

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, August 12, 2014  
9:00 a.m.

239 Causeway Street ~ Floor ~ Room 417A/B  
Boston, Massachusetts 02114

Agenda

Time	Item #	Item	Exhibits
9:00 a.m.	I.	Call to Order Determination of Quorum	
	II.	Approval of Agenda	Draft Agenda
	III.	Approval of Minutes A. July 8, 2014 Regularly Scheduled Meeting	Draft Minutes
	IV.	Ethics Exam	
	V.	Review of Draft Regulations	Copy of Draft Regulations
	VI.	Other Business/Announcements 1. Board Seats, Appointments of Vice-Chair	
12:00 p.m.	VII.	Adjournment	

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

Tuesday, August 12, 2014  
9:00 a.m.  
239 Causeway Street  
Room 417  
Boston, MA 02114

Board Members Present: Jean Zotter, DPH, Chair  
Patricia Edraos, Massachusetts League of Community Health Centers (MLCHC), Representative  
Joanne Calista, Community Health Worker Training Organization, Representative  
Henrique Schmidt, Community Health Worker, Secretary  
Charles Joffe-Halpern, Community-Based Community Health Worker, Employer  
Sheila Och, Community Health Worker  
Maritza Smidy, Community Health Worker  
Denise Lau, Public Member

Staff Present: Mary Phillips, Executive Director, DHPL  
Anson Chu, Office Support Specialist I, DHPL  
Vita Berg, Chief Board Counsel, Office of the General Counsel, DPH  
David Murphy Board Counsel, Office of the General Counsel DPH  
Gail Hirsch, Director, Office of Community Health Workers, DPH  
Terry Mason, Consultant, DPH

Staff Not Present: Ichelle Herbu, Assistant Executive Director, DHPL

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 9:03 a.m.
  - II. Approval of Board Meeting Agenda  
The Meeting Agenda was reviewed.
- ACTION: Mr. Joffe-Halpern made a motion to approve the agenda; Mr. Schmidt seconded the motion. The motion passed unanimously.

Document: August 12, 2014 Board Meeting Agenda

III. Approval of July 8, 2014 Regularly Scheduled Meeting Minutes

The Minutes of the July 8, 2014 Regularly Scheduled Board Meeting were reviewed.

DISCUSSION: Ms. Hirsch informed the Board of several minor typos and Ms. Zotter corrected a statement on item V.

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

Document: July 8, 2014 Regularly Scheduled Board Meeting Minutes

IV. Ethics Exam

DISCUSSION: Ms. Zotter opened up the discussion about Ethics Exam with several questions and topics. How will the exam be funded? Will it be an open-book written exam or an online exam? What are the resources available to conduct the exam? The Board then directed their question toward the Board Staff for directions.

Ms. Berg provided two examples that the Board may adopt to conduct the exam. One example is a possible online examination similar to the State Employee's training program called PACE. However, the format may not be applicable and there are funding problems. Ms. Berg mentioned about Dental Board's written exam which can be found on the Dental Board's website and it needs to be submitted together with the application. The Board discussed about a possible committee (Board Staff and Board Members) to help create and develop the ethics exam but Ms. Berg reminded the Board about complying with the open meeting law.

After discussion, the Board made a motion to look for a short term solution to provide the ethics exam. For now, they want the Board Staff to mirror Dental Board's version of a written exam but continue to look for a way to provide an online version. The Board also agree to get guidance from CHWs, CHWs' supervisors, trainees, and training programs to help with the development of the exam.

ACTION: Mr. Joffe-Halpern made a motion to move forward with the above decision; Ms. Edraos seconded the motion. The motion passed unanimously.

Document: None

V. Review of Draft Regulations

DISCUSSION: Ms. Zotter informed the Board that the copy of the regulations in front of them is not initial draft and will take several meetings to review and revise. Before reviewing each of the section of the regulations with the Board, Ms. Zotter recommended Board Members to hold off in correcting grammar issues and the choice of the wording until later in the year. Ms. Zotter also recommended delaying the review of the

reciprocity process because there are only a few states that certify CHW and this is to prevent the regulations to be delayed by this one topic.

As the Board reviewed the regulations by each section starting with CMR 2.00, they had questions for further clarification for the Board Counsels and Board Staff.

Ms. Zotter asked whether all the definitions should go in CMR 2.00. Ms. Berg said yes and a couple areas that had definition in other sections were pointed out. They will be included in the definition section (Health and Human Services, and Health Care).

Ms. Clement mentioned that training programs are not consistently referred to in the regulations. Can this be addressed? Also there was discussion of including the definition of training programs in the definition section, but not resolved.

Mr. Joffe-Halpern had a question in regards to the Good Moral Characters (“GMC”) and suggested to include sexual conduct/behavior on the definition. Ms. Berg advised that the GMC definition relates to the evaluation of initial licensure applicants rather than conduct by holders of certificates. Ms. Berg also informed the Board that inappropriate sexual conduct/behavior with clients is addressed in the standards of conduct, which are set forth in the draft at 8.00.

The board discussed the need for sub-regulatory guidance on the definition of “certified” as many CHWs take classes and receive certificates. These certificates need to be distinguished from board certification and the board should advise CHWs on how to present themselves in different situations.

Ms. Edraos expressed concerns with the choice of words in CMR 3.00 (a), (c) and (d). As much as the Board was in agreement, the language was taken from the Statute. Ms. Och wondered if additional language could be added to address Ms. Edraos’ concern. Ms. Och recommended adding “as reasonable” at the end of the sentence on (c). Ms. Edraos also recommended changing “such as” in 3.01(a) to “including but not limited to.”

Ms. Calista recommended to add “local” on CMR 3.02 (3)(b) and Ms. Vita recommended to just include “any licensing / agency” under CMR 3.05(3).

Ms. Berg reported that DPH staff had also reviewed the draft. Ben Kingston of the Bureau of Community Health and Prevention raised a question about the difference between “disciplinary and non-disciplinary” action in 3.05(3). It was decided that those words would be taken out and the section would read “any action taken by a licensing board.”

[BREAK 10:32 a.m. – 10:42 a.m.]

Under CMR 4.00, the Board reviewed the reference letters again. Ms. Berg mentioned concerns over 4.02 (4) of demonstrating if the applicant has successfully apply the references to show they have proficiency in the 10 Core Competencies. She raised the concern that the board was leaving this determination up to unknown number of

unknown people, instead of an organization the board has reviewed and approved. Did the board want to consider adding any additional methods for assessing the grandparented CHWs?

There were discussions on the reference letters. The question that was brought up was whether the applicant needs to find someone who has direct supervision/knowledge of their work versus whom did they worked with. The Board also decided to add family members as someone who cannot be use as a reference. The board also added the requirement that 2 out of 3 references must be from work conducted in the U.S. The Board reviewed the requirement that references need to be able to complete 8 out of 10 competency areas to be accepted. The board asked the Advisory Workgroup to field test the references to see if that 8 out of 10 requirement was a barrier for many CHWs.

The Board decided to continue reviewing the draft regulations on the next scheduled Board Meeting.

ACTION: Ms. Calista made a motion to hold off with the discussion of reciprocity process until the regulation is nearly complete; Ms. Smidy seconded the motion. The motion passed unanimously.

ACTION 2: Mr. Joffe-Halpern made a motion to request the Advisory's Workgroup to organize and revise the training programs requirement further; Ms. Edraos seconded the motion. The motion passed unanimously.

Document: Draft Regulations

## VI. Other Business/Announcements

### 1. Board Seats, Appointments of Vice-Chair

DISCUSSION: Ms. Zotter asked the Board if anyone is interested in the position and explained the duties of Vice-Chair. Ms. Calista nominated herself to be the Vice-Chair of the Board.

ACTION: Ms. Smidy made a motion to accept the nomination of Ms. Calista for the position of the Vice-Chair; Ms. Och seconded the motion. The motion passed unanimously.

Document: None.

## VII. Adjourn

There being no other business before the Board, Mr. Joffe-Halpern made a motion to adjourn the meeting. Ms. Smidy seconded the motion. The motion passed unanimously. The meeting adjourned at 12:02 pm.

The next meeting of the Board of Certification of Community Health Workers is scheduled for Thursday, September 9, 2014, at 9 a.m. at 250 Washington Street - Public Health Council Room, Second floor, Side A.

Respectfully submitted:

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Name

Position

Date

