

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	<u>Regulatory:</u> A. Draft Regulations Final Approval	Draft Regulations	MS
	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 B. 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

COMMONWEALTH OF MASSACHUSETTS

BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS

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

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 9:52 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.

II. 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

III. Approval of the November 14, 2017 Regularly Scheduled Meeting Minutes

The Minutes of the November 14, 2017 Regularly Scheduled Board Meeting 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

IV. 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.]

V. 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

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

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



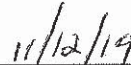
VIII.

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 pm at 239 Causeway Street, Boston, Massachusetts.

Respectfully submitted:

		
Name	Position	Date