

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, October 11, 2016
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		
	II	Approval of Agenda	Draft Agenda	
	III	Approval of Minutes: September 13, 2016	Draft Minutes	
	VI	<u>Regulatory</u> A. Promulgation of Regulation Update B. Public Hearings Process		MS
	V	<u>Policy:</u> A. GMC/Suitability for Certification	Draft Policy	JZ
	VI	<u>Application:</u> A. Community Health Worker Certification Application B. Community Health Worker Education and Training Program Application	Draft Applications	GH
	VII	<u>Flex Session</u> A. Board Notification: State E-mail B. Topics for next agenda	None	RC

1:00 p.m.	VIII	Adjournment		
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COMMONWEALTH OF MASSACHUSETTS
BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS
BOARD MEETING MINUTES

Tuesday, October 11, 2016
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
Catherine Bourassa, Community-Based CHW Employer
Patricia Edraos, Massachusetts League of Community Health Centers (MLCHC), Representative
Steven Bucchianeri, Massachusetts Association of Health Plans Representative

Board Members

Not Present:

Sheila Och, Community Health Worker
Maritza Smidy, 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, Office of the General Counsel, DPH
Gail Hirsch, Co-Director, Office of Community Health Workers, DPH
Erica Guimaraes, Office of Community Health Workers, DPH

Visitors: Members of the Public

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, and introduced new Board Member Steven Bucchianeri. 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; Ms. Calista seconded the motion. The motion passed unanimously.

Document: October 11, 2016 Board Meeting Agenda

9:44am Mr. Beattie left

9:47am Mr. Beattie returned

9:50am Ms. Strachan entered

III. Policy

A. GMC/Suitability for Certification

DISCUSSION: Ms. Zotter reviewed the changes made at the previous meeting, including typos, spelling corrections, rearranging paragraphs in the CORI section for better flow, and the two year employment presumption of eligibility. The audience asked if this policy would be available to discuss at the public hearing. Ms. Strachan responded stating no, because it is not part of the regulations, but it will be posted on the website. She reviewed how positive CORI applications will be processed and how feedback could be given regarding regulation vs. policy, specifically in relation to GMC. As the policy will change the name to Suitability for Certification, it is important for all board members to get that information out to the public. Ms. Strachan offered to find out if the draft policy may be posted on the website so the public may provide feedback if desired. Board members discussed if a separate form should be created for employment history and agreed yes. Ms. Zotter reviewed mitigating circumstances that may refute a presumption of eligibility, the process of handling positive GMC questions/CORI applications within executive session and the rights of an applicant in executive session. An additional bullet will be added to the policy to clarify that an applicant may request to have their application/case reviewed in open session. Ms. Strachan discussed appeal rights in the case of revocation or denial of a license. It is extremely rare that a board decides a person can

never reapply. Board members discussed data collection per the policy and training on how to review CORI result information. Ms. Edraos stated that a heading should be added after the mitigating circumstances section such as “Review Process” to clarify the next section. Ms. Strachan explained how the policy may affect a CHW after certification in the case of a complaint, that each case will depend on the individual circumstances. Ms. Zotter did a final review of the edits discussed and additional changes made. In section 3, language should include if a victim was a person over 65. On page 3, bullet 5 includes “or infractions” which does not make sense and will be reviewed to find why that language was included.

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

Document: Draft Application

IV. Approval of September 13, 2016 Regularly Scheduled Meeting Minutes

The Minutes of the September 13, 2016 Regularly Scheduled Board Meeting were reviewed.

DISCUSSION: Board member attendance should be corrected as Ms. Och was present. On page 2, spelling of Durrel (2 l), Lisette (2 s), LisaRenee (2 names), and under “ACTION,” “Mr.” corrected to “Ms.”

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

Document: Draft Policy

V. Regulatory

A. Promulgation of Regulation Update and Public Hearings Process

DISCUSSION: Ms. Strachan informed board members that the regulations are with Accounting and Finance, which is the last sign off before public hearing. Comments are organized and board members decide if changes need to be made to the regulations. The final version goes to the Secretary of State’s office for approval and promulgation. Ms. Zotter is working on multiple locations for public hearings to cover different areas of the state. Before the public hearing, board members review comments made by other government offices which have reviewed the regulations. Audience members asked about time period for submitting public comment. Comments will be accepted for 21 days from notice of the hearing, and remain open for a week after the meeting. The time period may actually be longer because of the multiple meetings.

10:55am Break
11:09am Return

ACTION: None

Document: None

VI. Application
A. Individual Application

DISCUSSION: Ms. Hirsch reviewed the changes made, mostly based on the Suitability for Certification policy and moving the CORI to the last pages of the application. She is working with staff so that application will easily be translated to the online version. Optional race and ethnicity questions for data collection was included on page 3. Suitability for Certification questions were separated so that the healthcare related ones are together with the list of previously held licenses. Criminal questions are now in the appendix, formatting will be corrected. In the application and CORI form, the term “licensee” should be corrected to “certificate holder” throughout. On page 2, the box should be stopped before “Answers to many questions...” On page 3, the social security number asterisk should be put before the race and ethnicity questions. Board members want to make it clear that applicants’ information will be checked with the DOR, the information will be added on page 1 after the statement that CORI is required. On page 7, italic font will be changed to bold for consistency and so information will not be missed. Language should change to “If you are applying through the Work Experience Pathway, you do not need to complete this section. Skip to part D.” Board members discussed using the term “appendix” as some felt it may be skipped over and want to make sure it is clear that this section is mandatory. Name will be changed to “Additional Required Information” and a line will be added to the attestation to cover additional documents. Language will be changed to stay consistent with the Suitability for Certification policy. On page 15 the checklist should also include “additional required information” questions. The checklist should be changed to a grid for easier use. Ms. Cherfils will check on how the preferred languages question is used. On page 10, it should be clear that the attestation should be initialed. Board members discussed how to verify training, whether by certificate, letter or transcripts. It was determined a letter will be accepted. The application will be amended to reflect this. Board members discussed verification of previously held licenses, which licenses should be looked at. The term “healthcare” will be removed from that question and it will be tested with MACHW. Ms. Zotter quickly reviewed all the changes discussed.

ACTION: Ms. Zotter made a motion to approve the application as amended and send to MACHW to field test and return to the Board; Ms. Calista seconded the motion. The motion passed unanimously.

Document: Draft Application

VII. Flex Session

A. Board Notification: State Email

DISCUSSION: Staff reminded board members of the importance of using secure email for public record purposes.

ACTION: None

Document: None

VIII. Adjourn

There being no other business before the Board, Ms. Zotter made a motion to adjourn the meeting. Mr. Bucchianeri seconded the motion. The motion passed unanimously. The meeting adjourned at 1:01 pm.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday, November 8, 2016, at 9:30 a.m. at 239 Causeway Street, Boston, Massachusetts.

Respectfully submitted:

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