

COMMONWEALTH OF MASSACHUSETTS

BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS

BOARD MEETING MINUTES

Tuesday May 14, 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
Sheila Och, CHW 2
Peggy Hogarty, Massachusetts Public Health Association Representative
Catherine Bourassa, Community-Based CHW Employer
Denise Lau, Public Board Member

Board Members

Not Present:

Henrique O. Schmidt, CHW 4, Board Secretary

Staff Present:

Roberlyne Cherfils, Executive Director, BHPL
Karen Geoghegan, Assistant 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 of Certification for Community Health Workers was present. The meeting was called to order at 12:49 pm by Claire Santarelli. Ms. Santarelli made an announcement to inform all present that the meeting was being recorded.

II. Approval of Agenda

Ms. Cherfils asked the Board if there had any edits to the agenda.

DISCUSSION: Ms. Santarelli requested that the Board move the flex session up to be addressed following the approval of minutes. She also added that there would be no Executive Session and that the board would therefore be able to deliberate in Regular Session until 4pm. Ms. Cherfils clarified that the executive session would not take place

because the applicant whose matter was to be heard at that session answered one of the GMC questions incorrectly, as the matter was related to an ongoing civil matter between a landlord and a tenant and did not require a approval based on the suitability for certification policy.

ACTION: Denise Lau made a motion to approve the agenda with the two edits previously discussed. Joanne Calista seconded the motion

DOCUMENT: May 14, 2019 Board Meeting Agenda

III. Approval of Minutes

DISCUSSION: Ms. Cherfils read through her edits to the March 12, 2019 minutes with Ms. Santarelli adding that the date needed to be changed to reflect the correct year.

ACTION: Catherine Bourassa made a motion to approve the agenda with the edits. The motion was seconded by Peggy Hogarty and passed unanimously.

DOCUMENT: March 12, 2019 Board Meeting Minutes

IV. FLEX SESSION:

Previous Board Chair, Jean Zotter, was invited up to address the Board and gave some pleasant remarks about the Board's new Chair Claire Santarelli. Ms. Cherfils provided some updates for Ms. Zotter. As of May 14th, 2019, the Board has issued certificates to 17 applicants in 2018 and 71 applicants in 2019. She added that there were 4 pending applications received in 2018, and 28 pending received in 2019. Ms. Calista thanked Ms. Zotter for her past leadership. The Board then discussed the upcoming conference and how individuals will be involved. Newest Assistant Executive Director, Karen Geoghegan was introduced and offered a few words to the Board on her excitement in joining the MultiBoard team. For the next agenda, the Board decided to review the Core Competency Matrix, and how to define what is covered in Core Competencies. The Board Chair and Vice-Chair were asked to think about whether they would like to continue in their current roles which would be addressed in the June Meeting. Ms. Cherfils mentioned that as a regulatory resubmission, tiering would appear on a future agenda.

V CHW Education and Training Program Application

DISCUSSION: The Board proposed edits to the scoring tool. At the top of the page would be instructions on how to complete the form for every Board Member. On the second line, "Board Review Date" was changed to "Board Meeting Date." The scoring and comment boxes would be merged to make more room for comments. "Yes," "No," and "Additional Information" checkboxes were removed. Alternate shading would be added so that Board Members could distinguish between required information and the related CMR. Page numbers would be updated to reflect the most recent edits to the

training application. The Board also discussed the absence of a time limit to complete and application. Board Council Mary Strachan informed the Board that unless otherwise requested by the Board, the standard was typically 30 days to respond to requests for additional information. The Board discussed a rolling application process as well as an appeals process that would be added to the FAQs sheet.

ACTION: Sheila Och made a motion to approve the updates and bring the document back for review during the next meeting. Ms. Lau seconded the motion. The motion carried unanimously.

DOCUMENT: Training Application Scoring Tool

VI. 272 CMR 7.00: Continuing Education

Ms. Strachan explained to the Board members that CEUs exist as a precondition for renewal and that the CHW Board regulations that pertain to education and training are modeled on the Board of Registration of Nursing regulations on education and training in that that is where some of the terminology came from. According to the regulations set forth in 272 CMR 7.02, Ms. Cherfils pointed out that of 15 CEUs are required to be completed in the 24 months preceding recertification but as of yet there is no process for facilities to approve of CEUs providers.

The Board took a break at 1:57 p.m.

Quorum was reestablished and the Board resumed business at 2:06 p.m.

The Board members discussed offering a preapproved list of credits as well as allowing individuals to apply for approval of a single activity. The board asked whether training facilities should submit a separate form for continuing education programs in order for the Board to review their adequacy. The Board walked through a preliminary sketch for a proposed application form through which individuals and facilities may submit a request for CEU approval. The draft revisions will be brought forth for the next scheduled meeting.

DOCUMENT: Statute/Regulation and Draft Application

IV. Adjournment

ACTION: With all business concluded, Ms. Lau made a motion to adjourn the regular session agenda which was seconded by Ms. Och. The vote passed unanimously and the meeting of the Board of Certification of Community Health Workers was adjourned at 3:24 p.m.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday June 11, 2019 at 12:30pm at 239 Causeway Street, Boston, Massachusetts, Conference Room 417.

Respectfully Submitted:



Claire Santarelli, Chair



Date

Joanne Calista, Vice Chair

Date

Henrique O. Schmidt, Secretary

Date