

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, May 8, 2018
12:30 p.m.**

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

Agenda

Time	Item #	Item	Exhibits	Staff Contact
12:30 p.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: April 10, 2018	Draft Minutes	Board Chair
	IV	<u>CHW Certification Application</u> A. CHW Application FAQ Review B. Reference Form Review C. Workflow & Operational Recommendations	Draft Application	Board Chair
	V	<u>CHW Education & Training Program Application</u> A. Scoring Tool B. Application Final Review	Draft Application	Board Chair
	VI	<u>Flex Session</u> A. Announcement B. Topics for next agenda	Draft Timeline	Board Chair RC
4:00 p.m.	VII	Adjournment: Next meeting scheduled for June 12, 2018.		Board Chair

COMMONWEALTH OF MASSACHUSETTS
BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS
BOARD MEETING MINUTES

Tuesday May 8, 2018
12:30 p.m.
239 Causeway Street
Room 417
Boston, MA 02114

Board Members

Present:

Jean Zotter, DPH, Chair
Catherine Bourassa, Community-Based CHW Employer
Steven Bucchianeri, Massachusetts Association of Health Plans
Representative
Denise Lau, Board Member
Sheila Och, Community Health Worker
Shawn Mathews, Community Health Worker
Henrique Schmidt, Board Secretary
Joanne Calista, Community Health Worker Training Organization,
Representative

Board Members

Not Present:

Maritza Smidy, Community Health Worker
Peggy Hogarty, Board Member

Staff Present:

Roberlyne Cherfils, Executive Director, BHPL
Philip Beattie, Assistant Executive Director, BHPL
Hope Samuel, 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 12:36p.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. Zotter made a motion to approve the agenda as presented; Ms. Bourassa seconded the motion. The motion passed unanimously.

CONFLICT OF INTEREST: No Conflict of Interest

Document: May 8, 2018 Board Meeting Agenda

III. Approval of the April 10, 2018 Regularly Scheduled Meeting Minutes
Review of the Minutes of the April 10, 2018 Regularly Scheduled Board Meeting were deferred to the next meeting.

DISCUSSION: None

ACTION: Ms. Zotter made a motion to defer the minutes to the next meeting; Ms. Lau seconded the motion. The motion passed unanimously.

Document: Draft Minutes

IV. CHW Certification Application:

A. CHW application FAQ review.

DISCUSSION: Ms. Cherfils informed the Board that she made edits to the FAQ's and separated them into sections. Ms. Zotter suggested starting with section four. Ms. Lau suggested changing "the Board wants to know" to "the Board needs to know" on page nine. In reference to section five, question two; Mr. Schmidt asked if it is required to produce documentation of CE's upon renewal. Ms. Cherfils explained that CHW's will be asked to sign an attestation; however the documentation would need to be produced if the Board conducted an audit. In reference to section two, question two; Ms. Zotter suggested to changing "good moral character" to "suitability for certification." Ms. Strachan advised that the language the Board uses should mirror the statute. Ms. Strachan suggested rephrasing the question to reflect that the law requires good moral character as requisite for certification and the Board developed a "suitability for certification" policy to assess good moral character. Ms. Cherfils stated she would revise the language. Ms. Lau pointed out a typo; the word "character" was misspelled. Mr. Schmidt asked why the Board asks for an applicants' a social security number. Ms. Strachan explained that the law requires that the Board provide that information to the Department of Revenue for child support enforcement. Ms. Zotter asked if there should be an FAQ on social security numbers. Ms. Cherfils advised there was a policy in place should the issue come up. Mr. Schmidt asked

how the Board views an applicant whose license in another field has been revoked. Ms. Cherfils explained that is covered under the “suitability for certification” policy. Ms. Lau asked if we could combine the section number with the question number. Ms. Cherfils said she could do that. Ms. Cherfils added that if anyone had any additional edits they could email her.

ACTION: Ms. Zotter made a motion to adopt the edits to the FAQ’s; Ms. Calista seconded the motion. The motion passed unanimously.

Document: Draft FAQ

The Board took a break at 1:50pm and resumed at 2:00pm

B. Reference Form Review

DISCUSSION: Ms. Zotter asked if there were any edits. Ms. Lau pointed out the font was different on step three. Ms. Och asked how the Board would address conflicting references. Ms. Zotter explained that’s why the Board suggests applicants seek references who can evaluate at least eight out of the ten competencies. Mr. Bucchianeri asked if you need only be assessed as competent [in the ten core competencies] once. Ms. Zotter acknowledged that it may mean that an applicant would need more than three references but said it was her understanding the Board was in agreement that eighty percent would be acceptable. Ms. Strachan advised that the Board should not veer from the regulations or it may not be able to defend its’ actions legally. Ms. Zotter read regulation 4.03(1). Ms. Strachan stated that the regulations are in conflict. Ms. Zotter said the Board would need to change the regulations. Ms. Strachan said she would like to consult with the Chief Board Counsel. Ms. Cherfils added that the Board should not make any decisions until then, and should continue editing the document. On page three of five, Ms. Cherfils suggested asking “when” an applicant worked with the reference they submit. Ms. Hirsch suggested asking the same if the reference was once a supervisor of the applicant. Ms. Zotter read regulation 4.02 and asked Board members for their thoughts. Ms. Calista suggested increasing the number of references. Ms. Cherfils recommended deferring any more edits to the reference form until the Board hears back from the Chief Board Counsel. Ms. Cherfils said she would make all the edits discussed so far. Ms. Cherfils asked the Board for thoughts on the “reference form scoring tracker.” Ms. Zotter said she liked it overall.

ACTION: None

Document: Draft Application

Ms. Calista left at 3:00pm. Ms. Och left at 3:30pm

V. CHW Education and Training Program Application

A. Scoring Tool

DISCUSSION: Ms. Zotter and Ms. Cherfils explained the scoring tool would be sent to Board members prior to each meeting for review and then discussion during the meeting. Ms. Zotter suggested preparing a “dummy” application to present at a future meeting. Board members agreed.

ACTION: None

Document: Draft Application

B. Application Final Review

DISCUSSION: Ms. Zotter went through the updated application page by page. On page two, Ms. Zotter said the word “included” should be added to the sentence that starts with “answers to frequently asked questions...” Ms. Lau pointed out in reference to Participant Proficiency Assessment; it should clarify that the Board wants “copies” of tests and other materials. On page three, Ms. Zotter stated that “tuition fees for each participant” will be eliminated. In the first paragraph on page seven, Ms. Guimaraes pointed the word “how” should come after “please explain...” On page nine, Ms. Zotter said to eliminate comment seven. On page ten, Ms. Zotter said to eliminate comment eight. Ms. Hirsch said we want to add a box per comment nine.

VI. Flex Session

Announcements: Ms. Zotter announced that the next Board meeting will be June 12, 2018.

Document: None

B. Topics for next agenda:

The Board will finish the application, FAQ and discuss staff action policies.

DISCUSSION: None

Document: None

