

# Community Health Worker Advisory Body

## Meeting Summary

### December 5, 2019

Meeting Date	Meeting Time	Location
December 5, 2019	9:30-11:30 a.m.	LOB, Room 1C

#### Member Name and Attendance

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

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

	Agenda	Responsible Person(s)
1.	<b>Welcome and Introductions</b>	<b>Stephanie Burnham</b>
	<p><b>Call to Order</b>            The meeting of the Community Health Worker Advisory Body (CHWAB) was held on Thursday, December 5, 2019 at the Legislative Office Building, Room 1C. Tekisha Everette provided a welcoming remark.            The meeting convened at 9:31 a.m. Acting Chair Stephanie Burnham called the meeting to order. Members and other participants introduced themselves.</p>	
2.	<b>CHWAB Governance</b>	<b>Stephanie Burnham</b>
	<ul style="list-style-type: none"> <li>Ms. Burnham presented on the CHWAB governance. She reviewed the criteria for the CHWAB co-chair and the governance proposal. It was noted that CHWAB will be appointing a co-chair for the CHWAB. Interested CHW CHWAB members should email Stephanie Burnham and Dashni Sathasivam by December 12<sup>th</sup>.</li> </ul>	
3.	<b>Review Training Program Requirements - Discussion</b>	<b>Dashni Sathasivam</b>
	<ul style="list-style-type: none"> <li>Dashni Sathasivam presented the recommendations of the CHW training program requirements.</li> <li>There was a question regarding whether credits could be used like CEUs for college credits. It was mentioned that Capitol Community College is running a CHW program for credit as a general elective. However, CHW training program credits will not be used as CEUs for college credit at this time.</li> </ul>	
4.	<b>Review Internship Program Requirements - Approval</b>	<b>Dashni Sathasivam</b>
	<ul style="list-style-type: none"> <li>Ms. Sathasivam provided an overview of the CHW internship and recommendations for CHW internship requirements. Members decided to approve the CHW internship requirements.</li> </ul>	

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	<ul style="list-style-type: none"> <li>A motion was made by Milagrosa Seguinot and seconded by Adriana Rojas to approve the CHW internship program requirements. There was a brief discussion about the internship requirements. Ms. Burnham noted that it is a starting point and the baseline for internship requirements. She said that adjustments could be made moving forward. <b>Motion carried.</b></li> </ul>	
<b>5.</b>	<b>Design Group Discussion</b>	<b>Stephanie Burnham</b>
	<ul style="list-style-type: none"> <li>Ms. Burnham provided an overview of the design groups designated for the CHWAB. It was mentioned that the following design groups would be needed.               <ul style="list-style-type: none"> <li>Outreach &amp; Marketing</li> <li>Connecticut CHW Code of Conduct</li> <li>Personnel Committee</li> <li>Training Vendor requirement</li> <li>Evaluating CHW Certification</li> </ul> </li> <li>It was mentioned that there is a CHW Code of Conduct being used across the nation. The design group will work to establish a Connecticut CHW Code of Conduct.</li> <li>There was a discussion regarding elevating and educating about the various roles of CHWs. It was mentioned that not everyone has a good understanding of all the different roles of a CHW. There was a suggestion to have something that would highlight the various roles of a CHW. It was mentioned that actual day to day items are different and there could be something on how CHWs function differently based upon the setting.</li> <li>The group decided to vote on the proposed designed groups. A motion was made by Lee Carezza and seconded by DeLita Rose-Daniels to approve the proposed Design Groups. There was no further discussion. A <b>Motion carried</b></li> </ul>	
<b>6.</b>	<b>Certification Application Update</b>	<b>Stephanie Burnham</b>
	<ul style="list-style-type: none"> <li>It was noted that the certification application is live on the DPH website. The group discussed the live application site. Concern was expressed about not having guidance and/or instructions on completing the application. Concern was also expressed about how long it took to complete the application.</li> <li>There was a suggestion to form a small group of CHWs to get together to walk through the online application website and provide feedback. It was mentioned that some other states did a series of webinars before allowing people to apply. There was a discussion about being inclusive. It was mentioned that a large amount of CHWs could be left out and will out on this opportunity. There was a suggestion to have an Ad Hoc group to move quickly on this. Members agreed that an Ad Hoc group could start on this quickly.</li> <li>There was a question about the \$100 fee. Currently, it is not expected that the fee would be waived. It was mentioned that some employers may pay the initial fee. It was noted that each agency will have their own policy regarding payment of the fee.</li> </ul>	
<b>7.</b>	<b>General Questions</b>	<b>Stephanie Burnham</b>
	<ul style="list-style-type: none"> <li>There was a question about whether members are advised to attend the meetings in-person and whether phone attendance would be acceptable for each meeting. It was mentioned that there are members from all over the state and it is understandable if special circumstances prevent in-person attendance.</li> </ul>	

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<b>8.</b>	<b>Public Comment</b>	<b>Stephanie Burnham</b>
	<ul style="list-style-type: none"> <li>At this time, Ms. Burnham opened the floor for public comment. Judy Tallman provided public comment and spoke about having best practices guidelines.</li> </ul>	
<b>9.</b>	<b>Meeting Summary Approval</b>	<b>Stephanie Burnham</b>
	<ul style="list-style-type: none"> <li>A motion was made by DeLita Rose-Daniels and seconded by Mildred Landock to approve the meeting summary of the Community Health Worker Advisory Body November 7, 2019 meeting. <b>Motion carried.</b></li> </ul>	
<b>10.</b>	<b>Next Steps and Future Meeting Schedule and Location</b>	<b>Stephanie Burnham</b>
	<ul style="list-style-type: none"> <li>The next CHWAB meeting will be January 2<sup>nd</sup> at CT Behavioral Health Partnership in Rocky Hill. Upcoming meeting priorities include training program requirements and the training vendor approval process.</li> </ul>	
<b>11.</b>	<b>Adjourn</b>	
	<ul style="list-style-type: none"> <li>The motion to adjourn the meeting was made by Milagrosa Seguinot and seconded by Adriana Rojas. <b>Motion carried.</b> The meeting adjourned at 10:45 a.m.</li> </ul>	