

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 14, 2021  
12:30 p.m.

General Session is open to the public and will be held via Webex at:  
<https://statema.webex.com/statema/j.php?MTID=m6a28ee783559512bc9ab3e1e2ef6a074>

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

Meeting Number/Access Code: 161 836 0464

Meeting Password: 4252UhcJcYe

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	None	Board Chair
	II	Conflict of Interest Approval of Agenda	Draft Agenda	Board Chair
	III	Approval of Minutes: A. August 10, 2021	Draft Minutes	Board Chair
	IV	<u>Review of Education and Training Application</u> A. Northern Essex Community College	Program Materials	ED/Board Chair

Board Meeting Agenda September 14, 2021  
Board of Certification of Community Health Workers

**ADA Compliance Notice:** If you need reasonable accommodations in order to participate in the meeting, contact the DPH ADA Coordinator Kevin Lovaincy, Phone: 617-909-5085 in advance of the meeting. While the Board will do its best to accommodate you, certain accommodations may require distinctive requests or the hiring of outside contractors and may not be available if requested immediately before the meeting.

	<b>IV</b>	<b><u>Flex Session</u></b> A. Announcements  B. Topics for future agenda 1. Tiering 2. Reciprocity 3. Online vs In-person training	None	ED/Board Counsel/Chair
	<b>V</b>	<b><u>Executive Session:</u></b> N/A	N/A	
	<b>VI</b>	<b><u>65C Session:</u></b> N/A	N/A	Board Counsel
	<b>VII</b>	<b><u>Adjudicatory Session:</u></b> N/A	N/A	Board Counsel
4:00 p.m.	<b>VIII</b>	<b>Adjournment:</b> Next meeting scheduled for September 14, 2021.	N/A	Board Chair

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COMMONWEALTH OF MASSACHUSETTS  
BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS  
BOARD MEETING

September 14, 2021  
239 Causeway Street - 4th floor, Room 417A/B  
Boston, MA 02114 VIA WebEx  
(OPEN SESSION)  
MINUTES

Board Members

Present: Claire Santarelli, Chair | Commissioner's Designee  
Joanne Calista, Vice Chair | Community Health Worker Training  
Organization Representative  
Catherine Bourassa | Community-Based Community Health Worker  
Employer  
Susan Dargon-Hart | Massachusetts League of Community Health Centers  
Representative  
Sharon George | Community Health Worker 4  
Denise Lau, Secretary | Public Member  
Sheila Och | Community Health Worker 2  
Hugo Santos | Community Health Worker 3

Board Members

Not Present: None.

Staff Present:

Steven Joubert | Executive Director – Multi-Boards, BHPL  
Karen Geoghegan | Assistant Executive Director - Multi-Boards, BHPL  
Mary Strachan | Board Counsel - Office of the General Counsel, DPH

I. Call to Order | Determination of Quorum:  
Ms. Claire Santarelli, Board Chair, called the meeting of the Board of Certification of Community Health Workers to order at 12:33 P.M. and provided verbal notice of recording. A quorum was established with members present via WebEx via roll call as follows: Claire Santarelli: Present; Susan Dargon-Hart: Present; Sharon George: Present; Denise Lau: Present; Catherine Bourassa: Present; Sheila Och: Present; Hugo Santos: Present. Absent: Joanne Calista.

II. Conflict of Interest | Approval of Regular Session Agenda

Ms. Santarelli asked members to review the agenda.

DISCUSSION:

Ms. Denise Lau made a correction regarding the next meeting date.

ACTION:

Motion by Ms. Santarelli to approve the agenda, seconded by Ms. Lau and unanimously approved by roll call vote as follows: Claire Santarelli: yes; Susan

Dargon-Hart: yes; Catherine Bourassa: yes; Sharon George: yes; Denise Lau: yes; Sheila Och: yes; Hugo Santos: yes. Absent: Joanne Calista; Recused: None. Abstained: None.

**Document:** Agenda September 14, 2021

*At 12:37 P.M., Ms. Joanne Calista joined the meeting.*

III. Vote on Public Comments to the Proposed Amendments to 272 CMR 4.00

Board Counsel, Ms. Mary Strachan explained that Board staff held the public hearing on the amendments to the regulations and the Board received no verbal or written comments on the amendments. The Board needed to vote to affirm their amendments.

DISCUSSION:

Board members thanked Board staff for coordinating the changes.

ACTION:

Motion to approve the changes to 272 CMR 4.00 by Ms. Calista, seconded by Ms. Santarelli and unanimously approved by roll-call vote as follows: Claire Santarelli: yes; Joanne Calista: yes; Susan Dargon-Hart: yes; Catherine Bourassa: yes; Sharon George: yes; Denise Lau: yes; Sheila Och: yes; Hugo Santos: yes. Absent: None. Recused: None. Abstained: None.

IV. Approval of Minutes: August 10, 2021

DISCUSSION:

None.

ACTION:

Motion to approve the August 10, 2021, minutes as presented by Ms. Catherine Bourassa, seconded by Ms. Calista and passed unanimously by roll-call vote as follows: Claire Santarelli: yes; Joanne Calista: yes; Susan Dargon-Hart: yes; Catherine Bourassa: yes; Sharon George: yes; Denise Lau: yes; Sheila Och: yes; Hugo Santos: yes. Absent: None. Recused: None. Abstained: None.

**Document:** August 10, 2021, Minutes

*At 12:58 P.M. Ms. Sharon George left the WebEx.*

V. Review of Education and Training Application

a. Northern Essex Community College

Executive Director, Mr. Steven Joubert presented Northern Essex Community College's application to the Board. It is a hybrid program with 50% of the curriculum online and 50% taught in person. Several representatives from the

program were present at the WebEx meeting including Ms. Jacky Dick and Ms. Judit Ayala.

*At 1:03 P.M., Ms. Sheila Och left the WebEx.*

DISCUSSION:

Board members commented on the depth and comprehension of the application from Northern Essex Community College. Ms. Santarelli commended the interactivity that was noted for the online portion of the program. She clarified that each class is half hybrid and half in person and that this model has been in effect since January 2019 though they did go fully-remote during the height of the pandemic. They additionally built cohorts for students to meet in small groups. Ms. Santarelli asked how instructors engaged with students who were struggling. Ms. Ayala stated that they had virtual “office hours” where students could drop in to ask questions.

Looking at retroactivity, Ms. Santarelli asked what the program looked like prior to adopting the hybrid online model. Ms. Dick stated that the students had studied at Lowell Community Health Education Center but that they were limited on the number of students they could accept. Additionally, this program only covered 80 hours of training so Northern Essex Community College supplemented with an online discussion forum. The Northern Essex Community College program split from the Lowell Community Health Education Center in 2019.

ACTION:

Motion to approve Northern Essex Community College’s application with a retroactive approval date of January 2019 by Ms. Calista, seconded by Ms. Bourassa and unanimously approved by roll-call vote as follows: unanimously by roll-call vote as follows: Claire Santarelli: yes; Joanne Calista: yes; Susan Dargon-Hart: yes; Catherine Bourassa: yes; Denise Lau: yes; Hugo Santos: yes. Absent: Sharon George, Sheila Och. Recused: None. Abstained: None.

VI. Flex Session

a. Announcements

b. Topics for Future Agenda

- i. Tiering
- ii. Reciprocity
- iii. Online vs In-person training
- iv. Continuing Education Provider Application

VII. Adjournment

Motion to adjourn the meeting at 1:27 P.M. by Ms. Bourassa, seconded by Ms. Lau and unanimously approved by roll-call vote as follows: Claire Santarelli: yes; Joanne Calista: yes;

Susan Dargon-Hart: yes; Catherine Bourassa: yes; Denise Lau: yes; Hugo Santos: yes.  
Absent: Sharon George, Sheila Och. Recused: None. Abstained: None.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Tuesday, October 12, 2021.

Respectfully submitted:

The Board of Certification of Community Health Workers.