**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**

**Monday, November 23, 2020**

**2:00 p.m.**

**General Session is open to the public and will be held via Webex at:**

**https://statema.webex.com/statema/j.php?MTID=mec7fc4651c9b1b3d707f10e51c728803**

**Call-In Telephone number 1-866-692-3580 (toll-free)**

**Meeting Number/Access Code: 178 543 8625**

**Meeting Password: PJmvsJ6F6D5**

#### **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** |  | Board Chair |
|  | **II** | **Conflict of Interest**  **Approval of Agenda** | Draft Agenda | Board Chair |
|  |  | **Executive Session (Roll call vote):**  The Board will meet in Executive Session as authorized pursuant to M.G.L. c.30A, § 21(a)(1) for the purpose of discussing the reputation, character, physical condition or mental health, rather than professional competence, individuals, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.   1. Specifically, the Board will discuss and evaluate the Good Moral Character provisions of certain applications as required for registration for pending applicants. 2. In addition, the Board will consider approval of prior executive session minutes in accordance with M.G.L. c.30A, § 22(f) for sessions held during for previous executive sessions of the Board.   **The Board will reconvene in open session subsequent to the closed session(s).** |  | Board Chair |
|  | **III** | **Approval of Minutes:**   1. November 10, 2020 | Draft Minutes | Board Chair |
|  | **IV** | Flex Session   1. Announcements 2. Topics for future agenda | None |  |
|  | **V** | **65C Session: N/A** | N/A | Board Counsel |
|  | **VI** | **Adjudicatory Session: N/A** | N/A | Board Counsel |
| 4:00 p.m. | **VII** | **Adjournment:** Next meeting scheduled for December 8, 2020. | N/A | Board Chair |

**COMMONWEATH OF MASSACHUSETTS**

**BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS**

### 

**BOARD MEETING MINUTES**

Monday, November 23, 2020  
2:00pm

**VIA WEBEX**

239 Causeway Street

Room 417

Boston, MA 02114

Board Members Claire Santarelli, DPH, Chair

Present: Joanne Calista, Community Health Worker Training Organization Representative, Vice Chair

Sheila Och, Community Health Worker 2  
Catherine Bourassa, Community-Based CHW Employer

Susan Dargon-Hart, Massachusetts League of Community Health Centers Representative

Denise Lau, Public Board Member  
 Sharon George, Community Health Worker 4

Board Members Hugo E. Santos, Community Health Worker 3

Not Present:

Staff Present: Steven Joubert, Executive Director, BHPL  
 Karen Geoghegan, Assistant Executive Director, BHPL

Mary Strachan, Board Counsel, DPH

James D. Neal, Office Support Specialist, BHPL  
 Walens, Noel, Office Support Specialist, BHPL

1. Call to Order and Determination of Quorum

Ms. Claire Santarelli, Board Chair, called the meeting of the Board of Certification of Community Health Workers to order at 2:03 p.m. and provided verbal notice of recording. A quorum was established with members present via WebEx as follows: Joanne Calista: Present; Susan Dargon-Hart: Present; Sharon George: present; Denise Lau: Present; Sheila Och: Present; Claire Santarelli: Present. Absent: Hugo Santos.

Approval of Board Meeting Agenda  
The meeting agenda was reviewed.

DISCUSSION:

None.

ACTION:

Ms. Joanne Calista made a motion to approve the agenda as presented; Ms. Sheila Och seconded the motion. The motion passed unanimously by roll call vote as follows: Joanne Calista: yes; Susan Dargon-Hart: yes; Sharon George: yes; Denise Lau: yes; Sheila Och: yes; Claire Santarelli: yes. Abstained: None; Recused: None; Absent: Hugo Santos.

**Document**: November 23, 2020 Board Meeting Agenda

1. Approval of Minutes: November 10, 2020  
     
   DISCUSSION:  
   None.  
     
   ACTION:   
   Motion to approve the November 10, 2020 minutes as presented by Ms. Catherine Bourassa seconded by Ms. Santarelli and passed unanimously by roll call vote as follows: Catherine Bourassa: Yes; Joanne Calista: yes; Susan Dargon-Hart: yes; Sharon George: yes; Denise Lau: yes; Sheila Och: yes; Claire Santarelli: yes. Abstained: None; Recused: None; Absent: Hugo Santos.  
     
   **Document**: November 10, 2020 Minutes
2. Executive Session  
   The Board will meet in Executive Session as authorized pursuant to M.G.L. c.30A, § 21(a)(1) for the purpose of discussing the reputation, character, physical condition or mental health, rather than professional competence, individuals, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual.

Specifically, the Board will discuss and evaluate the Good Moral Character provisions of certain applications as required for registration for pending applicants.

In addition, the Board will consider approval of prior executive session minutes in accordance with M.G.L. c.30A, § 22(f) for sessions held during for previous executive sessions of the Board.  
  
Motion by Ms. Santarelli, seconded by Ms. Calista at 2:12 pm to enter Executive Session, unanimously approved by roll-call vote as follows: Catherine Bourassa: Yes; Joanne Calista: yes; Susan Dargon-Hart: yes; Sharon George: yes; Denise Lau: yes; Sheila Och: yes; Claire Santarelli: yes. Abstained: None; Recused: None; Absent: Hugo Santos.

1. Flex Session  
   N/A
2. Adjournment  
   The Board did not reconvene in Open Session following Executive Session.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday, December 8, 2020.

Respectfully submitted:

The Board of Certification of Community Health Workers