

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

Monday, September 18, 2017
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		Board Chair
	II	Approval of Agenda & Conflict of Interest	Draft Agenda	Board Chair
	III	Approval of Minutes: August 22, 2017	Draft Minutes	Board Chair
	IV	<u>Regulatory:</u> A. Draft Regulations Public Hearings Review	Memo	MS/VB
	V	<u>CHW Education & Training Program Application</u> A. Training Program Criteria Review Comparison To DPL Regulations B. Application Review	Draft Criteria Memo Draft Application	MS
	VI	<u>CHW Certification Application</u> A. CHW Application FAQ Review B. Operational Recommendations	Draft Application Memo	Board Chair RC
	VII	<u>Flex Session</u> A. Announcement B. Topics for next agenda Timeline of Board Actions	Draft Timeline	Board Chair RC
1:00 p.m.	VIII	Adjournment: Next meeting scheduled for October 10, 2017.		Board Chair

COMMONWEALTH OF MASSACHUSETTS

BOARD OF CERTIFICATION OF COMMUNITY HEALTH WORKERS

BOARD MEETING MINUTES

Monday, September 18, 2017

9:30 a.m.

239 Causeway Street

Room 417

Boston, MA 02114

Board Members

Present:

Jean Zotter, DPH, Chair
Peggy Hogarty, Massachusetts Public Health Association
Representative
Steven Bucchianeri, Massachusetts Association of Health Plans
Representative
Catherine Bourassa, Community-Based CHW Employer
Patricia Edraos, Massachusetts League of Community Health
Centers (MLCHC), Representative
Sheila Och, Community Health Worker
Joanne Calista, Community Health Worker Training Organization,
Representative
Maritza Smidy, Community Health Worker
Denise Lau, Public Member

Board Members

Not Present:

Henrique O. Schmidt, Community Health Worker, Secretary

Staff Present:

Roberlyne Cherfils, Executive Director, BHPL
Rebecca Ferullo, Office Support Specialist I, BHPL
Vita Berg, Office of the General Counsel, DPH
Mary Strachan, Board Counsel, DPH
Terry Mason, Office of Community Health Workers, consultant to
DPH
Erica Guimaraes, Office of Community Health Workers, DPH

Visitors:

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 9:39 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 as presented; Mr. Bucchianeri seconded the motion. The motion passed unanimously.

Document: September 18, 2017 Board Meeting Agenda

III. Approval of the August 22, 2017 Regularly Scheduled Meeting Minutes
The Minutes of the August 22, 2017 Regularly Scheduled Board Meeting were reviewed.

DISCUSSION: Board members noted that meeting times needed to be corrected and on page 2 there was a typo in “elimination of.”

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

Document: Draft Minutes

IV. Regulatory
A. Draft Regulations
Public Hearing Review

Ms. Strachan gave a verbal update of the comments to Board members. The most common comment was against CORI and Good Moral Character, which are less regulatory issues and more related to policy. Ms. Strachan is working to draft a memo of all comments and will present at the next meeting. Ms. Berg reminded Board members that there is a statutory requirement that applicants “must be of good moral character” and reviewed how other boards within the Bureau handle this. She stated that she wants to dispel the idea that this will be a barrier and only 2-3% of GMC cases reviewed by all boards are denied. Ms. Berg provided a chart of these statistics from the Dental and Pharmacy boards.

DISCUSSION: Board members discussed the Suitability for Certification policy that was previously proposed. Ms. Calista stated she thinks the policy was very thoughtfully put together and is important to relay why this was done. As a Board, they have a responsibility to the community. She would vote to keep CORI checks, but to get the message out there that it is not a barrier. Board members

agreed. Ms. Berg offered that the statistics she presented can be shared to help spread this message. Ms. Edraos asked if it was possible to track this information as certifications are issued so it can be showed to the public. Ms. Zotter responded that there is an optional question regarding race and ethnicity which can be used to aid with tracking. The Office of CHWs plans to do a survey every 2 years asking CHWs if they applied for certification and if not, why. Board members agreed including a copy of the policy in the application may help, and asking CHWs with positive CORIs how to spread the message would be helpful. Ms. Calista suggested creating a public presentation to explain how certification started and where the decisions on policy came from. Ms. Zotter also noted this could be helpful for training future Board members.

ACTION: None

Document: Memo

10:44am Ms. Cherfils left, 10:47am Ms. Cherfils returned, 10:49am Ms. Lau entered.

V. CHW Education & Training Program Application

A. Training Program Criteria Review

Comparison to DPL Regulations

Ms. Strachan discussed requirement of compliance with existing regulations of other boards or agencies. She recommended adding language to the draft regulations referring to the Division of Professional Licensure and Attorney General's Office requirements and requiring their approval to be approved by the Board of Certification of Community Health Workers.

DISCUSSION: Board members discussed possible cases for exemption and whether DPL approval should only be required for for-profit schools. Ms. Cherfils reminded Board members that DPL was originally chosen because of their ability to do audits and financial reviews. Ms. Zotter stated she did not believe the Board could create exemptions to other regulations. Ms. Strachan will research the DPL regulations and present at the next meeting for clarification before Board members decide. Board members agreed to add an attestation to the application stating the Office of the Attorney General's regulations 940CMR 31.00 have been read and reviewed. Board members discussed having programs to adhere to the regulation 230 CMR 13.02, which lists the DPL application requirements for a school. Ms. Zotter noted that often CHW programs are put together quickly because of grants and this may cause an issue. She would like to get more information and possibly invite specialty presenters to the next meeting.

11:17am Break, Ms. Guimaraes left, 11:31am Return

Ms. Zotter reviewed the instructions and process of the draft application for Education and Training Programs. Board members discussed the importance of the Notice of Intent, originally created when training programs could apply for provisional approval (which was eliminated by the board). It allowed the board to put applicants into the provisional or full approval process. Since provisional was eliminated, the notice of intent's only purpose is that it allows the board to notify applicants if something is missing or does not meet the standards from the application. Board members agreed the Notice of Intent could be removed.

ACTION: Ms. Calista made a motion to remove Notice of Intent and all references to it from the draft regulations; Mr. Bucchianeri seconded the motion. The motion passed unanimously.

DISCUSSION: Ms. Lau noted that the application should state it is valid for one year and clarify that "mail" can be either electronic or postal. Board members agreed FAQ should include information on how to file an annual report. It will not be possible to estimate how long it will take to approve a program until the Board starts processing applications. The FAQ should also include a contact email for the Board and information on how to submit payment. Ms. Cherfils suggested moving the checklist to the front of the application. She will find out the proposed fee for programs and bring that information back to the Board. Ms. Lau noted typos in the footer and title of the application.

12:10pm Break, 12:57pm Return, 1:05pm Ms. Cherfils entered

Board members agreed to move important information from the Notice of Intent including philosophy, curriculum, etc. into the application itself if not already addressed. Board members discussed what questions should be asked to show the people running the program have experience teaching CHWs. Questions regarding what fees are charged to students were also reviewed. These questions were decided on prior to deciding to reference DPL and AGO regulations. Board members discussed having a purpose for information if it is collected. Questions regarding cost will be decided upon after reviewing DPL regulations at the next meeting. Ms. Zotter requested a question be added for the percentage of online learning in a hybrid class.

1:56pm Ms. Calista left, 1:59pm Ms. Calista returned

2:04pm Ms. Cherfils and Mr. Beattie left, 2:07pm Ms. Cherfils and Mr. Beattie returned

Ms. Calista noted there should be a line for an Authorized Signature of the parent institution. Ms. Hogarty suggested moving the sentence beginning "failure to provide..." to the end of the paragraph in the application instructions. Board members agreed the program staff list and ~~competency assessment~~ should not be separate and a template or form should be created. Board members discussed if resumes of the program's staff should be required, and if not, how to show staff is qualified. Ms. Cherfils suggested creating a spreadsheet template. The first

whether taken care competency

sentence of the Competency Assessment page should be removed. Ms. Zotter noted that “key faculty” should be defined and the term “principal” should be removed. Board members discussed how to define key faculty and what information should be reported in the application. Ms. Mason suggested asking for who can influence the financial and program structure. Ms. Zotter will draft language for this. Ms. Och suggested putting the information under the Program History section.

Pat Edraos 2:30
3:00

2:20pm Ms. Smidy left, 2:23pm Ms. Smidy returned

2:54pm Ms. Strachan left, 2:58pm Ms. Strachan returned

Board members discussed how sections relate to the draft criteria. Ms. Cherfils suggested segmenting the application to match the criteria. Board members discussed if there should be a checkbox referring to health equity to satisfy the criteria. Some board members felt there should be a checkbox for the sake of transparency while others were concerned that the application should retain more critical thinking aspects. Ms. Hogarty noted there should be language regarding safe space and confidentiality for students. Many points of the criteria are currently in the draft application, but the application should be rearranged for clarity. Board members discussed how programs should show that 40% of curriculum is being taught by CHW trainers, and considered using a chart or grid of staff. A draft will be created. Board members discussed online training and defining terms in the criteria and application, such as “user-friendly.” The application section regarding internships was reviewed. Board members discussed if the section was necessary as a practicum is not required and could be confusing. In the addendum, the sentence beginning “failure to provide...” should be removed. No time limit or minimum hours should be set for a practicum as it is not required. The practicum questions were in the application for the purpose of cross-referencing with individual applications when applicants are listing hours for work credit. Board members discussed if that is relevant to the program application and how it would fit the criteria to be judged. Board members agreed to remove practicum information from the program application and add to the individual application, requiring applicants to provide proof/documentation of hours. Board members continued to review the changes discussed and what language should be adjusted. Future drafts will have consistency of language. Board members discussed requiring programs to track graduation rates.

Document: Draft Application

VI. Flex Session

DISCUSSION: All agenda items not addressed will be added to the next month’s meeting. Board members discussed the upcoming meetings and if they should be full-day.

ACTION: Mr. Bucchianeri made a motion to reschedule the next meeting to October 26, 2017 from 9:30am-3:00pm and to extend the November 14, 2017 meeting to 9:30am-4:00p. Ms. Zotter seconded the motion. The motion passed unanimously.

Document: Draft Criteria, Memo, Draft Application

VII. Adjourn

There being no other business before the Board, Ms. Zotter made a motion to adjourn the meeting. Ms. Lau seconded the motion. The motion passed unanimously. The meeting adjourned at 3:59 pm.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Thursday, October 26, 2017, at 9:30 a.m. at 239 Causeway Street, Boston, Massachusetts.

Respectfully submitted:

<u>Jean Zotter</u>	<u>Chair</u>	<u>11/14/17</u>
Name	Position	Date