

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 8, 2019
12:30 p.m.

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

Agenda

Time	Item #	Item	Exhibits	Staff Contact
12:30 p.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
	III	Approval of Minutes: May 14, 2019	Draft Minutes	Board Chair
	IV	<u>Board Elections</u> A. Vice Chair B. Secretary	Verbal	KG
	V	<u>CHW Education & Training Program Application</u> A. Core Competency Matrix B. Revised Scoring Tool	Draft Forms	Board Chair
	VI	<u>272 CMR 7.00: Continuing Education</u> A. CEU Requirements B. Draft of CEU Application	Discussion Draft Application	MS/KG
	VII	<u>Training Program FAQs</u>	Draft FAQ	Board Chair
	VIII	<u>Inquiry</u> A. <u>Inquiry – CHW Board Seats: Impact of the length of meetings on recruitment.</u> <u>Lisette Blondet (MACHW)</u>	Email	KG

	IX	<u>Flex Session</u> A. Announcement B. Topics for next agenda 1. Topics for regulatory resubmission a. Tiering Presentation	Verbal	KG
	X	<u>Executive Session: N/A</u> The Board will meet in Executive Session as authorized pursuant to M.G.L. c. 30A, § 21(a)(1) for the purposes of discussing the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against an individual. 1. Specifically, the Board will discuss and evaluate the necessity of modifying probation conditions for a Licensee. 2. Specifically, the Board will discuss complaints or charges brought against a Licensee or Licensees. 3. Finally, the Board will consider approving prior executive session minutes in accordance with M.G.L. ch.30A, § 22(a) for previous executive sessions of the Board. The Board will not reconvene in public session subsequent to the closed session(s).	N/A	Board Chair
	XI	<u>65C Session: N/A</u>	N/A	Board Counsel
	XII	<u>Adjudicatory Session: N/A</u>	N/A	Board Counsel
4:00 p.m.	XIII	Adjournment: Next meeting scheduled for November 5, 2019.	N/A	Board Chair

COMMONWEALTH OF MASSACHUSETTS

BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS

BOARD MEETING MINUTES

Tuesday October 8, 2019
12:30 p.m.
239 Causeway Street
Room 417
Boston, MA 02114

Board Members

Present:

Claire Santarelli, DPH, Chair
Joanne Calista, CHW Training Organization Representative, Vice Chair
Sheila Och, CHW 2
Peggy Hogarty, Massachusetts Public Health Association Representative
Catherine Bourassa, Community-Based CHW Employer
Denise Lau, Public Board Member
Susan Dargon-Hart, Massachusetts League of Community Health Center Representative

Board Members

Not Present:

Hugo Santos, CHW 3

Staff Present:

Karen Geoghegan, Assistant Executive Director, BHPL
Mary Strachan, Board Counsel, DPH
Emily Duré, Office Support Specialist I, BHPL

Staff Not Present: Roberlyne Cherfils, Executive Director, BHPL

Visitors:

General Public

I. Call to Order and Determination of Quorum

It was determined that a quorum of the Board of Certification for Community Health Workers was present. The meeting was called to order at 12:35 pm by Board Chair, Claire Santarelli. Ms. Santarelli made an announcement to inform all present that the meeting was being recorded.

II. Approval of Agenda

Ms. Santarelli asked the Board if there were any edits to the agenda.

DISCUSSION: The Board had no edits to the agenda. Ms. Santarelli offered two new agenda items to be added to flex session for a future meeting. The first would be occupational health concerns for community health workers, and the other being Olmstead Law planning. Ms. Santarelli explained that this was the support for folks with developmental learning disabilities to remain living independently.

Sheila in at 12:39pm

ACTION: Peggy Hogarty made a motion to approve the agenda which was seconded by Denise Lau. The motion carried unanimously by the Board.

DOCUMENT: CHW Board Meeting Agenda for October 8, 2019

III. Approval of Minutes

Ms. Santarelli asked that everyone take a minute to review the minutes for any revisions.

DISCUSSION: Attorney Strachan clarified under item VI in the first paragraph about continuing education, it should read “the CHW Board regulations that pertain to education and training are modeled on the Board of Registration of Nursing regulations on education and training in that that is where some of the terminology came from.” With no other revisions, Ms. Santarelli asked for a motion to approve the minutes with edits.

ACTION: Joanne Calista made a motion to approve the minutes with the edits. Catherine Bourassa seconded the motion, and the Board voted unanimously in favor.

DOCUMENT: CHW Board Meeting Minutes for May 14, 2019

IV. BOARD ELECTIONS:

Ms. Santarelli asked for clarification on the process of electing members of the Board to the seats of Secretary and Vice-Chair. Attorney Strachan replied that the board needed a motion, a second the motion, and a vote that did not have to be a rollcall vote. Attorney Strachan also stated that board members could self-nominate.

VICE-CHAIR DISCUSSION: Ms. Santarelli then nominated Joanne Calista to remain Board Vice-Chair. Ms. Calista accepted the nomination.

ACTION: Ms. Hogarty made the motion to have Ms. Joanne Calista remain Vice-Chair which was seconded by Ms. Lau. The board voted unanimously in favor.

SECRETARY DISCUSSION: Ms. Santarelli asked for clarification on the role and associated tasks of a Board Secretary. Attorney Strachan said that Board Staff handles most of the administrative duties but it was up to the Board how they wanted to handle things like the minutes, individual approval of training credits or future certification of training facilities. Ms. Hogarty recommended Ms. Denise Lau for the position of Board Secretary. Ms. Lau accepted the nomination.

ACTION: Ms. Hogarty made a motion to nominate Ms. Denise Lau which was seconded by Ms. Calista. The vote passed unanimously.

V. A. CORE COMPETENCY MATRIX

DISCUSSION: The Board agreed to strike the designation of “hybrid” from the Scoring Tool and keep “online” and “person.” Ms. Santarelli stated that the previous iteration of the matrix was a little bit more intuitive than the newer version, so the Board decided to incorporate the older version of the percentages into the newer version. Attorney Strachan recommended that they use the word title instead of session. Ms. Santarelli also suggested that formulas be built into an Excel spreadsheet to aid in tabulating the total percentages as well a return to the landscape orientation.

Ms. Calista left the room at 1:32 pm and returned at 1:34pm.

Sheila Och prompted the Board to review whether there was a minimum number of hours required for each core competency and if the question of percentages was trying to speak to that requirement. Ms. Strachan reviewed the regulations, 272 CMR 7.00 and advised that “at least 80 hours of instruction...at least 64 hours of instruction shall focus on the cultivation of knowledge and skills in the 10 core competencies...at least 16 hours of instruction shall focus on the cultivation of knowledge and skills related to one or more specific health topics.” Ms. Santarelli suggested adding a question to the application on page 13 asking “how many hours do you spend on each core competency?” Board Staff will expand each box to include a core competency checklist and time spent during the session.

Ms. Santarelli made a summary of the Board’s changes to the Training Program Application in which she notes that the box for core competencies will be expanded to include a checklist of core competencies and ask [training programs] to quantify the amount of time spent in each of these core competencies. In the Core Competencies Matrix, the document may or may not revert back to the landscape orientation. Delivery method and percent will be assessed by session rather than core competency. Hybrid will be stricken altogether from the Matrix. “Session Title” will be added to the Matrix if there is room. Training programs will not be asked to complete this form. It is up to Board staff to complete this form for the Board’s review.

ACTION: Ms. Santarelli asked for a motion to approve the revisions to the application and matrix. Ms. Bourassa made the motion as described which was seconded by Ms. Lau. The vote carried unanimously.

DOCUMENT: Core Competency Matrix Draft Form

Before Erica Guimaraes took the Board through the changes made to the scoring tool, there was some discussion and concern about the process for recertification and how it was coming up. If training facilities were not approved in time for certificate holders to collect enough CEs to recertify, there should be a contingency plan in place. Attorney Strachan advised that the Board not hold the lack of availability of recertification against any currently certified CHWs.

B. SCORING TOOL

For this discussion, Ms. Santarelli invited public member, Erica Guimaraes to speak before the Board and share her process of editing the document.

DISCUSSION: After editing and reviewing the Scoring Tool, Ms. Guimaraes suggested that for ease of flow, Board staff should endeavor to tweak the order so that the application section comes first when reading the tool from left to right. Ms. Santarelli pointed out that it is currently organized sequentially by regulation, but the proposed change would align the sections of the document more with the Training Facility Application so there's less back and forth to allow for a more natural flow.

ACTION: None

DOCUMENT: Revised Scoring Tool Draft Form

VI. 272 CMR 7.00 CONTINUING EDUCATION

A. CEU REQUIREMENTS

DISCUSSION: Attorney Strachan took the Board through 272 CMR 5.00 which is posted to the Board's website and gives the standards of Board approval of Community Health Workers and Training Programs. The regulations lay out what the different approval ratings mean and the ways in which the Training Programs would gain initial approval. Continuing education, contact hours, and acceptable activities are specifically addressed in 272 CMR 7.00 and apply to certification holders and programs. Attorney Strachan reviewed how the different Board approval statuses of education providers dictate exactly who and on what terms facilities are able to offer continuing education hours.

ACTION: None

DOCUMENT: None

B. DRAFT OF CEU APPLICATION

DISCUSSION: Assistant Executive Director, Karen Geoghegan, reviewed the draft CEU Application. Training entities are required to submit the application along with descriptions of the topics covered, a description of the teaching method the number of CE credits and include a copy of the certificate they plan to issue to certify CHW's on completion of the training. Within the draft of the application, the Board made the edits to change the fifth line of the header to read, "Board of Certification of Community Health Workers." The website will be edited to, "<https://www.mass.gov/orgs/board-of-certification-of-community-health-workers>." The last line of question 1 should read "how the training is related to the role of a CHW." Questions 2 and 3 under the heading, "Instructions" will be removed and the individual must provide confirmation of completion. In section II, in the attestation "print name" will be removed to read "CHW Name," and the "a" after "activities is" shall be removed and edited to say "activities are true and accurate". In the section to be completed by the training entity, "authorized signatory" shall be used instead of "Print Name and Title." Rather than addressing "all continuing education activities," the grammar of the attestation will be adjusted to reflect a more individual approach to refer to a single activity. The Board also wished to have a separate application each for facilities and the individual rather than have them use the same form.

ACTION: None

DOCUMENT: CEU Application Draft

VII. TRAINING PROGRAMS FAQs

DISCUSSION: Ms. Santarelli suggested that due to the time constraints, the Board revisit the FAQs in the November meeting.

ACTION: The Board deferred discussion on the FAQs

VIII. INQUIRY- CHW BOARD SEATS: IMPACT OF THE LENGTH OF MEETINGS ON RECRUITMENT. LISETTE BLONDET (MACHW)

DISCUSSION: Ms. Geoghegan brought an inquiry before the Board in the form of an email requesting that the meetings be shortened to two hours by limiting audience participation. This would be an attempt to encourage more membership by CHWs across the state who currently feel barred from participating because of work commitments and not being able to get the time from their employers to attend a 3 hour and 30 minute meeting without including additional travel time. Attorney Strachan informed the Board that the decision was up to them as there is nothing in the statute or regulations that restricts the length of the Board's meeting. She also reminded the Board that they cannot use remote participation to make quorum for the meeting. A quorum of the Board must be present in the room as per Open Meeting Law. Attorney Strachan recommended that the Board consider having a time frame for each section of the agenda or issuing certain tasks to a sub-committee. The Board decided not to change the length of the meeting in an effort not to delay the process of making the training program application operational but will revisit this and have conversations about the time commitment going forward.

XIII. ADJOURNMENT

ACTION: With no further agenda items to discuss, Sheila Och made a motion to adjourn the meeting which was seconded by Ms. Lau. The motion was carried unanimously by the Board and the meeting adjourned at 4:10pm.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday November 5, 2019 at 12:30pm at 239 Causeway Street, Boston, Massachusetts, Conference Room 417.

Respectfully Submitted:

The Board of Certification of Community Health Workers