

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

Thursday, June 30, 2016
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 Determination of Quorum Notice of Electronic Recording		
	II.	Approval of Agenda	Draft Agenda	
	III.	Approval of Minutes	Draft Minutes	
	VI.	<u>Presentation:</u> A. Understanding Different Criminal Dispositions by Pauline Quirion B. CHW Employer C. National Employment Law Project by Michelle Rodriguez and Beth Avery	None	
	VII.	<u>Policy:</u> GMC/Suitability for Certification	None	
	VIII.	<u>Discussion:</u> Training Program Applications	None	
	IX.	<u>Flex Session</u>	None	
1:00 p.m.	X.	Adjournment		

COMMONWEALTH OF MASSACHUSETTS

BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS

BOARD MEETING MINUTES

Thursday, June 30, 2016

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

Denise Lau, Public Member

Peggy Hogarty, Massachusetts Public Health Association Representative

Maritza Smidy, Community Health Worker (via phone)

Catherine Bourassa, Community-Based CHW Employer

Sheila Och, Community Health Worker

Board Members

Not Present:

Henrique O. Schmidt, Community Health Worker, Secretary

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, Co-Director, 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 9:45 a.m.

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

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

DISCUSSION: None

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

Document: June 30, 2016 Board Meeting Agenda

III. Approval of May 10, 2016 Regularly Scheduled Meeting Minutes
The Minutes of the May 10, 2016 Regularly Scheduled Board Meeting were reviewed.

DISCUSSION: Lissette's last name must be corrected throughout (last letter "t" instead of "l"). In Policy, add "...because of shared life experience" and change "frequency" to plural.

ACTION: Mr. Zotter made a motion to approve the minutes as amended; Ms. Calista seconded the motion. The motion passed unanimously.

Document: May 10, 2016 Regularly Scheduled Board Meeting Minutes

IV. Presentation
A. Understanding Different Criminal Dispositions by Pauline Quirion

DISCUSSION: (PowerPoint presentation) Ms. Quirion reviewed the definitions of court decisions, discussed CORI access, statistics of people arrested and impressed, and what shows on a CORI report.

Ms. Smidy joined the meeting via conference call 10:03am

Ms. Quirion discussed the difference between felonies and misdemeanors and made recommendations on the draft GMC policy. She suggested that continued without finding cases should not be considered as most are dismissed, although it would vary case by case. Ms. Quirion also corrected some legal terms within the draft policy.

ACTION: None

Document: PowerPoint presentation

B. CHW Employer

DISCUSSION: HIV Program Coordinator Shawn Matthews discussed his experience as a CHW Employer. He entered the healthcare field with a positive CORI and found it difficult, had to work his way in by attending school and participating in a program to help black men in Men's Health. He was recognized for his effort by the supervisor and offered a job. Has made the decision to look for employees who are from the communities they are serving and also have positive CORIs. Felt his HR department was just looking at past crimes and not accomplishments and pointed this out; he has an excellent team now. Stated he feels many people will walk away from applying for certification if a CORI is required. Mr. Matthews discussed what he looks at when hiring someone with a criminal history – are they clean and sober? Do they have any pending cases or probation? How long has it been since the incident? Ms. Zotter asked if Mr. Matthews felt it was fairer to accept an employer affidavit instead of a system. He stated that the process should stay fair for everyone (equal to those with and without employer) and that all circumstances should be considered. Ms. Hogarty asked how he convinced his HR department. He reviewed the candidates' history and showed they were doing better. Ms. Hogarty wants to make sure that as board members change, the intentions of the policy are not changed.

ACTION: None

Document: None

Break 10:51am
Return 11:07am

C. National Employment Law Project by Michelle Rodriguez and Beth Avery

DISCUSSION: (via conference call) Reviewed and edited the draft GMC policy and made the following suggestions: make it clearer that having a criminal record is not an automatic ban. There is good framework for showing the board wants to keep this open for opportunity. The Board should not consider continued without finding cases. Included paragraph giving presumption of suitability for CHWs working for the last 2 years. Tightened and clarified language. Data collection of applications with potentially disqualifying information in order to help determine if it is working. Training should be created for board members and staff who are reviewing CORI reports. Discussed option of employer affidavit in lieu of CORI; benefits to both sides. Should be adjusted based on local community opinions. The two year employment history is in line with grandparenting timeline. Would have to check with IT if this type of data collection is possible. Board members do not actually see the CORI report. Board members will see relevant documentation provided by the applicant. People may need help putting together statements regarding incidents (MACHW has offered to provide this). Staff discussed CORI access levels. Board members discussed CORI vs. employer affidavit.

ACTION: None

Document: None

V. Discussion
A. Training Program Applications

DISCUSSION: Ms. Och must recuse herself and therefore no quorum is present to discuss this topic. It will be deferred until conflict of interest paperwork is completed/sorted out.

ACTION: None

Document: None

VI. Flex Session

DISCUSSION: As the July meeting is scheduled to be so soon, it will be cancelled and the Board will meet on August 9th.

ACTION: None

Document: None

VII. Policy
A. GMC/Suitability for Certification

DISCUSSION: Ms. Zotter will work on updating the draft based on the information discussed during this meeting and bring it back to the next meeting. Some board members expressed they would not like to consider continued without finding cases, but others felt it could be relevant. Which crimes are related/relevant to CHW work will be discussed at the next meeting. Board members would also like to discuss employer affidavit option and Ban the Box.

ACTION: None

Document: None

VIII. 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 12:34 pm.

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

Respectfully submitted:

Name	Position	Date
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