

Community Health Worker Advisory Body

Meeting Summary

January 7, 2021

Meeting Date	Meeting Time	Location
January 7, 2021	10:00 a.m.-12:00 p.m.	Via Zoom

Member Name and Attendance

Community Health Worker Advisory Body Members					
DeLita Rose-Daniels		Bianca Noronas		Adriana Rojas	X
Tekisha Everette	X	Derricia Parker	X	Jean Jacob	
Lee Carezza	X	Michele Scott	X	Nilda Paris	X
Mildred Landock	X	Milagrosa Seguinot	X	Chris Anderson	X
Erika Lynch	X	Jerry Smart	X		
Other Participants Present					
Dashni Sathasivam, HES		Laura Morris, OHS		L. Ortiz, CAC Meridien	
Leslie Greer, OHS		Lindsey Donston, OHS			
Monica Jensen, DPH		Shaquilee Pigatt, CHCACT			

Meeting Information is located at: <https://portal.ct.gov/OHS/Pages/Community-Health-Worker-Advisory-Body/Meeting-Materials>

	Agenda	Responsible Person(s)
1.	Welcome and Introductions	Tekisha Everette
	Call to Order The meeting of the Community Health Worker Advisory Body (CHWAB) was held on Thursday, January 7, 2021 via zoom. Tekisha Everette chaired the meeting. The meeting convened at 10:05 a.m. Members and other participants introduced themselves.	
2.	Public Comment	Tekisha Everette
	<ul style="list-style-type: none"> No public comment 	
3.	Meeting Summary Approval	Tekisha Everette
	<ul style="list-style-type: none"> A motion was made by Adriana Rojas to approve the December minutes and seconded by Lee Carezza. Motion carried 	
4.	Continuing Education Credits Tracking Document	Dashni Sathasivam
	Dashni provided an overview of the CEC tracking document. Indiana’s tracking document was used as a model. <ul style="list-style-type: none"> Agency contact section was added per previous discussion A few revisions were noted <ul style="list-style-type: none"> Revise total CER to total CEU Instructor/Present revise to Instructor/Presenter Statute currently reads “each certified Community Health Worker seeking licensure”. We can reference the statute however, a technical change to statute can be made to revise the language from licensure to certification on the CE Credits Tracking document. CHW’s can use as a tool which is not a requirement approved by the Advisory Board as an example of how to keep record of CEU’s. Follow up with a survey to collect specific information was discussed 	

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	<ul style="list-style-type: none"> • Vote not required 	
5.	Approve Governance ByLaws	Laura Morris
	<ul style="list-style-type: none"> • Used OHS standard boilerplate which is required for all OHS Committees. • Attendance policy, term of Membership and structure was previously approved. Duties of the CHWAB were taken directly from statute. • Proposed language for the Mission Statement and Goals and Objectives were gathered from research on Community Health Worker Advisory Boards in other states. • Overview provided for each ByLaw Article • Motion made at December meeting for term of Co-Chair is one-year with the option to be reappointed with no maximum term limit, but open for others to apply. The information is missing from Article IV Section II and needs to be added. • Co-Chair must be a CHW to be noted in ByLaws • A motion was made to approve the Governing ByLaws with the insertion of the elected Co-Chair position description already approved and discussed by Milagrosa Seguinot and seconded by Mildred Landock. Motion carried 	
6.	Discuss Development of Training Vendor Application Portal	Laura Morris
	<ul style="list-style-type: none"> • OHS has met internally with IT staff to discuss development of the training vendor portal. OHS is in the process of developing the portal and anticipating completion in March or April. • Once completed CHWAB will review, test and make sure all kinks are worked out before going live. • Portal is based off the CHWAB training vendor application and is a priority to be completed. 	
7.	OHS Update	Laura Morris
	<ul style="list-style-type: none"> • Laura thanked everyone for all the hard work from the committee and stressed OHS is amazed at how much work has been produced. • Almost close to completing the work and the portal is the last piece. • The Review Committee has all the members who volunteered and will meet quarterly once the applications start coming in. • The composition of the Review Committee for year one is: 2 certified CHW's, DPH representative, Employer/Clinician, or supervisor of CHW's. Year two will be the same but will include a CHW training vendor. • The following have volunteered: <ul style="list-style-type: none"> ○ Chris Andresen or a designee of DPH ○ Adriana Rojas and Mildred Landock for CHW's ○ Derricia Parker will serve as CHW employer 	
8.	Certification Update – DPH	Chris Andresen
	<ul style="list-style-type: none"> • Currently 159 certified CHW applications and 6 pending. 	
9.	Marketing and Outreach Update	Monica Jensen
	<ul style="list-style-type: none"> • The committee is narrowing down what the messaging should be for the marketing and outreach program. 	

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	<ul style="list-style-type: none"> • Messaging will include encouraging CHW's to look into certification for the benefits and how to do it. Will also include promoting participation for CHW's to become members of the CHW Association. • Meeting will be held today @ 12:15 p.m. • Members have received a draft RFP to determine what to ask of a potential media vendor. 	
9.	General Questions	Tekisha Everette
	<ul style="list-style-type: none"> • None 	
10.	Next Steps	Tekisha Everette
	<ul style="list-style-type: none"> • Tekisha Everette thanked everyone for all the hard work done in a short period of time. There is not much else to discuss other than Marketing and Outreach. • CHWAB will not meet until March to discuss Marketing and Outreach and update on portal or perhaps a demonstration. • Marketing and Outreach Committee is free to meet and finalize plans • Thank you to OHS staff, Dashni and the committee for the thoughtfulness, research and putting meeting material together. • Next meeting March 4, 2021 	
11.	Adjourn	Tekisha Everette
	<ul style="list-style-type: none"> • Motion was made by Milagrosa Seiguinot to adjourn at 11:30 a.m. and seconded by Derricia Parker. Motion carried 	