

Community Health Worker Advisory Body

Meeting Summary

January 2, 2020

Meeting Date	Meeting Time	Location
January 2, 2020	10:00 a.m.-12:00 p.m.	CT Behavioral Health Partnership, 500 Enterprise Drive, Litchfield Room, Rocky Hill

Member Name and Attendance

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

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 2, 2020 at the CT Behavioral Health Partnership. Tekisha Everette chaired the meeting. The meeting convened at 10:11 a.m. Members and other participants introduced themselves.	
2.	Public Comment	Tekisha Everette
	<ul style="list-style-type: none"> There was no public comment. Ms. Seguinot mentioned that her email address should be corrected as she is not receiving the materials. 	
3.	Meeting Summary Approval	Tekisha Everette
	<ul style="list-style-type: none"> A motion was made by Milagrosa Seguinot and seconded by Jean Jacob to approve the meeting summary of the Community Health Worker Advisory Body December 5, 2019 meeting. Motion carried. 	
4.	CHWAB Governance and Participation	Tekisha Everette
	<ul style="list-style-type: none"> Ms. Everette announced that DeLita Rose-Daniels is now a co-chair of CHWAB. It was noted that both co-chairs will work equally. The group reviewed the CHWAB governance rules and participation policy. A motion was made by Adriana Rojas and seconded by Lee Carena to approve the member participation policy. Motion carried. 	

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5.	Review Training Program Requirements	Dashni Sathasivim
	<ul style="list-style-type: none"> • Ms. Sathasivim presented on the training program requirements. The group discussed the CHW training program requirements. There was a discussion about instructor qualifications and being able to meet the qualifications of the CHW certification if you are qualified to teach CHW work. The group decided to vote on each of the four elements of the CHW training program requirements separately. • A motion was made by Milagrosa Seguinot and seconded by Erika Lynch to adopt the program content recommendation as read. Motion carried. • A motion was made by Milagrosa Seguinot and seconded by Jean Jacob to approve the recommendation of training modality one. Motion carried. • A motion was made by DeLita Rose-Daniels and seconded by Michele Scott to approve the recommendation of training modality two. Motion carried. • A motion was made by DeLita Rose-Daniels and seconded by Milagrosa Seguinot to adopt the instructor qualification recommendation. Motion carried. 	
6.	Design Groups	Tekisha Everette
	<ul style="list-style-type: none"> • Ms. Everette provided an overview of the design groups. It was mentioned that it is important to have the correct expertise for the design groups. • The purpose and function of the Personnel Subcommittee was discussed. The Personnel Subcommittee will be limited to only CHW Advisory Body members. They are looking for 3-4 volunteer members. The meetings will be Ad Hoc. Milagrosa Seguinot, Lee Carezza, and Michele Scott volunteered to serve on the Personnel Subcommittee. • The Marketing and Outreach design group is open to the public. The purpose of the Outreach & Marketing Design Group was explained. The meetings will be Ad Hoc. Ms. Everette said they will send a few bullets to explain the function of the Outreach & Marketing Design Group. If you would like to volunteer or know someone that would like to work on this group, please email Dashi Sathasivim, Stephanie Burnham, or Tekisha Everette. 	
7.	Update from DPH	Steve Carragher/Monica Jensen
	<ul style="list-style-type: none"> • Steve Carragher, from the Department of Public Health (DPH), provided a certification update. Currently 11 applications for certifications have been received. The online system was reviewed after the last CHW Advisory Body meeting. Members are encouraged to inform others about the online application. An email blast will be sent to help spread the word. Ms. Sathasivim said to let her know if you have feedback regarding the system. • Monica Jensen, from DPH provided an update on the funding opportunity. There was a suggestion to consider a Spanish video option as a supplement to the site. It was suggested for the Marketing & Outreach design group to work on the design in coordination with Ms. Jensen. It was stated that the application site is an enterprise system used nationwide by multiple state agencies. 	

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8.	General Questions/Comments	Tekisha Everette
	<ul style="list-style-type: none"> • There was a brief discussion about user experience on the application site. It was mentioned that the website has recently been updated. It was noted that it is important to have the necessary documents saved to the device being used to attach to the application. Online payment options include master card, pre-paid debit, visa, and checking account. The payment receipt may be generated and printed. • The group discussed whether employers could pay for the certification application. It recommended that people submit the application, pay the fee, and seek reimbursement from their employer. 	
9.	Next Steps	Tekisha Everette
	<ul style="list-style-type: none"> • The next CHW Advisory Body meeting is scheduled for February 6,2020. • It was mentioned that a request was sent to various training vendors for their curriculum. The goal is to set recommendations but not far from what is currently already being done in the state. The deadline for training vendors to send their curriculum is January 8th. It was mentioned that formal curriculums may contain a lot of pages. Ms. Everett mentioned they want to provide the group with as much information as they currently know about what trainers are doing in the state to have an informed conversation. The information will be streamlined for review. • The upcoming CHW training program requirements priorities are: <ul style="list-style-type: none"> ○ Program duration ○ Assessments 	
11.	Adjourn	Tekisha Everette
	<ul style="list-style-type: none"> • The motion to adjourn the meeting was made by Adriana Rojas and seconded by Milagrosa Seguinot. Motion carried. The meeting adjourned at 11:54 a.m. 	