

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 11, 2021
12:30 p.m.**

**General Session is open to the public and will be held via Webex at:
<https://statema.webex.com/statema/j.php?MTID=m9208794bad10c61d496a447fec46db19>
Call-In Telephone number 1-866-692-3580 (toll-free)
Meeting Number/Access Code: 185 497 8170
Meeting Password: HYp4PFBmg36**

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	None	Board Chair
	II	Conflict of Interest Approval of Agenda	Draft Agenda	Board Chair
	III	Approval of Minutes: A. April 13, 2021	Draft Minutes	Board Chair

Board Meeting Agenda May 11, 2021
Board of Certification of Community Health Workers

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.

	1V	Review of Continuing Education Applications A. AdCare Educational Institute, Inc. <u>Exploring Multi-Tiered Systems of Support and Special Education with Mental Health and Equity in Mind: Session 1: Introduction</u> B. MACHW - CEU Training C. New England AIDS Education and Training Center <u>More than Health Care Part V – Tying It All Together: The Vital Work of the Community Health Worker</u>	Applications	ED
	V	<u>CHW Board Website Update</u>	None	ED
	VI	<u>Flex Session</u> A. Announcements 1. Regulatory Review Update 2. Continuing Education Application Update 3. Board Vacancies Update B. Topics for future agenda 1. Tiering 2. Reciprocity	None	ED/Board Counsel/Chair
	VII	<u>Executive Session: N/A</u>	N/A	
	VIII	<u>65C Session: N/A</u>	N/A	Board Counsel
	IX	<u>Adjudicatory Session: N/A</u>	N/A	Board Counsel
4:00 p.m.	X	Adjournment: Next meeting scheduled for June 8, 2021.	N/A	Board Chair

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

May 11, 2021

239 Causeway Street - 4th floor, Room 417A/B
Boston, MA 02114
VIA WebEx

(OPEN SESSION)

MINUTES

Board Members Present: Claire Santarelli, *Chair* | Commissioner's Designee
Joanne Calista, *Vice Chair* | Community Health Worker Training Organization Representative
Denise Lau, *Secretary* | Public Member
Catherine Bourassa | Community-Based Community Health Worker Employer
Susan Dargon-Hart | Massachusetts League of Community Health Centers Representative
Sharon George | Community Health Worker 4
Sheila Och | Community Health Worker 2

Board Members Not Present: Hugo Santos | Community Health Worker 3

Staff Present: Steven Joubert | Executive Director – Multi-Boards, BHPL
Karen Geoghegan | Assistant Executive Director - Multi-Boards, BHPL
Mary Strachan | Board Counsel - Office of the General Counsel, DPH
Sondra Hardy | Office Support Specialist - Multi-Boards, BHPL
Eleanor Montgomery | Office Support Specialist – Multi-Boards, BHPL

I. Call to Order | Determination of Quorum:

Ms. Claire Santarelli, Board Chair, called the meeting of the Board of Certification of Community Health Workers to order at 12:33 P.M. and provided verbal notice of recording. A quorum was established with members present via WebEx via roll call as follows: Claire Santarelli: Present; Joanne Calista: Present; Susan Dargon-Hart: Present; Denise Lau: Present; Catherine Bourassa: Present; Sharon George: Present; Sheila Och: Present. Absent: Hugo Santos.

II. Conflict of Interest | Approval of Regular Session Agenda

Ms. Santarelli asked members to review the agenda.

Minutes of the May 11, 2021 meeting of the
Board of Certification of Community Health Workers

DISCUSSION:

None.

ACTION:

Motion by Ms. Catherine Bourassa to approve the agenda, seconded by Ms. Susan Dargon-Hart and unanimously approved by roll call vote as follows: Claire Santarelli: yes; Joanne Calista: yes; Susan Dargon-Hart: yes; Denise Lau: yes; Catherine Bourassa: yes; Sharon George: yes; Sheila Och: yes. Absent: Hugo Santos.

Document: May 11, 2021 Agenda

III. Approval of Minutes: April 13, 2021

DISCUSSION:

None.

ACTION:

Motion to approve the April 13, 2021 minutes as presented by Ms. Joanne Calista, seconded by Ms. Bourassa and passed unanimously by roll call vote as follows: Claire Santarelli: yes; Joanne Calista: yes; Susan Dargon-Hart: yes; Denise Lau: yes; Catherine Bourassa: yes; Sharon George: yes; Sheila Och: yes. Absent: Hugo Santos.

Document: April 13, 2021 Minutes

IV. Review of Continuing Education Applications

A. AdCare Educational Institute, Inc: Exploring Multi-Tiered Systems of Support and Special Education with Mental Health and Equity in Mind

DISCUSSION:

Executive Director, Mr. Steven Joubert presented the materials to the Board. AdCare has submitted an application for approval of a four-part series that will focus on building a shared understanding of multi-tiered systems of support in school-based health care centers.

ACTION:

Motion to approve the continuing education program by Ms. Calista, seconded by Ms. Santarelli and unanimously approved by roll-call vote as followed: Claire Santarelli: yes; Joanne Calista: yes; Susan Dargon-Hart: yes; Denise Lau: yes; Catherine Bourassa: yes; Sharon George: yes; Sheila Och: yes. Absent: Hugo Santos.

B. MACHW – CEU Training

Board Counsel, Ms. Mary Strachan stated for the record that all Board members had completed the paperwork to disclose a potential appearance of a conflict of interest paperwork and it had been filed with the governor's office. This is required because

all Board members have had some type of relationship with MACHW.

DISCUSSION:

Executive Director, Mr. Steven Joubert presented the materials to the Board. MACHW has submitted an application for a training program that will highlight and review key findings that made when they conducted a survey of the impact of COVID-19 in the workplace. It will be virtual.

Ms. Calista asked if MACHW had provided any information about the scope of the survey. Mr. Joubert replied that they did not. Ms. Santarelli happened to know that it was a survey of their membership that they conducted in fall/winter 2020. Ms. Strachan asked the Board to consider if the survey fell into one or more of the ten core competencies, special health topics, or the scope of practice. Sheila stated that it related to two core competencies: professional development of community health workers and advocacy for the position.

Ms. Santarelli believed that the Board had created a pathway to give a blanket approval to training organizations. Other Board members stated this sounds familiar. Assistant Executive Director, Ms. Karen Geoghegan stated that Core Competency training programs are automatically approved to provide CEUs but that the Board does not have any Core Competency training programs approved at this time. Ms. Santarelli stated that they should communicate to MACHW that the approval is only for the activity that they submitted and encourage them to apply to be on the approved training organization list.

ACTION:

Motion to approve the continuing education program by Ms. Calista, seconded by Ms. Bourassa and unanimously approved by roll-call vote as followed: Claire Santarelli: yes; Joanne Calista: yes; Susan Dargon-Hart: yes; Denise Lau: yes; Catherine Bourassa: yes; Sharon George: yes; Sheila Och: yes. Absent: Hugo Santos.

- C. New England AIDS Education and Training Center: More than Health Care Part V – Tying it All Together: The Vital Work of a Community Health Worker

DISCUSSION:

Executive Director, Mr. Steven Joubert presented the materials to the Board. New England AIDS Education and Training Center has submitted a course that will explain best practices in developing and utilizing CHWs in HIV care.

The Board walked through the regulations that detail the framework to evaluate Continuing Education Applications. Ms. Santarelli felt the application met the criteria.

ACTION:

Motion to approve the continuing education program by Ms. Santarelli, seconded by

Ms. Dargon-Hart and unanimously approved by roll-call vote as followed: Claire Santarelli: yes; Joanne Calista: yes; Susan Dargon-Hart: yes; Denise Lau: yes; Catherine Bourassa: yes; Sharon George: yes; Sheila Och: yes. Absent: Hugo Santos.

V. CHW Board Website Update

DISCUSSION:

Mr. Joubert confirmed that an announcement regarding the deferral of CEUs for the 2021 renewal cycle has been posted to the Board's website. Ms. Santarelli and Ms. Sheila Och stated that they would like to see language that indicates that even though the CEUs have been waived, you must still renew your certification.

Board members discussed a few aspects of the layout of the Board's website. Board staff clarified that they did not have input in how the website is designed, only the content.

ACTION:

None.

VI. Flex Session

A. Announcements

i. Regulatory Review Update

Ms. Strachan stated that there was no update since last meeting.

ii. Board Vacancies Update

Mr. Joubert stated that there was no update since last meeting.

B. Topics for Future Agenda

Ms. Santarelli stated that she would like to discuss the CHW Workforce Surveillance survey at the next meeting.

VII. Adjournment

Motion to adjourn the meeting at 1:44 P.M. by Ms. Lau, seconded by Ms. Santarelli and unanimously approved by roll call vote as follows: passed unanimously by roll call vote as follows: Claire Santarelli: Yes; Joanne Calista: Yes; Denise Lau: Yes; Catherine Bourassa: Yes; Susan Dargon-Hart: Yes; Sharon George: Yes; Sheila Och: Yes. Abstained: None; Recused: None; Absent: Hugo Santos.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday, June 8, 2021.

Respectfully submitted:

The Board of Certification of Community Health Workers