

**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 8, 2019  
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>
12:30 p.m.	I	Call to Order & Introductions Determination of Quorum Notice of Electronic Recording		RC
	II	Approval of Agenda & Conflict of Interest	Draft Agenda	RC
	III	Approval of Minutes: July 10, 2018 & October 9, 2018	Draft Minutes	RC
	IV	<u>Regulatory Update</u> A. Notice of Corrections: 272 CMR Sections 3.00, 4.00, 5.00, 7.00, 8.00, 9.00 B. Reciprocity	Verbal	MS
	V	<u>Conflict of Interest</u> A. Disclosure of the Appearance of a Conflict of Interest Form	Sample Form	MS
	VII	<u>CHW Education &amp; Training Program Application</u> A. Mock Application B. Scoring Tool	Draft Forms	RC
	VIII	<u>CHW Individual Application</u> A. Core Competency Matrix	Draft Form	RC

	IX	<u>Flex Session</u> A. Announcement 1- CHW Certification Launch Update 2- Board Chair Announcement: (a) Commissioner's Designee: Clair Santarelli 3-CHW Board Seat Nominees: (a) Ivys Fernández-Pastrana (b) Hugo Sanchez 4- CommCorp Presentation-Delayed  B. Topics for next agenda	Verbal	RC
4:00 p.m.	X	Adjournment: Next meeting scheduled for February 12, 2019.		RC

**COMMONWEALTH OF MASSACHUSETTS**

**BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS**

**BOARD MEETING MINUTES**

Tuesday January 8, 2019  
12:30 p.m.  
239 Causeway Street  
Room 417  
Boston, MA 02114

Board Members  
Present:

Claire Santarelli, DPH, Chair  
Joanne Calista, Community Health Worker Training Organization  
Representative, Vice Chair  
Henrique O. Schmidt, Community Health Worker 4, Board Secretary  
Sheila Och, Community Health Worker 2  
Denise Lau, Public Board Member  
Peggy Hogarty, Massachusetts Public Health Association Representative  
Catherine Bourassa, Community-Based CHW Employer

Board Members  
Not Present:

Shawn Matthews, Community Health Worker 3

Staff Present:

Roberlyne Cherfils, Executive Director, BHPL  
Mary Strachan, Board Counsel, DPH  
Emily Duré, Office Support Specialist I, BHPL  
Gail Hirsch, DPH, Director, Office of Community Health Workers  
Erica Guimaraes, Program Coordinator, DPH Office of CHWs

Staff Not Present:

Visitors:

General Public

I. Call to Order and Determination of Quorum

It was determined that a quorum of the Board was present. The meeting was called to order at 12:37 pm by BHPL Multiboard's Executive Director, Ruby Cherfils. Ms. Cherfils made an announcement to inform all present that the meeting was being recorded.

II. Approval of Agenda & Conflict of Interest

DISCUSSION: Ms. Cherfils asked if there were any conflicts with today's proposed agenda to which there were none. When Ms. Cherfils asked for any edits to the agenda, Gail Hirsch pointed out that item VIII should read "Training Program Application" rather than "CHW Individual Application." Ruby then proposed that Flex Session be moved up first to provide the most recent updates to the Board.

ACTION: Joanne Calista moved to approve the agenda with edits. Henrique Schmidt seconded the motion. The Board voted unanimously to approve the edited agenda.

DOCUMENT: January 8, 2019 Board Meeting Agenda

### III. Approval of Minutes

#### Approval of the October 9, 2018 Minutes

DISCUSSION: Ms. Calista suggested changing "Ms. Calista argued" to "Ms. Calista stated," in the third line from the bottom of the Item V.B. discussion paragraph. For grammatical consistency, "insure" would also be changed to "ensure" at the end of that sentence.

ACTION: Ms. Cherfils called for a motion to approve the October 09, 2018 minutes. Sheila Och moved to approve the minutes with two edits which Ms. Calista seconded. The motion passed unanimously.

DOCUMENT: October 9, 2018 Draft Minutes

Ms. Hirsch asked if introductions were on the agenda for the meeting, but Ms. Cherfils expressed a desire to complete the task at hand, the approval of the minutes.

#### Approval of the July 10, 2018 Minutes

DISCUSSION: It was determined that there were no edits to be made to the July 10, 2018 minutes.

ACTION: Catherine Bourassa moved to approve the July 10, 2018 minutes. Sheila Och seconded the motion. It passed unanimously.

DOCUMENT: July 10, 2018 Minutes

### IV. Flex Section

#### A. Announcement

DISCUSSION: Ms. Cherfils announced that introductions were intentionally moved to Flex Session due to all the new faces, including the introduction of the Board's new chair, Claire Santarelli. Claire Santarelli, Director, Division of Health Protection and

Promotion in the in the Bureau of Community Health and Prevention was named Commissioner's Designee for the Board of Certification of Community Health Worker effective December 26, 2018 and shall serve as Board's Chair per M.G.L. c. 112 §106. Mary Strachan reminded everyone of the importance of speaking into the microphones for the purpose of clarity on the recordings. Ms. Santarelli then introduced herself followed by the rest of the board, the staff members present, and finally the members of the audience interested in doing so. Ms. Cherfils began the session with some housekeeping updates. She reminded everyone of the stipulation per M.G.L. c. 112 §106 that members initially appointed to the board as Community Health Workers shall be persons who are eligible for board certification as a Community Health Worker and shall obtain such certification within the timeframe specified in the regulations adopted by the Board. Essentially, all individuals who occupy a MACHW seat are required to apply for Board certification. Ms. Cherfils also reported that since the official launch of the CHW application on October 26, 2018 she is happy to announce that the first certified CHW was a man by the name of Mani K. Biswa who was approved on December 11<sup>th</sup>, 2018. There was a social media release commemorating the event via Twitter and LinkedIn which took place on December 13, 2018. As of January 8, 2019, a total of 21 applications were received. 12 were approved and 9 are in the review process. Edits were also applied to the application, and they were based on the applicants' most commonly made errors as well as feedback from Ms. Cherfils's involvement in the Webinars. The CORI Release form was also updated to reflect the January 2018 revisions. In order to try to alleviate some of the issues the board had at the end of the year trying to obtain quorum, two new nominees are being vetted for the two vacant MACHW Board seats. Ms. Calista expressed gratitude to staffers for handling and processing the applications received so far. She asked for clarification about determining which CHW individual applications are seen by the Board and whether they would include things related to CORI and adequate CHW experience. Ms. Cherfils reviewed staff action policy and what staff is authorized to do in order to process a particular application. She cited such an example stating that she merely had to ask for additional information from the applicant.

ACTION: None

DOCUMENT: None

V. Regulatory Update

A. Notice of Corrections

Ms. Strachan reiterated the process involved for publishing the Board's regulations. After publication, the Secretary of State's office offers "galleys" which include minor changes and grammatical corrections, and Vita Berg makes the submissions back to the Secretary of State's office. Ms. Strachan informed the board that now they have the opportunity to revisit the areas on which the Board intentionally held off in order to see how other aspects developed first. As an example, Ms. Strachan mentioned that one issue, "tiers of certification" that the Board was not interested in pursuing during the first round. Ms. Strachan produced a list of things the Board might want to review. Ms. Hirsch asked about reciprocity and was told that would be discussed in the next section.

## B. Reciprocity

Ms. Strachan spoke in general terms of other boards and how they handle reciprocity with other states. The legislature grants the Board the power to issue licenses, discipline licensees, and investigate complaints. She went on to say that some of the other Boards have a statute that authorizes them to grant a license to somebody who already has one in another state without having to retest. The Massachusetts CHW Board is one of the first to certify in the country, so Ms. Strachan posed the question of how the Board wanted to approach issuing a license by reciprocity from a state such as Connecticut.

DISCUSSION: Ms. Hirsch stated that the Board has that authority, and that her office has information in the form of assessments of how other states handle the process of certifying by reciprocity. Ms. Calista requested more information and thanked Ms. Hirsch for all her office's research. Ms. Hirsch identified Dr. Terry Mason, an independent consultant, as a source of information, and someone who would be able to give a presentation of this information to the Board. Ms. Strachan asked what was to be done in lieu of a certification examination. Ms. Cherfils and Ms. Strachan drew parallels to other states between other boards giving Board members a sense of how this issue has been approached in the past. As a follow up, Ms. Cherfils assigned Ms. Hirsch the task of checking with Dr. Mason to make a presentation to the board.

ACTION: None

DOCUMENT: None

## VI. Conflict of Interest

### A. A Disclosure of the Appearance of a Conflict of Interest Form

Ms. Hirsch left the room at 1:13pm.

Ms. Hirsch re-entered the room at 1:14pm.

Ms. Strachan reminded the Board that Conflict of Interest law applied to state employees and even though the Board members are not compensated, they are considered special state employees. She explained that a true Conflict of Interest wherein a Board member may benefit financially from an action by the Board may not come up often. In those cases, a Board member must recuse him or herself from the matter. What is most often seen is called the appearance of Conflict of Interest. The appearance of a conflict of interest arises when there is no financial benefit to a Board member from a matter before the Board, but there is an appearance of bias (for or against) in a particular matter before the Board because of a personal or professional relationship. Ms. Strachan instructed the Board members to ask the Ethics Commission if they have any doubt if a Conflict of Interest exists or the appearance of a conflict of interest exists. In the case of an appearance of a conflict of interest, a board member may recuse him or herself from the matter OR disclose the apparent bias to his or her appointing authority. The Governor appoints members to the Board. The purpose of the disclosure is to dispel any appearance

of bias. Ms. Strachan then indicated to Emily Duré that the forms be launched on the projector. The Board members, Ms. Strachan said, are to review Board meeting agendas and notify her about any matters where they are concerned that there is an appearance of a conflict. Ms. Strachan will assist members in completing the Disclosure of An Appearance of Bias form, which she then submits to the Governor's office Legal Counsel on the Board members' behalf.

DISCUSSION: Ms. Cherfils suggested getting the decision of the Ethics Commission in writing as well as thinking about what data elements should be included on the agenda in order to help reveal possible Conflicts of Interest. In agreement with Peggy Hogarty, Ms. Strachan said it makes sense to call the Ethics commission now in anticipation of the Training Program Application going live. The board members have to explore all angles of this especially when it comes to each other's programs. Ms. Cherfils urged the Board members to fill out disclosure forms. In response to Ms. Santarelli, Ms. Strachan explained that every time there is an appearance of bias, a Board member must file a disclosure form. A Board member cannot file one disclosure form to disclose all future similar matters. Each matter must be reviewed individually. For example, a Board member on the Board of Respiratory Care teaches respiratory care at a local community college. Each time a former student who graduated from her program applies for licensure and the application is to be reviewed by the Board, that member must complete and file a disclosure form with the Governor's Legal Office. Ms. Cherfils reminded the Board that most individual applications would be approved via staff action and the Board will not actually handle most of them.

ACTION: None

DOCUMENT: Sample Form

Ms. Cherfils suggests a break at 1:35pm.

Ms. Cherfils calls the meeting back to order at 1:49pm.

## VII. CHW Education & Training Program Application

### A. Mock Application

Ms. Cherfils suggested to the Board that they make a motion to accept and approve the Education and Training Program Application with the edits as proposed in order to move on to the remainder of the documents. Ms. Calista proposed the Board go page by page to review the document for grammatical, spelling, or punctuation which will be emailed to Ms. Cherfils.

DISCUSSION: Ms. Cherfils asked Ms. Hirsch what language was desired on page 3 of the mock application in the final disclosure attestation. Ms. Hirsch directed the question to Ms. Strachan because the verbiage was legal. Ms. Strachan recommended that both DPL's and the Board of CHW's regulations be included in the language. The CHW Education & Training Program application was further reviewed with the scoring tool

and edits were provided by the Board for review at the next meeting. On page 2, "Required Documents" was changed to "Checklist of Required Documents." "Staff List" was changed to "Staff Form" with the form to be developed using the specifications within the description of the checklist item. "Using the form included" was changed to "Using the Partnership Reference Letter included" with the number of references numbering 1 to 3 in total. In the next checklist item, "chart" was changed to "form." It was decided, after the financial disclosure discussion, that the Board would request the program's "most recent annual CHW training program budget," and also the "parent organization's most recent independent audit financial statement." On page 5, a letter "d" was added to question 1 in which the applicant program will "describe [their] involvement with CHW led efforts." Question 4 on page 6 was deleted from the application. On page 7, part 5a was removed from the application with the idea that it will be added to the staff form.

VIII. CHW Individual Application  
A. Core Competency Matrix

The Board decided that the Core Competency Matrix will be reviewed at the next meeting.

IX. Adjournment

ACTION: With all business concluded, Ms. Calista made a motion to adjourn which was seconded by Ms. Lau. The vote passed unanimously and the meeting of the Board of Certification of Community Health Workers was adjourned at 3:55pm.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday February 12, 2019 at 12:30pm at 239 Causeway Street, Boston, Massachusetts, Conference Room 417.

Respectfully Submitted:

  
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Claire Santarelli, Chair

11/12/19  
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Date

\_\_\_\_\_  
Joanne Calista, Vice Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Henrique O. Schmidt, Secretary

\_\_\_\_\_  
Date