

**COMMONWEALTH OF MASSACHUSETTS**

**BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS**

**BOARD MEETING MINUTES**

Tuesday March 12, 2019  
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  
Henrique O. Schmidt, CHW 4, Board Secretary  
Sheila Och, CHW 2  
Peggy Hogarty, Massachusetts Public Health Association Representative  
Catherine Bourassa, Community-Based CHW Employer

Board Members

Not Present:

Shawn Matthews, CHW 3  
Denise Lau, Public Board Member

Staff Present:

Roberlyne Cherfils, Executive Director, BHPL  
Mary Strachan, Board Counsel, DPH  
Emily Duré, Office Support Specialist I, BHPL

Staff Not Present:

Visitors:

General Public

I. Call to Order and Determination of Quorum

It was determined that a quorum of the Board was present. The meeting was called to order at 12:55 pm by Claire Santarelli. Ms. Santarelli made an announcement to inform all present that the meeting was being recorded.

II. Approval of Agenda & Conflict of Interest

DISCUSSION: NONE

ACTION: There being no conflicts of interest, Joanne Calista made a motion to approve the March 12, 2019 agenda. Peggy Hogarty seconded the motion. The motion passed unanimously.

DOCUMENT: March 12, 2019 Board Meeting Agenda

III. Approval of the Jan 8, 2019 Minutes

DISCUSSION: NONE

ACTION: Catherine Bourassa made a motion to approve the January 8, 2019 draft minutes. Ms. Calista seconded the motion which passed unanimously.

DOCUMENT: January 8, 2019 Draft Minutes

Before the Board went any further in discussing the matters of the meeting, Ms. Santarelli announced that the Board would stop deliberating exactly at 3:30 pm due to a scheduling conflict. She also announced that since the Board had exactly the amount of members needed for Quorum present, if anyone needed to leave the room during the course of the meeting, they would stop deliberating and take a break until quorum is reestablished.

IV. Operational

A. Application Update:

Ruby Cherfils announced that the numbers for CHWs applying for certification was low. There were 33 approved and 28 pending applications. She said that she plans to attend the annual CHW conference and will encourage the audience to apply for certification.

B. Renewal Update:

Ms. Cherfils provided an update on a system error. She explained the system was initially hardcoded to expire all certified CHWs in 2019 because the projected go-live date was 2017. Since the application was not available until 2018, the system had expired CHWs certifications much earlier than they should have. MultiBoard worked with IT to create a work around that pushed out all currently certified CHW expiration dates to 2021. IT also recoded all new certificate recipients so that they also expire in 2021. Ms. Calista asked Ms. Cherfils if she would be able to do more outreach presentations to which she replied yes. Ms. Calista asked whether someone might be able to share the presentation slides in Ms. Cherfils's absence. Ms. Cherfils explained that someone would be able to share the slides as a resource, but he/she would not be able to present those slides as his/her own in any capacity. Ms. Cherfils offered to schedule more webinars if she cannot be there in person for training. She also explained that the software needed to record the webinars and play them are being vetted by legal.

DOCUMENT: NONE

V. CHW Education and Training Program Application

A. Mock Application

DISCUSSION: Ms. Santarelli directed everyone's attention to where the Board left off last time at:

“Part D: Program Content and Design”

Question 8: Ms. Och asked if this question was a duplicate. They decided to add “and how it relates to CHW practice,” at the end.

In the discussion of Special Health Topics, Peggy Hogarty cautioned the rest of the Board members that CHWs will choose training based on their needs and the needs of the communities they serve. The Board should refrain from stringency that would impede the flexibility of the training programs to revise programs quickly, if needed. The flexibility will allow the training facilities to be more useful to the CHWs. Ms. Cherfils explained that it was outside the Board's scope to shape the field or dictate the market or control it through regulations. Attorney Strachan reminded the Board that their main priority was monitoring the individual CHWs and to administer discipline, if needed.

Question 9: The Board agreed to take out the last line that asks for the contact information for the other organizations.

Board took a short break at 2:07 p.m.

Board reconvened at 2:16 p.m.

Question 10a: The board made a note on this question that the maximum amount of time that should be dedicated to online training should be no more than 70%. The details of each course will be contained within the matrix.

“Part E: Qualifications and Capacity”

Question 1: The Board agreed that an organizational chart would work better for this question, the development of which will be forthcoming.

Question 2: Change “operated in accordance with legal requirements to encourage safety, security, health, and accessibility” to “ADA compliant.” Regarding transportation, Ms. Santarelli made the distinction that the Board is not so much concerned how the CHWs are getting to these programs, but more so that the programs can show that they've considered access in availability of their program to the public.

Question 4: The Board decided to add “completion” to the list of policies.

“Part F: Evaluation and Assessment”

Question 1a: This question was deleted by the Board.

Question 1b: “Completion Requirements” was changed to “Completion,” and “1b” changed to “1a.” There was a period added after “please write N/A” and the rest of the sentence was deleted by the Board.

Question 2: The Board decided to remove “completion, including” from the question and added “of the CHWs in your program” to the end of the first sentence of the question.

Question 3: This question was edited to read, “Describe how your program would respond to the ongoing evolving training needs of the CHWs you serve. Describe your process.”

Question 4a: “Graduation rates” was changed to “Completion rates”

The Board also decided not to collect the contents of the chart regarding training program details, learning objectives, core competencies addressed etc. because of the adjustment to question 8.

ACTION: Ms. Santarelli asked for a motion to approve the application question portion. Ms. Calista made the motion and Ms. Bourassa was second. The motion carried unanimously.

DOCUMENT: Community Health Worker Education and Training Program Application

### C. Core Competency Matrix

Ms. Cherfils walked the Board through the revisions and versions of the Matrix leading them to the most current version with all updates and changes.

DISCUSSION: Gail said that on page 31 Core Competency should be changed to Core Competencies. Ms. Santarelli also asked whether or not a course could be taken both online and in person. The answer was that they can. She suggested adding a line for training programs to write down the percentage of the online portion to ensure the program doesn't exceed 70%. Ms. Hirsch suggested bringing back the notes section. Ms. Santarelli remembered that the notes section was removed from the application to make it look more like a cleaner tool for applicants to use especially because the other questions were so detailed already. Ms. Hogarty asked why they need to know the trainers. Ms. Cherfils clarified that the Board wanted to know the trainers to determine what percentage of the trainers are actual CHW trainers. Ms. Cherfils will bring forth version 4 of the matrix for the Board to review for next time. As far as how much time of the 80 hours should be dedicated to each core competency, the regulations (272 CMR 5.03 (3), read by Attorney Strachan) say that 64 of those hours are to be devoted to 10 core competencies on outreach methods and strategies, and 16 hours should be devoted to one or more topics relevant to CHW work, but it does not give a minimum amount of time the training programs must dedicate to each core competency.

ACTION: NONE

DOCUMENT: Core Competency Matrix

## VI. Flex Section

### A. Topics for Next Agenda

Ms. Santarelli suggested the Board revisit the Core Competency Matrix and the scoring tool for the next meeting.

Ms. Cherfils updated the Board and asked them which they would like to prioritize getting online. Her recommendation was to focus on getting the training application online first because the application requirements are so numerous. The Board agreed.

## VII. Adjournment

ACTION: With all business concluded, Sheila Och made a motion to adjourn which was seconded by Ms. Hogarty. The vote passed unanimously and the meeting of the Board of Certification of Community Health Workers was adjourned at 3:31pm.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday April 9, 2019 at 12:30pm at 239 Causeway Street, Boston, Massachusetts, Conference Room 417.

Respectfully Submitted:



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Claire Santarelli, Chair



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Date

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Joanne Calista, Vice Chair

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Date

\_\_\_\_\_  
Henrique O. Schmidt, Secretary

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Date