

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, June 9, 2020  
12:30 p.m.

**Webex Information:** Call-in Number 1-866-692-3580 (toll-free)  
Access Code: 161 753 4473  
Meeting Password: RUqYiQex727

**Agenda**

All votes must be via roll call

Time	Item #	Item	Exhibits	Staff Contact
12:30p.m.	I	Call to Order & Introductions Determination of Quorum Notice of Electronic Recording		Board Chair
	II	Conflict of Interest Approval of Agenda	Draft Agenda	Board Chair
	III	Approval of Minutes: A. March 10, 2020 B. February 11, 2020 - <i>deferred</i>	Draft Minutes	Board Chair
	IV	Core Competency Training Programs A. Online vs In-Person Trainings	Discussion	Board Chair

**ADA Compliance Notice:** If you need reasonable accommodations in order to participate in the meeting, contact the DPH ADA Coordinator Yulanda Kiner, Phone: 617-624-5848 in advance of the meeting. While the Board will do its best to accommodate you, certain accommodations may require distinctive requests or the hiring of outside contractors and may not be available if requested immediately before the meeting.

	V	<u>Flex Session</u> 1. Announcements  2. Topics for future agenda a. CHW Education & Training Program IT Business Requirement Updates b. Experience Only Pathway Sunset Date: June 29, 2021	None	
	VI	<u>Executive Session: N/A</u> The Board will meet in Executive Session as authorized pursuant to M.G.L. c. 30A, § 21(a)(1) for the purposes of discussing the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against an individual.  1. Specifically, the Board will discuss and evaluate the necessity of modifying probation conditions for a Licensee.  2. Specifically, the Board will discuss complaints or charges brought against a Licensee or Licensees.  3. Finally, the Board will consider approving prior executive session minutes in accordance with M.G.L. ch.30A, § 22(a) for previous executive sessions of the Board.  <b>The Board will not reconvene in public session subsequent to the closed session(s).</b>	N/A	
	VII	<u>65C Session: N/A</u>	N/A	Board Counsel
	VIII	<u>Adjudicatory Session: N/A</u>	N/A	Board Counsel
4:00 p.m.	IX	Adjournment: Next meeting scheduled for July 14, 2020.	N/A	Board Chair

COMMONWEALTH OF MASSACHUSETTS

BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS

BOARD MEETING MINUTES

Tuesday June 9, 2020

12:30 p.m.

VIA WEBEX

239 Causeway Street

Room 417

Boston, MA 02114

Board Members

Claire Santarelli, DPH, Chair

Present: Joanne Calista, Community Health Worker Training Organization Representative, Vice Chair  
Sheila Och, Community Health Worker 2  
Susan Dargon-Hart, Massachusetts League of Community Health Centers Representative  
Peggy Hogarty, Massachusetts Public Health Association Representative  
Catherine Bourassa, Community-Based CHW Employer  
Denise Lau, Public Board Member

Board Members Hugo E. Santos, Community Health Worker 3

Not Present:

Staff Present:

Karen Geoghegan, Assistant Executive Director, BHPL

Mary Strachan, Board Counsel, DPH

Jonane Nicolas, Office Support Specialist I, BHPL

James D. Neal, Office Support Specialist, Temp, BHPL

Staff Not Present:

Visitors:

General Public

I. Call to Order and Determination of Quorum

Ms. Santarelli, Board Chair, called the meeting to order at 12:42 p.m. and established that a quorum of the Board was present via WebEx.

Ms. Santarelli invited Board Members, DPH staff, and members of the public in attendance to introduce their selves. Ms. Strachan explained that due to the COVID-19 Pandemic and the social distancing measures recommended to protect the public health, several Emergency Orders have been issued including one pertaining to Open Meeting Law requirements. As a result, all Board members are now allowed to participate in the Board meeting remotely, provided that each vote is a roll call vote and each member state her name for the record when voting.

Ms. Santarelli announced that Peggy Hogarty is retiring; therefore, this will be her last CCHW Board meeting. Ms. Santarelli expressed her gratitude for Ms. Hogarty's years of service to the Board and to the public and complimented her on vast knowledge and experience. Other Board members also expressed their gratitude and best wishes to Ms. Hogarty.

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

DISCUSSION:  
None

ACTION:

Ms. Dargon-Hart made a motion to approve the agenda as presented; Ms. Lau seconded the motion. The motion passed unanimously by roll call vote as follows:

Ms. Santarelli: Yes; Ms. Calista: Yes; Ms. Och: Yes; Ms. Dargon-Hart: Yes; Ms. Hogarty: yes; Ms. Bourassa: Yes; Ms. Lau: Yes; Abstained: None; Recused: None; Absent: Mr. Santos.

CONFLICT OF INTEREST:

Ms. Calista noted that she may have a conflict of interest or the appearance of a conflict of interest with Item IV on the agenda. She announced that she will recuse herself from this discussion.

DOCUMENT:

June 9, 2020 Board Meeting Agenda

III. Approval of Minutes:

- a. Approval of the February 11, 2020 Board Meeting minutes is deferred as additional edits are required.
- b. Approval of the March 10, 2020 Board Meeting Minutes

The minutes of the March 10, 2020 Regularly Scheduled Board Meeting were reviewed.

DISCUSSION:

Ms. Calista noted that on page 3 of 6 she was quoted as making a comment that she did not make. This will be removed from the final version.

ACTION:

Ms. Hogarty made a motion to approve the March 10, 2020 minutes; Ms. Och **seconded the motion**. The motion passed unanimously by roll call vote as follows:

Ms. Santarelli: Yes; Ms. Calista: Yes; Ms. Och: Yes; Ms. Dargon-Hart: Yes; Ms. Hogarty: yes; Ms. Bourassa: Yes; Ms. Lau: Yes; Abstained: None; Recused: None; Absent: Mr. Santos.

DOCUMENT:

Draft Minutes

Ms. Calista recused herself from the discussion of the next agenda item left the WebEx meeting at 1:18.

VI. Core Competency Training Programs

Online vs. In-Person Trainings

Ms. Santarelli explained that due to closures resulting from the public health emergency due to COVID-19, Education and Training Programs are not physically open, does the Board want to allow for on line only training. Ms. Hogarty agrees that the Board needs to address the issue.

Ms. Strachan noted that the CHW regulations are silent on the issue of whether CHW Education and Training Programs may offer on line courses, however, the minutes from the July 10, 2018 Board meeting document that the Board voted to update sub-regulatory guidance (i.e., FAQs) to say that up to 70% of Training and Education Program instruction in core competencies may take place on line. The question before the Board today is, in light of the COVID-19 pandemic and the CDC's social distancing guidelines and the Governor's Emergency Orders, do Board members want to modify this guidance to allow for 100% of training take place on line for at least the duration of the State of Emergency + 90 days. This is the timeframe used in some of the Governor's and the Commissioner's Emergency Orders.

#### DISCUSSION:

Ms. Och asked if this would be consistent with the Governor's Orders around school reopenings, etc. Yes. Following the Governor's Orders would help the Board determine whether to make the change temporary or permanent and the Board can ask applicants to provide information to the Board.

Ms. Santarelli asked about how this could be operationalized; in other words, would changes need to be made to the FAQs and the Program Application form. Board members discussed the option of not changing the application form and instead asking the applicants to provide information to the Board about how they will comply with public health guidelines. Ms. Dargon-Hart states that the requirement should be waived just during the COVID-19. Ms. Hogarty agrees as she's seen some racial equity issues around technology and there must be an interactive component. Ms. Santarelli asked Board members if we make the change, should we review it in a year or after the public health emergency ends. A member of the audience was recognized. She runs the CHW training program at Northern Essex Community College and states that they have been using a combination approach: some meetings via Zoom and other tools that allow them to maintain the 70/30 split. Ms. Santarelli states that the Board does not want to recommend tools, etc. just address the issue of training during COVID-19.

Ms. Santarelli asked Board members if they agree with the following: the Board will waive the requirement that at least 30% of core competency training must be in person until June 30 2021 due to the public health emergency caused by COVID-19 and then revisit the issue. The Board will leave the door open as to making the waiver permanent, keeping racial and other equity issues in mind during that future discussion.

Related to the above, Ms. Santarelli asked Board staff how the waiver can be operationalized. Does the Program Application need to be changed? Ms. Geoghegan states the application form contains a question about percentage of on line training followed by (max of 70%). Should we add a new FAQ? Does the "matrix" need to be changed? The matrix is an Excel spreadsheet former ED Ruby Cherfils created to assist Board members when evaluating Education and Training Program Applications. (The matrix employs a point system in order to make the evaluation as objective as possible) Ms. Strachan explained that the matrix is not part of MLO and no part of the Program evaluation process is automated. All Education and Training Program applications will be evaluated by the Board members during an open session of a Board meeting.

#### ACTION:

Motion by Ms. Hogarty, seconded by Ms. Lau to waive the requirement that no more than 70% of core competency training takes place on line until June 30, 2021. Unanimously adopted by roll call vote as follows: Ms. Santarelli: Yes; Ms. Och: Yes; Ms. Dargon-Hart: Yes; Ms. Hogarty: yes; Ms. Bourassa: Yes; Ms. Lau: Yes; Abstained: None; Recused: Ms. Calista; Absent: Mr. Santos.

Related to the above, Ms. Santarelli asked if there are any free text cells in the automated application forms. Ms. Geoghegan advised (1) noting will be added to MLO per IT as the Bureau is migrating to another system by the end of 2020 or early in 2021; (2) she is not sure how it will be in the successor to MLO. She is unsure if there are free text boxes or how many characters per cell. Ms. Santarelli wants the Program Applicants to be able to submit information about how they will address

social distancing requirements imposed by COVID-19. Jackie notes that the Board will gain insight as a board by receiving this information from programs that may assist new applicants when developing their programs. Ms. Hogarty and Ms. Lau agreed. Ms. Santarelli wants to make sure that staff changes FAQs to address this question on the application. Do we need a motion to edit FAQs? Ms. Geoghegan stated that the FAQs are not currently on the Board's website. Members may recall that Ruby advised that the FAQs will be added to the website when the application is added to the website.

In WebEx Chat Box, there was a question posed: how long does it take Board meeting minutes to be posted?

Ms. Santarelli responded they will be available in a month.

In WebEx Chat Box, there was a question posed: is the Board also voting to change the number of hours required for core competency training?

Ms. Santarelli responded "no". Ms. Strachan explained that if the Board wants to change the hours for core competency training that is a regulatory requirement and therefore, cannot be changed by the Board alone. A regulatory review including a public hearing and public comment period are required.

Jeremy asked on behalf of Jean Rose how their program can be approved for training Therapeutic Mentors. Board Counsel advised that this topic does not appear on the agenda and therefore the public has no notice of it. Pursuant to Open Meeting Law, the Board cannot discuss items not on the agenda. Board Counsel suggested that Jeremy contact the Board staff directly via email or phone. Contact information is on the Board's website.

Ms. Santarelli asked if programs can contact the Office of Community Health Workers for assistance. Board Counsel recommended all inquiries be directed to the Board staff.

#### IV. Adjourn

There being no other business before the Board, Ms. Bourassa made a motion to adjourn the meeting. Ms. Dargon-Hart seconded the motion. The motion passed unanimously by the following vote: Ms. Santarelli: Yes; Ms. Och: Yes; Ms. Dargon-Hart: Yes; Ms. Hogarty: yes; Ms. Bourassa: Yes; Ms. Lau: Yes; Abstained: None; Recused: None; Absent: Ms. Calista and Mr. Santos. The meeting adjourned at 2:30 p.m.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday July 14, 2020 at 12:30 pm **via WebEx**.

Respectfully submitted:

The Board of Certification of Community Health Workers