

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 November 14, 2017
9:30 a.m.**

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

Agenda

Time	Item #	Item	Exhibits	Staff Contact
09:30 a.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: September 18, 2017	Draft Minutes	Board Chair
	IV	<u>Presentation:</u> A. DPH occupational schools application process	Verbal	Clinton Dick, ED, Office of Private Occupational School Education
	V	<u>Regulatory:</u> A. Draft Regulations Public Hearings Review	Memo	MS
	VI	<u>CHW Education & Training Program Application</u> A. Training Program Criteria Review Comparison to DPL Regulations B. Application Review	Draft Criteria Memo Draft Application	Board Chair
	VII	<u>CHW Certification Application</u> A. CHW Application FAQ Review B. Operational Recommendations	Draft Application Memo	Board Chair RC

	VIII	<u>Flex Session</u> A. Announcement B. Topics for next agenda Timeline of Board Actions	Draft Timeline	Board Chair RC
4:00 p.m.	IX	Adjournment: Next meeting scheduled for January 9, 2017.		Board Chair

COMMONWEALTH OF MASSACHUSETTS

BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS

BOARD MEETING MINUTES

Tuesday, November 14, 2017

9:30 a.m.

239 Causeway Street

Room 417

Boston, MA 02114

Board Members

Present:

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

Board Members

Not Present:

Denise Lau, Public Member
Steven Bucchianeri, Massachusetts Association of Health Plans
Representative
Sheila Och, Community Health Worker
Maritza Smidy, Community Health Worker

Staff Present:

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

Visitors:

Clinton Dick, Executive Director, Office of Private Occupational
School Education, DPL

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 9:35 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; Ms. Calista seconded the motion. The motion passed unanimously.

Document: November 14, 2017 Board Meeting Agenda

III. Approval of the September 18, 2017 Regularly Scheduled Meeting Minutes
The Minutes of the September 18, 2017 Regularly Scheduled Board Meeting were reviewed.

DISCUSSION: Board members noted that on page 4 “competency assessment” should be changed to “whether or not staff has taken core competencies” to clarify the meaning of the sentence. Ms. Edraos also noted that she had been out of the room from 2:30-3:00pm.

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

Document: Draft Minutes

IV. Presentation

A. DPH occupational schools application process

Mr. Dick reviewed his office’s license application and approval process, the definitions of programs looked at and exemptions. He stated that the focus is on programs which introduce students to the occupation (rather than professional development). Some programs will not require approval because they are entirely funded and when a student is not sharing the cost, they are not sharing a risk.

DISCUSSION: Ms. Hogarty asked how non-private organizations are handled. Mr. Dick replied that it would depend on whether they are sufficiently overseen by another government agency already, ie. community colleges are overseen by the Department of Higher Education, unless the program is run by a third party, such as in the case of a certificate program partnering with a school for the use of their space. All programs must fill out a form which is then reviewed for exemption; a decision letter is sent within a few weeks. Programs may be told they are not currently eligible for approval, which then leaves them open to

reapply if the program changes in the future and begins charging, is determined to be an occupation, etc. Ms. Zotter expressed that she felt it should be required that all applying CHW programs should go to DPL to either be approved or confirm they are exempt. Board members agree to create a dual processing plan with DPL for programs seeking approval. Ms. Strachan presented draft language added to the regulations referencing and requiring DPL approval or exemption, as well as compliance with the Attorney General's Office in 5.04(d). An attestation that the regulations of these organizations have been read by the program.

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

Document: Memo

V. Regulatory

A. Draft Regulations Public Hearing Review

Ms. Strachan reviewed the responses to the draft regulations received both verbally at the public hearings and those in writing. She noted that some comments asked for minimum wage of CHWs to be regulated, however, the Board does not have that authority. The most common comments were regarding CORI and the Good Moral Character requirement.

DISCUSSION: Ms. Zotter stated that the GMC policy is ready and she feels it was very carefully and thoughtfully created to address such concerns. Ms. Strachan responded that they need to keep spreading the word about this and how very few people are denied by the other boards. She also stated that she heard comments indicating people believe the purpose of the Board is to promote the profession, which it is not, and she feels this also needs to be made clearer to the public. Ms. Edraos thinks leaders of CHW organizations should present their views. Ms. Cherfils encouraged anyone to submit concerns or views in writing to the staff or a Board member to be forwarded to staff and she will ensure they are included in a meeting agenda. Board members discussed comments made suggesting Train the Trainer courses should be required. Ms. Hogarty said that her program is facing low enrollment for such courses right now and standards and skills of trainers are more important than the specific subject matter they teach, so there should not be a separate set of standards for CHW trainers. Ms. Zotter agreed that courses should not be required but the focus should be on thorough screenings. Mr. Schmidt stated that as a CHW he feels he has many skills, but he would not be ready to train others and the Train the Trainer courses sounds like a good idea. Board members will return to the question in the criteria review. Board members discussed their role in ensuring CHWs are aware of their rights. Board members agreed that it is important CHWs stay aware of their rights but not the responsibility of the Board. Ms. Cherfils did, however, offer to set up an informative page on the website. MACHW will also be contacted to help keep CHWs informed.

11:15am Break, 11:30am Return, 11:38am Ms. Ferullo returned.

Board members discussed the supervisor's reference requirement and if it should be removed. There is concern that a supervisor will not be allowed to provide the required information. Some board members felt that if it was removed, it could weaken the application, especially as there is not a standard exam at this time. Board members agreed to leave the supervisor reference requirement in as is, for the time being. Ms. Zotter reviewed the changes made by the governor's office.

ACTION: Ms. Zotter made a motion to approve the changes made to the draft regulations; Ms. Edraos seconded the motion. The motion passed unanimously.

Document: Memo

12:18pm Ms. Calista left [meeting paused as no quorum], 12:20pm Ms. Calista returned.

VI. CHW Education & Training Program Application

A. Training Program Criteria Review Comparison to DPL Regulations

DISCUSSION: Ms. Zotter reviewed the criteria for training programs. Board members discussed Train the Trainer programs and if they should be included, then determined it was information that should be included when they create the regulations for section 6.00, which has been held to establish the tiers of CHWs. Board members agreed that in domain III, language regarding protecting students from financial burden has already been covered by the DPL approval requirement and should be removed. They also agreed to adjust language throughout the criteria to mirror the change to the regulations regarding DPL and AGO. References to regulations, if applicable, will be added to all criteria.

ACTION: Ms. Zotter made a motion to approve the changes made to the draft criteria; Ms. Edraos seconded the motion. The motion passed unanimously.

Document: Draft Criteria, Memo

B. Application Review

The application was updated to align with the criteria.

DISCUSSION: Ms. Hogarty noted that on page 2, the language should be changed to "parent organization's most recent audited financial statement." Ms. Zotter asked if the financial information is necessary if applicants are going through DPL. Ms. Calista offered that it could be a red flag to watch the program. Board members agreed to include Ms. Hogarty's suggested language. Ms. Cherfils suggested removing any reference to "mail" as forms of communication may change. Language regarding DPL approval or exemption will be added to the application.

ACTION: None

Document: Draft Application

VII. Flex Session

DISCUSSION: None

ACTION: None

Document: None

VIII. Adjourn

There being no other business before the Board, Ms. Zotter made a motion to adjourn the meeting. Ms. Bourassa seconded the motion. The motion passed unanimously. The meeting adjourned at 1:00 pm.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday, December 12, 2017, at 9:30 a.m. at 239 Causeway Street, Boston, Massachusetts.

Respectfully submitted:

<u>Centell</u>	<u>chair</u>	<u>11/12/17</u>
Name	Position	Date