

# Community Health Worker Advisory Body

## Meeting Summary

October 1, 2020

Meeting Date	Meeting Time	Location
October 1, 2020	10:00 a.m.-12:00 p.m.	Via Zoom

### Member Name and Attendance

Community Health Worker Advisory Body Members					
Chris Andresen		Erika Lynch	X	DeLita Rose-Daniels	X
Lee Carena		Bianca Noronas	X	Michele Scott	X
Tekisha Everette	X	Nilda Paris	X	Milagrosa Seguinot	X
Jean K. Jacob	X	Derricia Parker	X	Jerry Smart	X
Mildred Landock	X	Adriana Rojas			
Other Participants Present					
Laura Morris, OHS	Monica Jensen, DPH				
Dashni Sathasivam, HES	Deb Polun, CAFCA				
Leslie Greer, OHS	Shaquille Pigatt, CHCACT				
Lindsey Donston, OHS	Enid Vazquez, Adult Day Health Center				

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>DeLita Rose-Daniels</b>
	<b>Call to Order</b> The meeting of the Community Health Worker Advisory Body (CHWAB) was held on Thursday, October 1, 2020 via zoom. DeLita Rose-Daniels chaired the meeting. The meeting convened at 10:05 a.m. Members and other participants introduced themselves.	
2.	<b>Public Comment</b>	<b>DeLita Rose-Daniels</b>
	<ul style="list-style-type: none"> <li>No public comment</li> </ul>	
3.	<b>Meeting Summary Approval</b>	<b>DeLita Rose-Daniels</b>
	<ul style="list-style-type: none"> <li>September summary has a typo in Milagrosa Seguinot’s name. Milagrosa Seguinot motioned and Derricia Parker seconded the July meeting summary and September meeting summary with revision be approved. <b>Motion carried.</b></li> </ul>	
4.	<b>Review of September Meeting Actions</b>	<b>Dashni Sathasivam, HES</b>
	<ul style="list-style-type: none"> <li>Dashni Sathasivam reviewed actions taken at the September meeting.               <ul style="list-style-type: none"> <li>Training Vendor application and checklist - approved</li> <li>Training Vendor application process and checklist – approved</li> </ul> </li> <li>Laura Morris provided a brief overview of the approved application process and timeline. The time to resubmit incomplete applications was changed from 30 to 45 days. Also added an additional application fee would be accessed after second pass through of the application.</li> </ul>	

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<b>5.</b>	<b>Review of Composition of CHWAB Training Vendor Application Review Committee</b>	<b>Lindsey Donston, OHS and Dashni Sathasivam, HES</b>
	<ul style="list-style-type: none"> <li>• Lindsey Donston provided an overview of CHW Review Committees. The states compared were Maryland, Arizona, Texas, South Carolina, and Indiana. The overview included who the committees consists of, along with expectations and requirements.</li> <li>• Recommendations from CHWAB were the Review Committee should consist of:             <ul style="list-style-type: none"> <li>○ 1 CHW employer who is currently serving on the CHWAB board</li> <li>○ 1 DPH representative</li> <li>○ 2 certified CHW's</li> <li>○ Each of these persons are required to currently be serving on the CHWAB board.</li> </ul> </li> <li>• In favor of having a rotation</li> <li>• Review committee would convene 4 times per year</li> <li>• In favor of having a committee chair</li> <li>• OHS staff will provide administrative support</li> <li>• A motion was made by Michele Scott to approve the Review Committee to include the four roles for the first year and include an approved training vendor for the second year. Mildred Landock seconded the motion. <b>Motion carried</b></li> </ul>	
<b>6.</b>	<b>Review of Training Vendor Application Appeal Process</b>	<b>Lindsey Donston and Laura Morris, OHS</b>
	<ul style="list-style-type: none"> <li>• Lindsey Donston provided an overview of the training vendor application appeal process. The states used for comparison were Maryland, Arizona, Indiana, Texas, and South Carolina.</li> <li>• Laura Morris gave an overview of each states appeal process and how it would look for CT along with an example of appeal timelines from each state.</li> <li>• Technical support as mentioned in Arizona's process needs to be clearly defined.</li> </ul>	
<b>7.</b>	<b>Review of Training Vendor Application Evaluation Criteria Rubric</b>	<b>Laura Morris, OHS</b>
	<ul style="list-style-type: none"> <li>• Laura Morris provided an overview of the evaluation criteria rubric. The approach used was the Likert Scale 1-5 similar to Oregon's scoring methodology.</li> <li>• A motion was made to approve the evaluation criteria rubric by Michele Scott and seconded by Jean Jacobs. <b>Motion carried</b></li> </ul>	
<b>8.</b>	<b>Continuing Education Units - Preview</b>	<b>Dashni Sathasivam, HES and Lindsey Donston, OHS</b>
	<ul style="list-style-type: none"> <li>• Dashni Sathasivam referenced Public Act 19-117 Legislation Regarding Training Content Requirements about what the CHWAB still needs to do. In the past, training vendor requirements and some of the different criteria for internship and research has been done by SIM and SW AHAC. However, now it is up to the CHWAB to determine what is needed to approve vendors who will offer continuing education requirements.</li> <li>• Lindsey Donston provided a comparison of CEU requirements between states. Maryland, Arizona, Texas, South Carolina, and Indiana were used for comparison.</li> <li>• More information will be provided at the next meeting for further discussion.</li> </ul>	
<b>9.</b>	<b>Review of Governance/By-Laws</b>	<b>Laura Morris, OHS</b>

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	<ul style="list-style-type: none"> <li>Laura Morris informed the board on OHS’s decision that every committee will have a set of written By-Laws. She provided an overview of two sets of By-Laws from other OHS committees along with By-Laws CHWAB has already approved.</li> </ul>	
<b>10.</b>	<b>OHS Updates</b>	<b>Laura Morris, OHS</b>
	<ul style="list-style-type: none"> <li>None</li> </ul>	
<b>11.</b>	<b>Certification Updates</b>	<b>Chris Andresen, DPH</b>
	<ul style="list-style-type: none"> <li>Chris Andresen was not present</li> <li>Monica Jensen announced the DPH sponsored CHW Summit being held on October 15, 2020 to discuss the CHW survey and the CHW employer survey. Tekisha Everette will be a keynote speaker along with Denise Smith, Executive Director of the National Association of Community Health Workers.</li> <li>Leslie Greer emailed the flyer to everyone on the OHS list serve that morning.</li> </ul>	
<b>12.</b>	<b>Marketing and Outreach Update</b>	<b>Monica Jensen, DPH</b>
	<ul style="list-style-type: none"> <li>Monica Jensen gave a brief update on the Marketing and Outreach committee. The committee met after the last meeting and decided to continue meeting after the CHWAB monthly meeting.</li> <li>The committee is looking at the scope of what exactly we want to market and what is the messaging we are trying to get out and how?</li> </ul>	
<b>13.</b>	<b>General Questions</b>	<b>Tekisha Everette, HES</b>
	<ul style="list-style-type: none"> <li>Enid Vasquez questioned if she must retake her CHW course, or if she can do the continuing education for certification. Tekisha Everette informed her if she has taken the CHW course and has experience as a CHW; she is able to apply for certification without needing additional courses at this time.</li> </ul>	
<b>14.</b>	<b>Looking forward</b>	<b>Dashni Sathasivam, HES</b>
	<ul style="list-style-type: none"> <li>Next meeting will be held November 5th via webinar</li> <li>Review committee process</li> <li>Continuing education units</li> <li>Governance By-Laws</li> <li>Other updates <ul style="list-style-type: none"> <li>Marketing and Outreach</li> </ul> </li> </ul>	
<b>15.</b>	<b>Adjourn</b>	<b>Tekisha Everette, HES</b>
	<ul style="list-style-type: none"> <li>The meeting was adjourned at 12:55 pm</li> </ul>	