

COMMONWEALTH OF MASSACHUSETTS

BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS

BOARD MEETING MINUTES

Tuesday October 9, 2018
12:30 p.m.
239 Causeway Street
Room 417
Boston, MA 02114

Board Members Present: Jean Zotter, DPH, Chair
Joanne Calista, Community Health Worker Training Organization Representative, Vice Chair
Henrique O. Schmidt, Community Health Worker 4, Board Secretary
Sheila Och, Community Health Worker 2
Denise Lau, Public Board Member
Peggy Hogarty, Massachusetts Public Health Association Representative

Board Members Not Present: Maritza Smidy, Community Health Worker 1
Catherine Bourassa, Community-Based CHW Employer
Shawn Matthews, Community Health Worker 3
Steven Bucchianeri, Massachusetts Association of Health Plans Representative

Staff Present: Roberlyne Cherfils, Executive Director, BHPL
Mary Strachan, Board Counsel, DPH
Mary Hager, Temp Office Support Specialist I, BHPL
Gail Hirsch, Office of CHWs, DPH

Staff Not Present: Vita Berg, Chief Board Counsel, DPH
Erica Guimaraes, Office of CHWs, DPH

Visitors: General Public

I. Call to Order and Determination of Quorum

It was determined that a quorum of the Board was present. The meeting was called to order at 1:01 pm by the Board's Chair, Jean Zotter. Ms. Zotter asked that Board Members and Staff introduce themselves. Ms. Zotter then invited the audience members to introduce themselves. Ms. Zotter made an announcement to inform all present that the meeting was being recorded.

II. Approval of Board Meeting Agenda

DISCUSSION: Ms. Zotter introduced the Agenda. Ms. Cherfils asked if any Board Members had a conflict of interest with the agenda. The Board did not have any conflicts. Ms. Zotter stated that the July 10, 2018 Minutes would be deferred as they required additional edits.

ACTION: Ms. Zotter moved to approve the agenda. Ms. Calista seconded the motion. The Board voted unanimously to approve the edited agenda.

DOCUMENT: October 9, 2018 Board Meeting Agenda

III. Approval of Minutes:

Approval of the July 10, 2018 Minutes

DISCUSSION: None; item deferred.

ACTION: None; item deferred.

DOCUMENT: July 10, 2018 Draft Minutes

Approval of the September 11, 2018 Minutes

DISCUSSION: Ms. Lau requested an edit to page 2 of 8, under the discussion section of Item II, the sentence that says, "...Dr. Ursprung would arrive at three..." The section will now read "...Dr. Ursprung would arrive at 3 pm..." Ms. Lau requested a second edit on the same page, within the discussion section of Item IV. She requested that the sentence, "Mr. Beattie was then prodded by Ms. Cherfils to announce his departure from the Bureau of Health Professions Licensure." be changed to "Mr. Beattie announced his departure from the Bureau of Health Professions Licensure."

ACTION: Ms. Zotter moved to approve the minutes with the two edits. Ms. Och seconded the motion. The Board voted unanimously to approve the amended minutes.

DOCUMENT: September 11, 2018 Draft Minutes

IV. Individual CHW Application:

A. Go Live Launch Update

DISCUSSION: Ms. Cherfils announced that the website was almost ready for go live, she was awaiting approval of the press release date for launch.

ACTION: None

DOCUMENT: None

B. Communications Plan Launch

DISCUSSION: Ms. Zotter explained that a communications plan was in development with the commissioner's office. This communications plan outlines the go live strategy and a press release will be issued for go live. BHPL is ready to accept applications. Ms. Strachan gave a reminder to the Board about open meeting law. Ms. Cherfils passed out the current list of stakeholders and partners who will be notified of the press release for go live. Ms. Cherfils asked if any of the Board Members had any additions for the list.

ACTION: None

DOCUMENT: None

V. CHW Education & Training Program Application

A. Scoring Tool

DISCUSSION: Ms. Zotter introduced the scoring tool, explained the layout of the document and how the Board chose what information to include. The Board decided they could not adequately test the document without a sample application at the current time. It was decided that Ms. Hirsch would create a mock application for the November meeting. At the November meeting the Board will use the draft scoring tool to rate the mock application and decide if edits are needed on the scoring tool. Ms. Lau asked for clarification as to whether each Board Member would fill out the scoring tool independently or if the Board Members would all work off the same scoring tool. She was informed that Board Members would fill out their own form. Ms. Lau pointed out that if that is the case, where the tool says "Board Approval" at the top of the page it should actually say "Board Member Approval." Ms. Lau asked how applicants would be notified of the Board's decision. Ms. Strachan explained that a template letter would be drafted to inform applicants of status of their application or if the Board required additional information. Ms. Zotter reminded the Board they are allowed to make subjective decisions, they just have to be consistent in their decision making and document their decision making process. Ms. Och asked how the Board would handle the instance that Board Members disagreed about the eligibility of an application. Ms. Zotter answered the Board would have to take a vote, but it had not yet been decided if it would be settled by majority vote or a different method. Ms. Cherfils suggested adding a section within the form to document the Board votes, once it is decided what method of voting would be used. Ms. Zotter asked if each Board Member's scoring tool and notes would be public record. Ms. Strachan answered that since they would be discussed in an open meeting the documents would be available as public record. Ms. Hogarty expressed concerns as a process for voting to resolve subjective disagreements over an application had not been determined. Ms. Cherfils asked if the Board felt they should vote independently on each regulatory requirement or if the Board wanted to have one vote over the whole application. Ms. Zotter was unsure which of Ms. Cherfils suggested options would be best but acknowledged that the Board would make decisions based on a majority vote. Ms. Hirsch asked if there would be a place on the form for the Board to

record any subjective disagreements and the deciding vote. She also asked how the Board would reach out to a training program and ask that they provide more information than what was on the submitted application. Ms. Zotter stated it was within the Boards authority to request additional information or that the applicants appear before the Board for questions. Ms. Cherfils agreed to redesign the document to provide space on the form to capture Board votes. Ms. Cherfils asked if the Board would like the Criteria Domain Titles on the sheet or if they were satisfied with details of where to find it, and flip between the regulations and the criteria document. Ms. Lau answered she thought it would be easiest if the criteria information was put directly into the scoring tool. Ms. Zotter stated that was how the document was originally designed, but the passages are long and cluttered the document so they were removed. The Board decided to add the domain titles to the document. A member of the audience asked if the Board knew how many training programs they would be able to review in a single meeting. The Board stated they did not know, and that it would take a while for them to gain speed while they got familiar with the process. The Board discussed their responsibility to recognize and act on actual or appearances of conflicts of interest as many of Board Members work in some way with a training program that will be applying for certification. Ms. Cherfils stated she would send all Board Members the contact information for the Ethics Office so they can start familiarizing themselves with the actions they will need to take should a conflict arise.

ACTION: None

DOCUMENT: Draft Scoring Tool

B. Curriculum Form Review

DISCUSSION: Ms. Zotter and Ms. Cherfils introduced the redesign of the Draft Curriculum Form. Ms. Zotter asked if each competency had to fill a required number of hours. Ms. Och confirmed that there was not a specific requirement but each competency had a minimum which it was required to meet. Ms. Zotter brought up the requirement that forty percent of the total hours must be co-taught by a CHW. She asked if there needed to be a spot on the document to record the total number of hours so this percentage could more easily be worked out. Ms. Zotter then acknowledged the requirement that no more than seventy percent of the total hours could be taught online, and that this would also require additional space on the form to be calculated. An audience member asked how applicants will provide documentation of forty percent of hours being taught/co-taught by a CHW when some classes may be a mix of online and in person instruction. The Board walked through several hypothetical scenarios to make sure they understood how this information would be found. Ms. Zotter expressed concern that these calculations may be more complex than necessary. Ms. Calista stated that the complexity would require programs to truly evaluate their programs to ensure the best courses possible.

Ms. Strachan left the room at 2:11 pm.

Ms. Strachan re-entered the room at 2:12 pm.

Ms. Zotter suggested potential redesigns to make the form more readable. The Board decided to have the document redesigned and brought back for the November meeting to be tested with the mock application.

ACTION: None

DOCUMENT: Draft Curriculum Form

No Item VI on agenda.

Ms. Zotter called for a break at 2:21 pm.

Ms. Zotter called the meeting back to order at 2:34 pm.

VII. Regulatory Drafts
A. Tiering

DISCUSSION: Ms. Zotter provided background on the Board's authority to create licensing tiers, but explained that tiers were not mandatory. The Board had previously discussed creating a tier for CHW Supervisors, but had not voted to move forward with tiering but rather reserved a section of the regulation for future discussions. Ms. Hirsch read the statute related to this authority aloud. Ms. Strachan began to introduce the draft regulation the Board had begun that addressed a tier for CHW Supervisors. Ms. Zotter asked if the Board should first have a broader discussion to work out what specific tiers they felt were necessary to create. Ms. Hirsch announced that she and others in her department at DPH were working to run a set of focus groups to gather more information about the CHW workforce to include Tiering options such as a supervisory role. This information would then be brought back to the Board to help them make the best decisions possible on Tiering. Ms. Hirsch asked if the Board had any suggestions for who should participate in the focus groups and what specific questions or topics should be asked. Ms. Cherfils stated she thought it would be helpful to have an idea of how CHW careers typically progress in the workplace. Ms. Strachan stated that while it was common for a profession to have additional certifications that could be added to a license/certification, it was uncommon for there to be several tiers of the license/certification itself. Ms. Hirsch explained that in addition to the focus groups, someone within her department was also looking at how other states certify CHW's, and is gathering information on if and how other states addresses Tiering. Ms. Zotter shared past suggestions the Board had received for potential tiers. So far the Board has heard suggestions for tiers including CHW Trainer, CHW Supervisor, and various health topic specific tiers such as asthma or diabetes prevention. Ms. Och stated that in her experience a CHW career development may be dependent on where grant money is available and that complex levels of certification may limit opportunities for practicing CHWs. Ms. Hogarty suggested a survey of CHW's to get their opinions, as a survey could provide feedback from a larger group than a focus group could. Ms. Zotter suggested a CHW Mentor certification as a way to designate CHW's who have advanced in their career.

Ms. Calista suggested that the Board look at the certification of Recovery Coach Supervisor designation that was created separate from a Certified Recovery Coach, as reference for deciding about a CHW supervisor tier. Ms. Hirsch addressed the suggestion of looking at recovery coaches by stating that the creation of tiered certifications has created difficulty within the profession as not enough people are qualified to serve as Recovery Coach Supervisors. Ms. Zotter asked if there was a board that did have several layers of licensure/certification that the Board could request a visit from to talk through their experience of having tiered licensure/certification. Suggestions included social work and nursing. CommCorps was recommended as potential entity to come speak to the board. Ms. Zotter suggested that the Board could table this discussion to wait for more information as certification of the workforce grows. Ms. Cherfils suggested that the Board readdress this topic every six months or so until they feel they have enough knowledge of the field to make an informed decision.

ACTION: None

DOCUMENT: None

VIII. Flex Session

A. Announcement

DISCUSSION: None

B. Topics for Next Agenda
Mock Application
ComCorps presentation
Disclosures of Conflicts of Interests

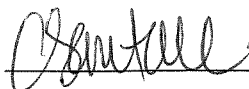
DISCUSSION: None

IX. Adjournment

ACTION: With no business left before the Board, Ms. Zotter made a motion to adjourn the meeting. Ms. Och seconded the motion. The Board voted unanimously to adjourn the meeting. The Board of Certification of Community Health Workers meeting was adjourned at 3:30 pm.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday November 13, 2018 at 12:30 pm at 239 Causeway Street, Boston, Massachusetts, Conference Room 417.

Respectfully submitted:



12/10/19

Jean Zotter, DPH, Chair

Date

Joanne Calista, Vice Chair

Date