

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 21, 2016  
9:30 a.m.

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

Agenda

| Time       | Item # | Item  | Exhibits                            | Staff Contact |
|------------|--------|---|-------------------------------------|---------------|
| 09:30 a.m. | I.     | Call to Order<br>Determination of Quorum<br>Notice of Electronic Recording    |                                     |               |
|            | II.    | Approval of Agenda  | Draft Agenda                        |               |
|            | III.   | Approval of Minutes   | Draft Minutes                       |               |
|            | IV.    | <u>Review</u> : Proposed XXCMR 9.00   | Draft Regulations –<br>Section 9.00 | MS            |
|            | V.     | <u>Discussion</u> : Two additional changes to the language in the regulations | None                                |               |
|            | VI.    | <u>Review</u> : Draft CHW certification for Individual applications           | Draft Application                   |               |
|            | VII.   | <u>Discussion</u> : Good Moral Character policy                               |                                     |               |
|            | IX.    | Other Business/Announcements<br>A. 2016 Meeting Schedule                      |                                     |               |
| 1:00 p.m.  | X.     | Adjournment   |                                     |               |

**COMMONWEALTH OF MASSACHUSETTS**

**BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS**

**BOARD MEETING MINUTES**

Thursday, January 21, 2015

9:30 a.m.

239 Causeway Street

Room 417

Boston, MA 02114

Board Members

Jean Zotter, DPH, Chair

Present:

Joanne Calista, Community Health Worker Training Organization,  
Representative

Sheila Och, Community Health Worker

Maritza Smidy, Community Health Worker

Denise Lau, Public Member

Peggy Hogarty, Massachusetts Public Health Association  
Representative

Henrique O. Schmidt, Community Health Worker, Secretary

Board Members

Not Present:

Patricia Edraos, Massachusetts League of Community Health  
Centers (MLCHC), Representative

Staff Present:

Philip Beattie, Interim Executive Director, DHPL

Rebecca Ferullo, Office Support Specialist I, DHPL

Mary Strachan, Board Counsel, Office of the General Counsel,  
DPH

Gail Hirsch, Director, Office of Community Health Workers, DPH

Caitlin Allen, Office of Community Health Workers, DPH

Visitors:

Members of the 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 9:35 a.m.

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

9:37am Mary Strachan entered.

II. Approval of Board Meeting Agenda

The Meeting Agenda was reviewed.

DISCUSSION: None

ACTION: Ms. Lau made a motion to approve the agenda; Ms. Hogarty seconded the motion. The motion passed unanimously.

Document: January 21, 2016 Board Meeting Agenda

III. Approval of October 13, 2015 Regularly Scheduled Meeting Minutes

The Minutes of the October 13, 2015 Regularly Scheduled Board Meeting were reviewed.

DISCUSSION: None

ACTION: Ms. Zotter made a motion to approve the minutes; Ms. Hogarty seconded the motion. The motion passed unanimously.

Document: October 13, 2015 Regularly Scheduled Board Meeting Minutes

IV. Review: Proposed XXCMR 9.00 and Additional Language Changes

DISCUSSION: Ms. Zotter and Ms. Strachan reviewed the process of promulgating the regulations. Ms. Strachan informed the Board that they were officially assigned CMR number 272, and the number was added throughout the regulations.

9:52am Maritza Smidy entered.

Section 4.05: Retirement of Certificates was added. The language is uniform for all Boards, and adds the option for a “retired” status for those who do not want to allow their certificate to “expire,” but do not wish to continue practicing. It is intended to be a permanent status. 4.04(3)(c) was changed so the renewal fee is waived for active military in accordance with the Valor Act. This was also adjusted throughout the regulations where appropriate. Board members would like 4.05 corrected to “...may not practice as a certified CHW” to clarify that CHWs may still practice if they are not certified. Section 9.00: Investigations, Complaints and Board Actions was added. This section also includes standardized language uniform throughout the Boards. Ms. Strachan reviewed complaint submission and investigation process and actions. She also reviewed Grounds for Board Action. 9.03(1)(h) should be changed to “uncertified.” 9.04(1)(c) should be corrected for spelling of “Executive.”

10:37am Joanne Calista leaves.

10:39am Joanne Calista returns.

Board Actions of Formal Complaints was reviewed. 9.04(2)(b)(3,4 & 5) should be changed to “cannot practice as a certified CHW;” adjustment throughout section, as this is a voluntary certification and not a license. 9.04(2)(b) spelling should be corrected to “exist.” 9.05(4)(c) should be “certificate” chosen from brackets. Ms. Strachan continued to review all of section 9.00.

11:24am Break

11:33am Return

Ms. Zotter proposed several changes to the regulations, including: remove requirement that applicant must get a passing score on the “Massachusetts Code of Conduct Examination” and instead add requirement for an attestation by applicant to the standards of conduct (previously decided by Board to eliminate examination requirement); eliminate 4.02(5); in 4.03(1)(c) eliminate language regarding “Massachusetts Code of Conduct Examination and add language regarding applicant attestation (delegated to Ms. Strachan to choose language).

5.04(3) remove “Certified” and “who hold current certificates...” under faculty requirements for the training program approval. Instead, the faculty requirement is that “40% of the hours of instruction shall be taught or co-taught by faculty who are Community Health Workers...” Rationale is that training programs won’t be able to have certified CHWs as faculty when certification launches because there will be no certified CHWs. At some later point, when there are more certified CHWs, the board can consider changing the language back.

ACTION: Ms. Zotter made a motion to approve the regulations with changes and allow Ms. Strachan to move forward without the Board reviewing these changes; Ms. Calista seconded the motion. The motion passed unanimously.

Document: Draft Regulations

V. Discussion: Good Moral Character Policy

DISCUSSION: Some Board members have concerns regarding the CORI check. This should be discussed in February and March before deciding on the GMC policy. Board members would like presentations on CORI reform law and how they may affect employment, certification, etc., and invite CHWs, employers, Bureau of Substance Use Services (BSAS), street worker programs, etc. to present. MACHW members volunteered to find/offer presenters. Board members and audience members can forward names and information to Ms. Hirsch.

ACTION: None

Document: None

VI. Draft Application

DISCUSSION: Ms. Allen presented updated draft application forms to the Board. Part G was added to include the full Standards of Conduct and attestation. The term “mastery” was removed after previous Board discussions. Part E added language to state that a “yes” answer will not deny a certificate automatically. “Will” will be changed to “may.” Members would like the passport photo box changed to 2x2 inches, larger font, clearer sections and bold headlines. Page 1 part 2, add “also.” Page 2, second bullet – should this say stamp or seal? A notary is not required for an online application. This question should be flagged for focus groups. Remove page 8 notary requirement. Should page 1 reference the two pathways and regulation number? There is also a reminder on page 4. Remove “only” on page 6 and add work experience. “\*Please...\*” should be changed to “\*Must...\*” Audience members suggest having the form reviewed by adult education specialists; DPH will look into this. Should there be two separate applications for the training and work experience pathways? As grandfathering phases out, this may be easier. This will be another question for adult education experts. Page 1 part 2 references sections that do not exist and should be corrected. Clarify that fee is nonrefundable and nontransferable. Ms. Allen will make the changes and bring back to the Board.

The reference form was also updated. Page 5 was changed to remove the scale ratings. Board members discussed whether references are necessary/a burden for training pathway applicants. Ms. Hirsch stated she believes it was decided that work experience competency is important; Ms. Calista agreed. Board members agreed to keep an eye on this to possibly amend at a later date if it becomes a problem. Bullets should be changed so that all “may nots” are together. “N/A” will be changed to “N/A or Unknown.”

ACTION: None

Document: Draft Application

VII. Adjourn

There being no other business before the Board, Ms. Lau made a motion to adjourn the meeting. Ms. Och seconded the motion. The motion passed unanimously. The meeting adjourned at 12:51 pm.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday, February 9, 2016, at 9:30 a.m. at 239 Causeway Street, Boston, Massachusetts.

Respectfully submitted:

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| Name | Position | Date |
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