

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, March 10, 2020
12:30 p.m.**

**239 Causeway Street ~ 4th Floor ~ Room 417 A&B
Boston, Massachusetts 02114**

Agenda

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: February 11, 2020	Draft Minutes	Board Chair
	IV	<u>CE Training Entity & Individual Applications</u> A. <u>Website Posting Update</u> B. <u>Communication/outreach to training entities</u>	Discussion	KG
	V	<u>Core Competency vs. Special Health Topic</u> A. <u>Disability Awareness</u> B. <u>CHW Safety Awareness</u>	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.

	VII	<u>Flex Session</u> 1. Announcements 2. Topics for future agenda a. CHW Education & Training Program IT Business Requirement Updates	None	
	VIII	<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. The Board will not reconvene in public session subsequent to the closed session(s).	N/A	
	IX	<u>65C Session: N/A</u>	N/A	Board Counsel
	X	<u>Adjudicatory Session: N/A</u>	N/A	Board Counsel
4:00 p.m.	XI	Adjournment: Next meeting scheduled for April 14, 2020.	N/A	Board Chair

COMMONWEALTH OF MASSACHUSETTS

BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS

BOARD MEETING MINUTES

Tuesday March 10, 2020
12:30 p.m.
239 Causeway Street
Room 417
Boston, MA 02114

Board Members Present:

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

Board Members Not Present:

Hugo Santos, CHW 3

Staff Present:

Karen Geoghegan, Assistant Executive Director, BHPL
Mary Strachan, Board Counsel, DPH
Mike Smith, Temporary Office Support Specialist I, BHPL
Walens Noel, Temporary Office Support Specialist I, BHPL
Yaira Matos, Temporary Office Support Specialist I, BHPL

Staff Not Present:

None

Visitors:

General Public

I. Call to Order and Determination of Quorum

It was determined that a quorum of the Board of Certification for Community Health Workers was present. The meeting was called to order at 12:51 pm by Board Chair Ms. Santarelli. Ms. Santarelli made an announcement to inform all present that the meeting was being recorded.

II. Approval of Agenda

Ms. Santarelli asked the Board and staff if there were any edits to the agenda.

DISCUSSION:

None

ACTION:

Ms. Och made a motion to approve the agenda which was seconded by Ms. Calista. The Board members voted unanimously to approve the agenda of the March 10, 2020 meeting.

DOCUMENT:

CHW Board Meeting Agenda for March 10, 2020

III. Approval of Minutes

Ms. Santarelli asked that everyone take a minute to review the minutes from the Board's February 11, 2020 meeting.

DISCUSSION:

Ms. Geoghegan announced that Board staff will make any edits in real time and project the document with edits on the overhead screen and ask for a signature at the end of the meeting. This will allow for faster posting of the minutes on the Board's webpage.

Ms. Calista noted on page 1 that the name of one of the Mass Health presenters is missing from the summary of their presentation. She also pointed out that the term "Monitors" was substituted for "therapeutic Mentors" in several places. In section 7, Ms. Calista advised the presenters that there is a waitlist for CHW core training and that could impact the therapeutic mentors' ability to obtain certification within the specified timeframe and asked them to share this information with their partners.

Ms. Dargon-Hart noted that in section 6 "Board Education" the minutes are unclear: it should read as follows: the discussion among CHWs is about whether certification results in higher pay. Ms. Dargon-Hart volunteered to obtain information about the landscape of CHW workforce in Community Health Centers as well as certification process issues.

Ms. Och noted that in addition to grammatical errors, the minutes as written do not reflect the substance of the discussions. She noted that a member of the public, not a Board member made a comment during the discussion of tiering, and that was not clear.

Ms. Hogarty noted that the discussion leading up to the member of the public's comment about salary and tiering is not clear in the minutes.

Ms. Och noted that the presenters from Mass Health explained that MassHealth will reimburse for CHW services (Therapeutic Mentors) starting in July 2020 but only if the therapeutic mentor is CHW certified. This is to be regulated by Mass DUI, not the Board or MassHealth. Ms. Santarelli noted that these programs may be out of compliance with their own rules because the Educational Pathway to obtain CHW certification is not live as yet. Other health insurers may not follow suit. Discussion ensued about

therapeutic mentors and Ms. Strachan asked that the discussion be limited to the February minutes and not a new topic. Ms. Calista asked that this topic be added to a future Board agenda for discussion and invite regulators to a board meeting.

ACTION:

None

The Board Chair suggested that the Board defer approval of the minutes until after edits are made.

DOCUMENT: CHW Board Meeting Minutes for February 11, 2020 meeting.

IV. CE Training Entity & Individual Applications

- a. Ms. Geoghegan advised Board members that the CEU Training Program application and the Application for Individual CHWs requesting CEU credit were posed to the Board's website.
- b. Ms. Geoghegan asked Board members for suggestions on outreach to notify CHWs and organizations that the application is now available. No applications have been submitted as yet.

DISCUSSION:

Ms. Dargon-Hart stated she was confused and she feels that approving CEUs is the cart before the horse; if the Educational Training Programs aren't approved yet why would the Board approve CEU providers. Ms. Geoghegan explained that CHWs who have been certified through the Experience Pathway are required to complete CEUs as a condition certificate renewal and the deadline for renewal is fast approaching (October 2020) and we want to give CHWs as much time as need to complete their CEUs.

Ms. Calista opined that posting a CEU Approval Application may cause confusion. Training entities are especially concerned about this because they are in the midst of applying for approval which is a long process which includes a section on approval for the programs to offer CEUs as well as the core competency training. She thinks the Board should NOT post the applications. Erica G. from the Office of CHWs asked about the process of CEU Program Approval and Ms. Geoghegan answered that each application is reviewed and approved on a case by case basis.

Ms. Hogarty noted that the Training Programs find that some individuals who take the core competency training, time take additional courses at the same time such as Special Health Topics. Ms. Hogarty explained that she has begun the DPL application process for her program which is very time consuming. She has concerns that even though Training Programs want to also provide CEUs for CHWs, they don't have the bandwidth to work on the applications simultaneously.

Ms. Santarelli explained that there are already those CHWs who have been certified through the experience pathway who need to complete CEUs before the deadline for certificate renewal. Approving CEU training meets a broader need. Ms. Calista asked Board Counsel about a waiver of regulatory requirement, i.e., waives the requirement for CHW CEUs. Ms. Strachan explained that the Board cannot waive statutory requirements but may, in some circumstances, waive regulatory requirements. For example, many boards

require license renewal every two years. Some board have provided an exception in their regulations such that a person who obtains initial licensure in the second year of the renewal cycle is not required to complete CEUs for their first renewal period. Ms. Calista asked if no approved CEU courses or programs exist at the time of renewal, may the Board waive the CEU requirement for CHWs. Board Counsel does not recommend this course as there are programs that are ready to provide CEU already. Ms. Calista is also concerned about delays caused by the novel Corona Virus. Board members discussed if the renewal period can be postponed. Some recalled that Ruby announced that the renewal period has been moved until July 2021. Board staff will research. Ms. Och asked to review the Program FAQs discussed during the December 2019 board meeting. Ms. Geoghegan explained that the IT group projects that the MLO changes will occur in summer 2020; in other words, according to what Ruby reported, the Board is not able to accept training program applications until the MLO changes have been completed. MLO is migrating to another system in the near future; therefore, no new programming is going to be added to MLO. Board members discussed the “Look Back” period for approved training programs.

Ms. Santarelli noted that it would be helpful for CHWs and for CCHW partners to have a “go live date” and asked what Board members can share. Board staff does not have exact dates yet from IT; it is an evolving roll out. Who is authorized to speak for the Board? Joanne recalls that Ruby’s answer was the ED alone and/or the ED and a Board member. Ms. Santarelli asks now that Ruby is gone, what is the policy. Ms. Geoghegan notes that presentations must have administrative review and approval before presented. Staff will research. Ms. Hogarty notes that DPH has funded MCHWA to develop webinars regarding certification. Board members asked that an item be placed on a future agenda to discuss the possible extension of CHW renewal date and the extension of the “sunset date” on the Experience Pathway to CHW certification, and the “Look Back” date of approved Education and Training Programs (i.e., that is, what happens to an individual who takes core competency training from a program before it is approved by the Board). Board Chair noted that the Board members do not need to review the “Look Back.”

ACTION:

Motion made by Denise Lau to remove the CEU Applications from the webpage, seconded by Ms. Hogarty. All present voted in favor.

DOCUMENT:

None

V. Core Competency vs. Special Health Topic

A. Disability Awareness

Ms. Santarelli noted that since the Board’s regulations have been finalized, she has received inquiries from interested parties about whether CHW training in specific disabilities should be added to the Core Competency training. Board Counsel advised that the Board has the authority to make the change; however, that would require a regulatory change. In order to change the Board’s regulations, the Board members would have to go through the regulation approval process, including proposing the new language, have it go through the administrative review process, hold public hearings, review public comment, etc. This is a long process and time consuming. Ms.

Santarelli opines that learning the skills to work across populations and communities is foundational to CHW training, therefore, in her view; making disability awareness a Special Health Topic is logical. Board members agreed.

B. CHW Safety Awareness

Ms. Santarelli explained that in addition to the above inquires; interested parties have also proposed that CHW Safety Awareness be added to CHW Core Competency training. She is referring to CHWs' awareness of their own safety and rights as opposed to training CHWs to be sensitive to their clients' safety. As an example, she asked what if a CHW's job required him or her to be in an area where he or she would be exposed to harmful chemicals. Ms. Och gave the example that she works as a CHW in Lowell and she has been trained to be aware of her surroundings when making home visits. Board counsel advised that in most professions, the issue of worker safety is the purview of the employer as opposed to the licensing or regulating body. Board members agreed that the issue is addressed by employers. The topic of self-care is actively discussed in the health care community, not just CHWs. Ms. Calista is concerned that if CHW Safety Awareness is included as a Core Competency it will cut in to the 80 hours of training.

VI. Flex Session:

A. Announcements

None

B. Topics for Future Agenda

1. CHW Education & Training Program IT Business Requirement Updates

VII. ADJOURNMENT

ACTION:

With no further agenda items to discuss, Ms. Calista made a motion to adjourn the meeting which was seconded by Ms. Lau. The motion was carried unanimously by the Board and the meeting adjourned at 3:25pm.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday April 14, 2020 at 12:30pm at 239 Causeway Street, Boston, Massachusetts, Conference Room 417.

Respectfully Submitted by,

Claire Santarelli, Chair
Board of Certification of Community Health Workers

Date