

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, September 13, 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: August 9, 2016	Draft Minutes	
	IV.	<u>Policy:</u> A. GMC/Suitability for Certification	Draft Policy	JZ
	V.	<u>Application:</u> A. Community Health Worker Certification Application B. Community Health Worker Education and Training Program Application	None	GH
	VI.	<u>Flex Session</u> A. <u>2017 Board Meeting Schedule</u>	None	RC
1:00 p.m.	VII.	Adjournment		

COMMONWEALTH OF MASSACHUSETTS

BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS

BOARD MEETING MINUTES

Tuesday, September 13, 2016

9:30 a.m.

239 Causeway Street

Room 417

Boston, MA 02114

Board Members

Jean Zotter, DPH, Chair

Present:

Joanne Calista, Community Health Worker Training Organization, Representative

Peggy Hogarty, Massachusetts Public Health Association Representative

Maritza Smidy, Community Health Worker (via phone)

Catherine Bourassa, Community-Based CHW Employer

Henrique O. Schmidt, Community Health Worker, Secretary

Patricia Edraos, Massachusetts League of Community Health Centers (MLCHC), Representative

Denise Lau, Public Member

Board Members

Not Present:

Sheila Och, Community Health Worker

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. 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. Smidy seconded the motion. The motion passed unanimously.

Document: September 13, 2016 Board Meeting Agenda

III. Approval of August 9, 2016 Regularly Scheduled Meeting Minutes

The Minutes of the August 9, 2016 Regularly Scheduled Board Meeting were reviewed.

DISCUSSION: On page 2, a board member is listed as “Mr.” and should be “Mrs.” On page 4, “if something bad happened” should include it could affect the entire CHW community. On page 5, correct the spelling of “individual application.” Ms. Bharel should be corrected to “Dr.” throughout the document. Correct spelling of “Durrel,” “Lisette” and “Brad,” “Lisa” to “LisaRenee” and add last names of audience members. Ms. Guimaraes should be added to staff present. “Prerequisite to provisional” should change to “prerequisite application should be changed to Notice of Intent.” “CHW office” should be corrected to “Office of Community Health Workers.”

Ms. Smidy entered 9:41am

Ms. Hogarty entered 9:48am

Ms. Strachan entered 9:51am

Ms. Och entered 10:02am

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

Document: August 9, 2016 Regularly Scheduled Board Meeting Minutes

IV. Policy

A. GMC/Suitability for Certification

DISCUSSION: Ms. Zotter reviewed the changes made at the last meeting. She included language to look at open cases and convictions in other states. “CORI” was changed to “criminal convictions.” Board members asked if it should be stated that they will not automatically

deny open cases? It was decided this is not necessary as there will be no blanket denials. In section (c) paragraph 3 will be moved to combine with the paragraph “In assessing an applicant’s criminal history...” and be sure to keep the word “only.” After the public hearing, regulations will be amended to include in the definitions section the term “Suitability for Certification” so that the term may replace “Good Moral Character” throughout all documents. An employee affidavit will not be used and instead there will be a presumption of suitability for those applicants who have been employed as a CHW for a minimum of two years, unless evidence shows this should be rebutted. Ms. Strachan reviewed staff action policies. Board members discussed the two year period of employment and what that time period means (full time, part time, etc.). Ms. Cherfils asked the board from an operational standpoint, how this information would be submitted and verified. In the policy, this should state “in addition to the criteria outlined” so as no one will misunderstand that previous employment excuses them from application requirements. Ms. Edraos offered to edit the form for more fluidity. A one page summary of the policy will be provided on the Board’s website in the future. The employment information for a presumption can be taken from employer reference letters. A new form can be created for this purpose. In the policy, “convictions...related to...CHW work” will be removed. “Summary offense” will be kept in the case another state uses that term. Board members asked if DPH’s zero tolerance policy regarding sexual assault and domestic violence need to be highlighted? No, as this is a policy more intended for the protection of employees in the workplace or to create a safe environment in the workplace. Language regarding victims of crimes should be changed to “victim is a minor, person of diminished mental or physical capacity or person with disabilities.” “Substance abuse treatment” will be changed to “addiction treatment.” Board members discussed how to demonstrate mitigating circumstances are evaluated, specifically social conditions (add and/or extenuating circumstances). Having it as separate addresses many of audience concerns. Board members discussed staff/operational process of running CORI and what Board members see. Remove send applicant a copy of CORI report. Change paragraph stating twenty-one days to respond with more information, process should not limit to twenty-one days, all materials gathered first then presented to the Board. Ms. Zotter will work with Ms. Cherfils on language. Many concerns/information can be addressed in a form template letter...possibly add sub-headings to help distinguish parts of the process. Board members discussed information to be tracked...change “applications requiring conviction history inquiries” to reflect applicants who have answered “yes” to SFC question(s)...change number 2 to say “number of applicants whose applications are reviewed by the Board”...change to sat “track instead of “retain” Board members reviewed changes made to make sure everyone is on the same page

ACTION: None

Document: Draft Application

V. Application
A. Community Health Worker Application

DISCUSSION: Board voted to defer discussion as they are still finalizing SFC policy

ACTION: None

Document: None

B. Community Health Worker Education and Training Program Application

DISCUSSION: Ms. Hirsch gave an overview of the application and will do a more in-depth review at the next meeting. Board members discussed the fee for the application which had not previously been discussed. Ms. Strachan noted that the fees are determined by the department of Administration and Finance and a provisional option will be regulations approval and promulgation date. Ms. Zotter requested it be noted in the minutes that at the last meeting Board Counsel confirmed that Board members who are involved with training programs are allowed to participate in discussions.

VI. Flex Session

A. Ms. Cherfils presented the Board with the meeting dates for 2017.

DISCUSSION: The end time of the meeting was changed from 1:30 to 1pm. Ms. Cherfils also advised the Board that a new member would be joining at the October meeting.

ACTION: None

Document: None

VII. Adjourn

There being no other business before the Board, Ms. Zotter made a motion to adjourn the meeting. Ms. Hogarty seconded the motion. The motion passed unanimously. The meeting adjourned at 12:40 pm.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday, September 13, 2016, at 9:30 a.m. at 239 Causeway Street, Boston, Massachusetts.

Respectfully submitted:

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