**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 9, 2018**

**9:30 a.m.**

**239 Causeway Street ~ 4th Floor ~ Room 417 A&B**

# Boston, Massachusetts 02114

#### Agenda

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Item #** | **Item** | **Exhibits** | **Staff Contact** |
| 09:30 a.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: November 14, 2017 | Draft Minutes | Board Chair |
|  | IV | Regulatory:   1. Draft Regulations Final Approval | Draft Regulations | MS |
|  | V | CHW Education & Training Program Application   1. Application Review | Draft Application | Board Chair |
|  | VI | CHW Certification Application   1. CHW Application Review 2. CHW Application FAQ Review 3. Reference Form Review 4. Operational Recommendations | Draft Application | Board Chair  RC |
|  | VII | Flex Session   1. Announcement 2. Topics for next agenda   Timeline of Board Actions | Draft Timeline | Board Chair  RC |
| 1:30 p.m. | VIII | Adjournment: Next meeting scheduled for February 13, 2018. |  | Board Chair |

**COMMONWEATH OF MASSACHUSETTS**

**BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS**

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**BOARD MEETING MINUTES**

Tuesday, January 9, 2018

9:30 a.m.

239 Causeway Street

Room 417

Boston, MA 02114

Board Members

Present: Jean Zotter, DPH, Chair

Catherine Bourassa, Community-Based CHW Employer

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

Henrique O. Schmidt, Community Health Worker, Secretary

Denise Lau, Public Member

Steven Bucchianeri, Massachusetts Association of Health Plans Representative

Sheila Och, Community Health Worker

Board Members

Not Present: Peggy Hogarty, Massachusetts Public Health Association Representative

Joanne Calista, Community Health Worker Training Organization, Representative

Maritza Smidy, Community Health Worker

Staff Present: Roberlyne Cherfils, Executive Director, BHPL

Philip Beattie, Assistant Executive Director, BHPL

Anson Chu, 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

1. Call to Order and Determination of Quorum

A quorum of the Board was present. Ms. Zotter, Board Chair, called the meeting to order at 9:52 a.m.

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

Ms. Zotter briefly talked about Board members’ attendance and stressed that it’s important to attend in order to have a quorum. She asked Board members to speak to herself and Board staff if they are not willing or able to commit and they can have a further discussion to address it.

1. Approval of Board Meeting Agenda  
   The Meeting Agenda was reviewed.

DISCUSSION: Board decided to move the flex session to the beginning of the agenda.

ACTION: Mr. Bucchianeri made a motion to approve the agenda as amended; Mr. Schmidt seconded the motion. The motion passed unanimously.

Document: January 9, 2018 Board Meeting Agenda

1. Approval of the November 14, 2017 Regularly Scheduled Meeting Minutes  
   The Minutes of the November 14, 2017 Regularly Scheduled BoardMeeting were reviewed.   
     
   DISCUSSION: Board mentioned to add Phil Beattie under the list of Staff Present.   
     
   ACTION: Ms. Zotter made a motion to approve the minutes as amended; Mr. Schmidt **seconded the motion. The motion passed unanimously.**

Document: Draft Minutes

1. Regulatory

A. Draft Regulations Final Approval

DISCUSSION: Ms. Strachan informed the Board that each section needs to be voted on. The Board reviewed section 2.00 and decided to change the language under “Purpose” to reflect fully what the Board’s purpose is. Ms. Zotter thinks that it is overly broad and misleading. Ms. Hirsch read her draft version of the purpose to the Board for their review. Mr. Bucchianeri revised a bit from Mary’s version which combined a bit of both paragraphs into one. Ms. Edraos advised the Board that it needs to be careful about including “promoting” the profession as part of the Board’s purpose.

ACTION: Ms. Zotter made a motion to approve the CMR 2.00 with the amended revisions; Mr. Bucchianeri **seconded the motion. The motion passed unanimously.**

ACTION: Ms. Zotter made a motion to approve the CMR 3.00 as presented; Mr. Bucchianeri **seconded the motion. The motion passed unanimously.**

ACTION: Ms. Zotter made a motion to approve the CMR 4.00 as presented; Mr. Schmidt **seconded the motion. The motion passed unanimously.**

DISCUSSION: Ms. Strachan informed the Board that she removed all references to the provisional approval in the regulations. The Board also decided to remove the line under section 5.03 (2)(a).

ACTION: Ms. Zotter made a motion to approve the CMR 5.00 with the amended revisions; Ms. Och **seconded the motion. The motion passed unanimously.**

ACTION: Ms. Zotter made a motion to approve the CMR 7.00 as presented; Ms. Bourassa **seconded the motion. The motion passed unanimously.**

DISCUSSION: Ms. Strachan explains the process of promulgating the regulations, public hearing, and the general timeframe of getting this process done.

**Document: Draft Regulations**

[Break 10:54 a.m. – 11:08 a.m.]

1. CHW Education & Training Program Application

A. Application Review

DISCUSSION: The Board reviewed the application as Ms. Guimaraes goes through each part of the application that was edited as requested. On page 1, the zip code of the Board is incorrect and Ms. Edraos suggested revising the language about sending the paper copy to be clearer. The Board also decided to add an attestation of application submitted to the Division of Professions Licensure. Some additional language was added on page 16 of the application. The Board discussed the practicum portion of the application (page 8 of the application). The Board decided to remove the parenthesis “at their job or practicum” on page 2, number 7 of the application.

ACTION: Ms. Zotter made a motion to approve the changes made to the draft criteria; Ms. Edraos **seconded the motion. The motion passed unanimously.**

Document: Draft Criteria, Memo

1. CHW Certification Application
2. CHW Application Review
3. CHW Application FAQ Review
4. Reference Form Review
5. Operational Recommendations

DISCUSSION: None

ACTION: Deferred

Document: Draft Application

1. Flex Session

A. Announcement

DISCUSSION: The Board discussed about changing the Board meeting time from the morning to the afternoon. Ms. Cherfils gave the Board her contact information in case Board members need to reach the Board staff.

ACTION: None

Document: None

A. Topics for next agenda

Timeline of Board Actions

DISCUSSION: None

ACTION: None

Document: None

1. Adjourn

There being no other business before the Board, Ms. Zotter made a motion to adjourn the meeting. Mr. Bucchianeri seconded the motion. The motion passed unanimously. The meeting adjourned at 1:00 pm.

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

Respectfully submitted:

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Name Position Date