

# Community Health Worker Advisory Body

## Meeting Summary

### December 3, 2020

Meeting Date	Meeting Time	Location
December 3, 2020	10:00 a.m.-12:00 p.m.	Via Zoom

#### Member Name and Attendance

Community Health Worker Advisory Body Members					
DeLita Rose-Daniels	X	Bianca Noronas		Adriana Rojas	X
Tekisha Everette		Derricka Parker	X	Jean Jacob	
Lee Carenza	X	Michele Scott	X	Nilda Paris	X
Mildred Landock	X	Milagrosa Seguinot	X	Chris Anderson	
Erika Lynch	X	Jerry Smart	X		

  

Other Participants Present					
Dashni Sathasivam, HES					
Leslie Greer, OHS					
Monica Jensen, DPH					

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>	DeLita Rose-Daniels
	<b>Call to Order</b> The meeting of the Community Health Worker Advisory Body (CHWAB) was held on Thursday, December 3, 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> • No public comment	DeLita Rose-Daniels
3.	<b>Meeting Summary Approval</b> • November's attendance was not reflected correctly in the minutes. Leslie Greer asked if those whose name was not listed in the meetings notify her via chat function. • A motion was made by Milagrosa Seguinot to approve the November minutes and seconded by Millie Landock. <b>Motion carried</b>	DeLita Rose-Daniels
4.	<b>Review of November Meeting Actions</b> • Formal Appeal Process for Training Vendor Denied Applications • Quarterly resubmittal • No fee for first year of resubmittal • Two resubmittals are reasonable within one year • Technical Assistance – written letter identifying deficiencies for first review and second review • Application fee is \$300 • Continuing Education Requirements • One class hour equals one continuing education requirement unit	DeLita Rose-Daniels

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5.	Continuing Education Requirements	Dashni Sathasivam
	<ul style="list-style-type: none"> <li>• Dashni Sathasivam provided a brief overview of the continuing education requirements discussed at the last meeting. The background of the statute for a CHW seeking licensure was provided and SIM 2018 Report Recommendation 6.</li> <li>• Discussion on November CHWAB meeting consensus: CHWs who serve as CHW training instructors or CHW internship/apprenticeship preceptors should have their experience qualify for CERs.</li> <li>• Does the 1:1 CER breakdown also translate to CHW internship preceptor experience? <ul style="list-style-type: none"> <li>○ Provide the entity instead of tracking hours.</li> <li>○ Allow 26 CE's toward teaching/preceptor and four required hours for training</li> <li>○ A CHW with significant years of experience would be on the pathway for experience vs. education. Would only need to focus on thirty hours of continuing education requirement for renewal.</li> <li>○ CT is not open to equivalency</li> <li>○ Must be taken from an approved CHW training vendor</li> </ul> </li> <li>• Indiana continuing education units tracking document used as an example to determine if CT would like to utilize. The following questions were asked: <ul style="list-style-type: none"> <li>○ Does this document provide enough detail? Add box for each two-hour required training to include agency/event etc. where training was received.</li> <li>○ Is there additional information we would like to request (e.g. certificate of completion provided?)</li> <li>○ How do we capture internship preceptor/CHW instructor experience?</li> </ul> </li> <li>• A motion was moved by Lee Carenza and seconded by Millie Seguinot to extend the grand parented approval status of the existing five CT training vendors until 2021 and until OHS's operations are up and running. <b>Motion carried</b></li> </ul>	
6.	CHWAB Governance and Bylaws	Dashni Sathasivam
	<ul style="list-style-type: none"> <li>• Dashni Sathasivam posed the following questions for discussion: <ul style="list-style-type: none"> <li>○ How many year terms? Michele Scott made a motion to accept and DeLita Rose-Daniels seconded a three-year term with one additional term for a total of six terms. <b>Motion carried</b></li> <li>○ Option to be re-elected? Exception is the Chair of the CHWAB which is an appointment by the Executive Director of OHS and Commissioner of Public Health, or designee</li> <li>○ CHW co-chair re-election terms? What should be the maximum term limits? A motion was made by DeLita Rose-Daniels and seconded by Milagrosa Seguinot to have a one-year term with the option to be reappointed with no maximum term limit, but open for others to apply. <b>Motion carried</b></li> <li>○ Would the above apply to the Review Committee Sub Committee?</li> </ul> </li> </ul>	

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7.	<b>Training Vendor Application Scoring</b>	<b>Dashni Sathasivam</b>
	<ul style="list-style-type: none"> <li>The training vendor application and rubric have been approved. Dashni presented the following questions for discussion: <ul style="list-style-type: none"> <li>Are each sections weighted differently?</li> <li>What is a passing score?</li> <li>What is the threshold for not meeting the standard for approval?</li> </ul> </li> <li>A motion was made by Michele Scott and seconded by Erika Lynch to utilize the Likert scoring model for vendor applications where a passing score will be at minimum a four with the exception of the areas according to statute where a five would be required. <b>Motion carried</b></li> </ul>	
8.	<b>CHWAB Review Committee</b>	<b>Dashni Sathasivam</b>
	<ul style="list-style-type: none"> <li>For those interested in serving on the Review Committee, please email Leslie Greer by 12/15/20.</li> <li>Will have a quarterly review model. Application will only be reviewed every three months</li> <li>OHS will follow up with more details regarding time commitment</li> </ul>	
9.	<b>OHS Update</b>	<b>Leslie Greer</b>
	<ul style="list-style-type: none"> <li>Leslie Greer has met with OHS regarding the application portal. The earliest for the portal to be up and running would be April or May. The time frame could be earlier due to OHS hiring more staff.</li> </ul>	
9.	<b>Certification Update</b>	<b>Leslie Greer</b>
	<ul style="list-style-type: none"> <li>Leslie Greer spoke with Chris Anderson who confirmed there are currently 155 certified CHWS and three pending.</li> </ul>	
10.	<b>Marketing Outreach Update</b>	<b>Monica Jensen</b>
	<ul style="list-style-type: none"> <li>Meeting following today's meeting to determine what the messaging will be and who we want to reach. Meeting to determine next steps.</li> </ul>	
11.	<b>General Questions</b>	<b>DeLita Rose-Daniels</b>
	<ul style="list-style-type: none"> <li>None</li> </ul>	
12.	<b>Looking Forward</b>	<b>DeLita Rose-Daniels</b>
	<ul style="list-style-type: none"> <li><b>Next meeting:</b> <ul style="list-style-type: none"> <li>January 7, 2021</li> </ul> </li> <li><b>Upcoming Priorities:</b> <ul style="list-style-type: none"> <li>Finalizing governance bylaws</li> <li>CER Tracking document</li> </ul> </li> <li><b>Other updates:</b> <ul style="list-style-type: none"> <li>Marketing &amp; Outreach</li> </ul> </li> <li><b>Meeting was adjourned at 11:02 a.m.</b></li> </ul>	