at 239 Causeway Street, Boston, Massachusetts, Conference Room 417.

Respectfully Submitted by,  
Board of Certification of Community Health Worker