

**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 9, 2017  
9:30 a.m.**

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

**Agenda**

<b>Time</b>	<b>Item #</b>	<b>Item</b>	<b>Exhibits</b>	<b>Staff Contact</b>
09:30 a.m.	I	Call to Order & Introductions Determination of Quorum Notice of Electronic Recording		Board Chair
	II	Approval of Agenda	Draft Agenda	Board Chair
	III	Conflict of Interest		RC
	IV	Approval of Minutes: April 11, 2017	Draft Minutes	Board Chair
	V	Regulatory Update		
	VI	<u>Presentations: "Predatory Practices"</u> A. Legal Services Center of Harvard Law School Alec Harris B. Division of Professional Licensure Office of Private Occupational School Education Clinton Dick, Executive Director Kevin Scanlon, Chief Legal Counsel	Presentations	Presenters
	VII	<u>CHW Education &amp; Training Program Application</u> A. Criteria for Review of Application	Draft Criteria	Board Chair
	VIII	<u>CHW Certification Application</u> A. MACHW Focus Group Feedback Review	Draft Application	Board Chair

	IX	<u>Flex Session</u> A. Announcements B. Topics for next agenda		RC
1:00 p.m.	X	Adjournment: Next meeting scheduled for June 13, 2017.		Board Chair

**COMMONWEALTH OF MASSACHUSETTS**

**BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS**

**BOARD MEETING MINUTES**

Tuesday, May 9, 2017

9:30 a.m.

239 Causeway Street

Room 417

Boston, MA 02114

Board Members

Present:

Jean Zotter, DPH, Chair  
Joanne Calista, Community Health Worker Training Organization,  
Representative  
Peggy Hogarty, Massachusetts Public Health Association  
Representative  
Patricia Edraos, Massachusetts League of Community Health  
Centers (MLCHC), Representative  
Steven Bucchianeri, Massachusetts Association of Health Plans  
Representative  
Catherine Bourassa, Community-Based CHW Employer

Board Members

Not Present:

Maritza Smidy, Community Health Worker  
Sheila Och, Community Health Worker  
Henrique O. Schmidt, Community Health Worker, Secretary  
Denise Lau, Public Member

Staff Present:

Roberlyne Cherfils, Executive Director, BHPL  
Philip Beattie, Assistant Executive Director, BHPL  
Rebecca Ferullo, Office Support Specialist I, BHPL  
Mary Strachan, Board Counsel, DPH  
Vita Berg, Office of the General Counsel, DPH  
Erica Guimaraes, Office of Community Health Workers, DPH

Visitors:

Alec Harris, Clinton Dick

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 9:38 a.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; Mr. Bucchianeri seconded the motion. The motion passed unanimously.

Document: May 9, 2017 Board Meeting Agenda

III. Conflict of Interest

Ms. Cherfils asked board members if there were any conflicts of interest in the agenda.

DISCUSSION: Board members stated there were no conflicts of interest.

ACTION: None

Document: None

IV. Approval of April 11, 2017 Regularly Scheduled Meeting Minutes

The Minutes of the April 11, 2017 Regularly Scheduled Board Meeting were reviewed.

DISCUSSION: On page 5, the sentence starting “Ms. Calista...” should have the word “conducting” changed to “capacity” to better reflect the discussion.

ACTION: Ms. Zotter made a motion to approve the minutes as amended; Ms. Calista seconded the motion. The motion passed unanimously.

Document: Draft Minutes

V. Regulatory Update

Ms. Cherfils informed Board members that the public hearing notifications have been posted to the website.

DISCUSSION: None

ACTION: None

VI. Presentation

A. Legal Services Center of Harvard Law School by Alec Harris (PowerPoint Presentation)

Mr. Harris discussed a local history of predatory practices as well as the laws protecting students and participants, specifically reviewing the predatory practices of Everest Schools. Mr. Harris suggested that the Board keep federal financial aid away as an option, as when that has been done in the past predatory programs collapse. This may be done by keeping the minimum hours of a program short, as a 300 hour minimum is required to be eligible for federal aid. He also stated that it is important to work closely with the Attorney General's office to keep an eye on the market and deceiving recruits.

DISCUSSION: Ms. Zotter asked how the minimum hour requirement may be affected in the case of a community college which would like to offer a CHW program. Mr. Harris responded that the requirement only pertains to non-profit organizations. Board members discussed if for-profit programs should be excluded completely, then decided to make sure they are asking for recruitment materials and the marketing to education expense ratio in the application process.

ACTION: None

B. Division of Professional Licensure, Office of Private Occupational School Education, Clinton Dick, Executive Director

Mr. Dick discussed the role of the Consumer Protection Division in licensing private, occupational, non-degree programs, both for- and non-profit. He explained the process programs must go through, the requirements they must meet for approval, and the steps taken to protect the public against predatory programs. Mr. Dick suggested the Board add language requiring CHW program approval to be contingent upon approval from his office. He also stated that as his office oversees self-pay student programs, so there are exemptions.

DISCUSSION: Board members discussed whether they would like to require programs to go through the Office of Private Occupational School Education to obtain approval. Ms. Berg stated that Board members could include a provision that approval is contingent on licensure or exemption by DPL. Ms. Zotter asked what would happen if a program does not apply for licensure or is not approved. Ms. Berg and Mr. Dick responded that there are options to consider the circumstances and intention, prosecute, or for a program to operate with a pending application, as it is usually a 3-6 month process. Board members asked how the process would work if their approval was contingent upon the DPL approval. Mr. Dick replied that applications can be taken before, after, or at the same time as Board applications to speed up the process. DPL does not impose requirements on trainers or teachers, but if the Board would like requirements, they should include them in the regulations and DPL will enforce them. DPL can also do site visits and look at marketing materials as part of their approval process, so Board

members would not have to separately. Board members agreed to consider these options when finalizing the regulations.

11:02am Break, 11:16am Return

VII. CHW Education & Training Program Application

A. Criteria for Review of Application

Board members reviewed the revised draft criteria for reviewing training program applications.

DISCUSSION: Ms. Cherfils noted that in domain 2, #5, there is a typo “has.” Ms. Calista noted there should also be a correction to “practica” and in domain 3, #2, “qualifies” should be changed to “prepare” so as not to appear to guarantee qualification when other requirements may not be met. Board members agreed to add domain 3, #A7, language to make approval contingent upon licensure or exemption by DPL. The regulations will also need to be updated. Board members discussed the minimum hours for federal aid which Mr. Harris had mentioned, and concluded that the current requirement would not allow programs to qualify, therefore no changes need to be made. Board members agreed to check DPL regulations before deciding on domain 3, #B3 regarding marketing materials. Ms. Guimaraes reviewed the information she had found about the best practices overall for online training, including that at least 3 in person meetings or classes is recommended for hybrid courses. Board members discussed the pros and cons of online classes and their concerns about the lack of personal interaction and its importance to CHW work. Board members also discussed setting a “cap” on the amount of online education that could be done by percentage or class type. Many board members have concerns and decided to ask current hybrid courses to present at a future meeting.

ACTION: None

Document: Draft Criteria

VIII. Flex Session

A. Topics for Next Meeting

DISCUSSION: Board members agreed to reschedule the June meeting as several Board members will be unavailable. Staff will check the calendar and reach out to board members with a confirmed date.

ACTION: None

Document: None

IX. Adjourn

There being no other business before the Board, Ms. Zotter made a motion to adjourn the meeting. Ms. Hogarty seconded the motion. The motion passed unanimously. The meeting adjourned at 12:52 pm.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday, May 9, 2017, at 9:30 a.m. at 239 Causeway Street, Boston, Massachusetts.

Respectfully submitted:

<i>C. S. M. Kelly</i>	<i>chair</i>	<i>11/12/19</i>
Name	Position	Date