

# Community Health Worker Advisory Body

## Meeting Summary

### November 7, 2019

Meeting Date	Meeting Time	Location
November 7, 2019	2:00 - 3:00 p.m.	Webinar

#### Member Name and Attendance

Community Health Worker Advisory Body Members					
Stephen Carragher for Chris Andresen	X	Erika Lynch	X	DeLita Rose-Daniels	X
Lee Carena	X	Bianca Noronas	X	Michele Scott	X
Tekisha Everette	X	Nilda Paris	X	Milagrosa Seguinot	X
Jean K. Jacob		Derricia Parker	X	Jerry Smart	X
Mildred Landock	X	Adriana Rojas	X		
Others Participants Present					
Stephanie Burnham, OHS		Mark Schaefer, OHS			
Dashni Sathasivam, HES		Victoria Veltri, OHS			

	Agenda	Responsible Person(s)
1.	<b>Welcome and Introductions</b>	<b>Tekisha Everette</b>
	<p><b>Call to Order</b>            The meeting of the Community Health Worker Advisory Body (CHWAB) was held on Thursday, November 7, 2019 via webinar. Victoria Veltri provided a welcoming remark. The meeting convened at 2:00 p.m. Tekisha Everette chaired the meeting. Members and other participants introduced themselves.</p>	
2.	<b>Overview of CHWAB Role and Responsibility</b>	<b>Tekisha Everette</b>
	<ul style="list-style-type: none"> <li>Ms. Everette provided background information and an overview of the CHWAB. The group will advise the Office of Health Strategy (OHS) and the Department of Public Health (DPH), review training program certification/education requirements, and approve vendors that offer training and continuing education.</li> <li>Ms. Everette provided a review of the Legislation: Public Act 19-117, Section 160b that established within the Office of Health Strategy a Community Health Worker Advisory Body. Ms. Everette also reviewed expectations of the group.</li> </ul>	
3.	<b>Priorities for Upcoming Meetings</b>	<b>Tekisha Everette</b>
	<ul style="list-style-type: none"> <li>There was an overview of the priorities for upcoming CHWAB meetings. There will be a focus on the training program, internship requirements, training vendor approval process, and CHWAB governance. There will be design groups to work on some of these issues and the group will establish a Connecticut CHW code of conduct.</li> </ul>	
4.	<b>Update from DPH on status of Certification Application</b>	<b>Stephen Carragher</b>
	<ul style="list-style-type: none"> <li>Mr. Carragher provided updates from DPH. The DPH website regarding CHW certification requirements has been updated. DPH is working on configuring the licensing system to accept online applications. Applications will be accepted online only. Applicants will be able to upload supporting documents as part of their online application. It is anticipated that the system will be ready to accept applications after Thanksgiving.</li> </ul>	

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<b>5.</b>	<b>General Questions from Members</b>	<b>Tekisha Everette</b>
	<ul style="list-style-type: none"> <li>• There was question about when the online system will be accepting applications. It was mentioned that the goal is to start accepting applications by the end of the month. It was suggested that OHS send out a blast once the system is live.</li> <li>• There was a question about whether there will be a provision for a waiver of the \$100 fee and whether applications will be accepted by mail. It was mentioned that it is not expected that there will be a waiver of the fee and applications will only be accepted online.</li> <li>• There was a question regarding when Path 1 will be available. It was noted that a few steps will need to take place before Path 1 will be available such as approving training vendors.</li> <li>• There was a question about whether the online application would be available in any other language than English. It was mentioned that the online system is only in English. There was a suggestion for the group to think how to make recommendations to help people with the online process. Ms. Burnham said it sounds like they can have a design group around that.</li> </ul>	
<b>6.</b>	<b>Next Steps and Future Meeting Schedule and Location</b>	<b>Tekisha Everette</b>
	<ul style="list-style-type: none"> <li>• It was decided that the morning of the first Thursday of the month will work best for most members. The next meeting of the CHWAB will be on Thursday, December 5, 2019. The location will be decided.</li> <li>• Ms. Everette expressed thanks to everyone for time and participation.</li> </ul>	
<b>7.</b>	<b>Adjournment</b>	
	The meeting adjourned at 2:44 p.m.	