

January 7, 2021



COMMUNITY HEALTH WORKER  
ADVISORY BODY

DRAFT BY-LAWS



**Community Health Worker  
Advisory Body**

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## **ARTICLE I – MISSION STATEMENT/GOALS & OBJECTIVES**

### **Section I – Mission Statement**

The mission of the Community Health Worker Advisory Body (CHWAB) is to unify the voices of the community health workers and strengthen the profession’s capacity to promote healthy communities.

### **Section II – Goals and Objectives**

The goals and objectives of the CHWAB are to:

- Promote uniform standards and requirements for the training, certification, and continuing education of CHWs and CHW instructors in CT
- Educate those working in the health and social service sectors about the role, scope of services, evidence of success, and best practices related to CHWs.
- Develop and enhance opportunities for building the CHW workforce and its capacity to succeed.

## **ARTICLE II – DUTIES OF THE CHWAB**

### **Section I – Duties**

There shall be established within the Office of Health Strategy a Community Health Worker Advisory Body. Said body shall:

- A. Advise said office and the Department of Public Health on matters relating to the educational and certification requirements for training programs for community health workers, including the minimum number of hours and internship requirements for certification of community health workers
- B. Conduct continuous review of such educational and certification programs, and;
- C. Provide the department with a list of approved educational and certification programs for community health workers
- D. OHS will ensure on-going communication between the CHWAB and OHS.
- E. OHS staff assigned to the CHWAB will attend all meetings and inform the CHWAB of timely developments.

## **ARTICLE III – MEMBERSHIP**

### **Section I – Members**

The terms “member” or “members,” as used in these by-laws to refer to persons who have been appointed by the OHS Executive Director,

### **Section III – Composition and Membership**

- A. Public Act 19-117 Section 160 established within the Office of Health Strategy the Community Health Worker Advisory Body. The Executive Director of the Office of Health Strategy, or the executive’s designee, shall act as the chair of the Community Health Worker Advisory Body and shall appoint the following members to said body. Six members who are actively practicing as community health workers in the state;
- B. A member of the Community Health Workers Association of Connecticut
- C. A representative of a community-based community health worker training organization
- D. A representative of a regional community-technical college

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- E. An employer of community health workers
- F. A representative of a health care organization that employs community health workers
- G. A health care provider who works directly with community health workers
- H. The Commissioner of Public Health, or the commissioner's designee

#### Section IV – Term of Membership

The term of membership on the CHWAB shall be three (3) years. Upon expiration of their terms, a member may be nominated and re-elected to an additional one (1) year term up to a maximum of six (6) years. After serving on the CHWAB for two terms, there is no option for renewal.

#### Section V – Attendance

The proper functioning of the CHWAB depends upon the participation of its members. Members should inform the CHWAB Chair if they will be absent from a meeting. Members may participate through videoconferencing, however, members are encouraged to participate in person if applicable, unless in-person participation is prohibited for emergency reasons or is otherwise impractical.

Any CHWAB member who misses three (3) consecutive meetings and/or less than 60% of meetings annually shall be asked to resign.

The CHWAB Chair reserves the right to administratively discharge any member appointed under Article III, Section 7, for cause.

#### Section VI – Member Preparedness

It is the responsibility of voting members to:

- A. Prepare for meetings by reviewing materials distributed *prior* to a meeting, prepare to raise questions and comments about issues being discussed.
- B. Participate in meeting discussions.
- C. Listen and speak respectfully to others.
- D. Members agree to be respectful at all time of other Committee members, staff, and audience members. They will listen to each other to seek to understand the other's perspectives, even if they disagree.
- E. Members agree to make every effort to bring all aspects of their concerns about these issues into this process to be addressed.
- F. Members agree to refrain from personal attacks, intentionally undermining the process, or intentionally mis-stating the positions taken by any other participants during the process.
- G. Any written communications, including emails, blog and other social networking media, will be mindful of these procedural ground rules and will maintain a respectful tone even if highlighting different perspectives.
- H. Comply with OHS Conflict of Interest policy. See Appendix I.

#### Section VII – Resignation and Removal of Members

A CHWAB member shall serve his/her designated term unless he/she resigns, are removed, or otherwise become disqualified to serve.

#### Section VIII – Resignation by Notice

Any member choosing to leave the CHWAB shall submit a letter of resignation to the Chair. Resignation by notice shall take effect on the date of receipt of such notice by the Chair.

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**Section IX – Termination of Members, other than state officials or their designees, for Cause**

- A. A member of the CHWAB may be removed from membership for any of the following:
  - 1. Non-attendance at committee meetings without notification, except in the case of an urgent or emergent situation, as described in Section V and VII in this Article;
  - 2. Other causes, such as unethical behavior in violation of the conflict of interest policy included in Appendix I, herein, Unethical behavior does not include the expression of CHWAB member individual viewpoints.
- B. A member other than the Chair may be removed for cause by a two-thirds vote of a quorum at any regularly scheduled or special meeting of the CHWAB. This must appear as an item on the agenda in accordance with the rules for meeting/agenda notification

**Section X – Vacancies**

In the event of a vacancy on the CHWAB, the Executive Director of the Office of Health Strategy or the executive directors designee will appoint a qualified person to fill the vacancy whose expertise is in the same area as the member whose departure resulted in the vacancy.

**ARTICLE IV – Chair and Co-Chair**

**Section I – Chair Appointment**

- A. The Executive Director of the Office of Health Strategy shall serve as the Chair of the CHWAB or the executive director's designee.

**Section II – Election of Co-Chair**

**Section III – Duties of Chair and Co-Chair**

- A. The Chair shall preside at all meetings and shall perform all other duties necessary or incidental to the position
- B. The Chair and Co-Chair shall be voting members of each design group
- C. The Co-Chair will assume responsibilities of the Chair in the event of the Chair's absence.

**ARTICLE V – MEETINGS: Regular and Special**

**Section I – Frequency and Location of Meeting**

Regular meetings of the CHWAB shall be held at a frequency and such place and time as may be determined. OHS will offer a virtual/call-in option for remote participation. The CHWAB shall ensure that the location and time of meetings are reasonably accessible to members.

All regular meetings of the CHWAB and meetings of workgroups shall comply with the Freedom of Information Act. The CHWAB will reserve time for public comment on the business agenda of each meeting of the CHWAB. CHWAB minutes as well as other documents produced by the CHWAB shall be public documents, and in accordance with the Freedom of Information Act (FOIA).

Action may be taken by the team based on a simple majority of votes of those members present at a meeting.

An annual schedule of regular meetings shall be made available to the public.

**Section II – Notice**

An announcement of each regular CHWAB meeting, the agenda for the meeting, and all related meeting materials shall be e-mailed to all members at least three days in advance of the date of the meeting.

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Section III – Special Meetings

Special meetings of the CHWAB may be held or called by the Chair or set by the Chair after written request of any five (5) members of the CHAWB is received by the Chair. The special meeting call shall be a written notice e-mailed to members, not less than seven (7) days prior to the date set for such special meeting. Such call must set forth specifically the subject matter of the meeting, and other subjects may not be introduced or considered at such meetings.

Section IV – Meeting Material

OHS staff or an agent acting on behalf of OHS, shall prepare a draft of the minutes of each CHWAB meeting, stating the action taken at such meeting, and shall submit them to members as expeditiously as possible for their review. Any member wishing to propose a correction to the minutes shall propose a correction at the meeting at which the minutes are presented for review and approval. Any such approved corrections will be made to the permanent file copy. For substantive or major revisions, any member may request that a copy of the revised minutes be redistributed to all CHWAB members. Meeting minutes and any votes will be posted on the OHS website.

Section V – Quorum

At any CHWAB meeting, the presence of at least seven (7) of the members (50% plus 1) shall be necessary to constitute a quorum for the purpose of engaging in any formal decision-making. The presence of a quorum will be called by the Chair or Co-Chair

Section VI – Voting

Each member of the CHWAB shall be entitled to one vote upon any matter before it that requires a vote. Voting upon any issue shall be voice vote, or by show of hands, of the members. Rollcall may be utilized for video- conference meetings if a voice vote is unclear.

Section VII – Conduct of Meetings

All meetings will be conducted in an orderly manner and governed by these Bylaws. Regular and Special CHWAB meetings shall be conducted using Robert’s Rules of Order Abbreviated.

Section VIII – Public Comment at Meetings

The agenda for each meeting shall contain an item “Public Comment” at the beginning of regularly scheduled business. The CHWAB Chair or Co-Chair chairing a meeting shall manage any public comments and participation at the meeting.

**ARTICLE VI – CONFLICT OF INTEREST**

Section I – General Statement

All CHWAB members are required to disclose in advance if they, their employer or any member of their immediate family could possibly benefit financially from the outcome of a CHWAB decision process. A Conflict of Interest Disclosure Form is completed by each CHWAB Member and submitted to the Office of Health Strategy (OHS). Once disclosed, the individual can choose to abstain from a vote or be recused from a discussion.

In the event of a matter that raises a potential conflict of interest comes before the CHWAB or a workgroup for consideration, recommendation or decision, the member shall disclose the conflict of interest as soon as he/she becomes aware of it.

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This “conflict-of-interest” principle shall not be construed as preventing any member of the CHWAB from full participation in discussion about CHWAB or workgroup needs. Rather, individual members are expected to draw upon their lay and professional experiences and knowledge of the health service delivery system if they disclose verbally any potential conflicts of interest at the beginning of such discussion.

## **ARTICLE VII – DUTIES OF OHS**

- A. OHS shall inform the CHWAB about all changes that impact its mission, which includes Federal and State policy.
- B. OHS shall provide all information, guidance and support to the CHWAB
- C. OHS shall support the work of the CHWAB by providing administrative support, technical assistance, and support as resources allow.
- D. OHS will ensure on-going communication between the CHWAB and agency staff and leadership.
- E. OHS staff assigned to the CHWAB will attend all meetings and inform the CHWAB of timely developments.

## **ARTICLE VIII – OFFICIAL COMMUNICATION AND REPRESENTATION**

### **Section I – Official Communication**

Any communication request of the CHWAB to the media or general public should be directed to the OHS Communications Director.

### **Section II – Representation**

No member of the CHWAB or any workgroup shall make any statement or communication under circumstances that might reasonably give rise to an inference that he or she is representing the CHWAB or OHS (including, but not limited to, communications upon OHS stationary, public acts, statements or communications in which he or she is identified as a member of the CHWAB except only in actions or communications that are clearly within the policies of the CHWAB Chair and Vice Chair, in consultation with OHS.) An example of an acceptable action is a CHWAB member being asked to provide information about the CHWAB and its activity at a forum being conducted on the cost growth benchmark and primary care target.

## **ARTICLE IX – MAINTENANCE OF RECORDS**

Files containing CHWAB and workgroup minutes, correspondence, and records shall be maintained by OHS staff at the OHS Office, 450 Capitol Ave., Hartford, CT 06105. Electronic copies of all documents shall be retained in accordance with OHS’s record retention policies.

## **ARTICLE X – NON-DISCRIMINATION**

The officers, staff and committee members of the CHWAB and any of its design groups shall be selected without discrimination with respect to age, gender, race, religion, disability, sexual orientation, or national origin.

All CHWAB business and activities shall be conducted fairly and equitably in a manner which does not discriminate with respect to age, gender, race, religion, disability, sexual orientation, gender identity or expression, or national origin.



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Appendix I – Conflict of Interest Policy and Statement

General Principles

The OHS Community Health Workers Advisory Body (“CHWAB”) seeks to avoid any conflict of interest in its operations and, where possible, to avoid even the appearance of a conflict. The members of the CHWAB understand that, as an advisory body of OHS, CHWAB members are expected to maintain a commitment to transparency and integrity of their work.

The integral nature of the input OHS receives from the CHWAB will inform the development of health policy intended to benefit all within the State. While CHWAB members will benefit from their work, as a resident of the State, this policy is not intended to address those situations where Members may benefit from a decision simply because they are a member of the CHWAB. Instead, this policy is designed to address situations where a board or committee member has a specific or individualized interest which may impact his/her ability to participate in CHWAB activities in a neutral, transparent and unbiased manner.

Taking into consideration the above principles, individuals covered by this policy agree that they will not participate in any CHWAB decision that materially benefits them or a related party.

All individuals covered by this policy also agree to disclose any interest they have in a matter being considered by the CHWAB of which he/she is a member where that interest could reasonably be viewed by others as affecting the objectivity or independence of the covered individual. An insubstantial interest will not normally be viewed as affecting the objectivity or independence of the covered individual. However, in the interest of full disclosure, an insubstantial interest should be disclosed to the CHWAB chair.

Conflict of Interest Policy for CHWAB Members

For purposes of this policy, CHWAB members are considered to have a conflict if the conflict defined under the policy is one of self or a related party to self. For the purposes of this policy, a related party is any:

- Immediate family member (children, grandchildren, parents, siblings and spouses thereof and spouses);
- Household member (persons residing in a Member’s household); or
- Organization with which an immediate family member or household member has a formal relationship. A formal relationship is defined as serving as a member, director, officer, employer or partner of an organization regardless of whether the organization is a business or nonprofit.

Determining the Existence of a Conflict of Interest “Conflicts of Interest”

Generally Defined “Conflicts of interest” includes not only individual financial gain in conflict with an individual’s duties to the CHWAB (“material conflict”) but also conflicts arising from any interest in or duty to another organization. In general, individuals shall not seek to profit personally from their affiliations with the CHWAB or favor the interests of themselves, relatives, friends, supporters, or other organizations over the interests of the CHWAB, or bring their interests into conflict or competition with the interests of the CHWAB.

Recognizing that not all conflict of interest situations are clear-cut and easy to define, it is ultimately the responsibility of each individual to use sound judgment and avoid or determine the existence of and disclose any situation that creates or appears to create a conflict of interest. Specific questions about the possible presence of a conflict of interest shall be directed to OHS’ General Counsel. Alternatively, the Member may choose to treat the issue as a conflict of interest in accordance with this policy.



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Examples

This section includes illustrative examples of what does and does not constitute a conflict of interest that would need to be disclosed under this policy.

1. A Member works for a consulting firm which the CHWAB is considering hiring. The Member has a material conflict of interest with respect to that issue that needs to be disclosed.
2. A Member’s employer organization has applied for a grant from the CHWAB which is awarded by the committee. The Member has a material conflict of interest with respect to the grant decisions that needs to be disclosed.
3. A Member’s foundation has requested the CHWAB work on a project funded by the foundation. The Member has a non-material conflict of interest with respect to the CHWAB’s consideration of the project under the policy on external funding and grants that needs to be disclosed
4. A Member’s foundation is being considered for a non-financial award selected by the committee. This Member has a non-material conflict of interest with respect to award decisions that needs to be disclosed.

Other Conflicts of Interest

When a matter presents a non-material conflict of interest for individuals covered by this policy, the following procedure must be followed unless a more specific procedure is outlined above: a) The Member involved identifies the potential conflict to the CHWAB; b) The Member fully discloses all facts relevant to the CHWAB’s discussion of the matter; c) The member refrains from voting on the matter and, if requested by the CHWAB chair, absents him or herself from the meeting during any discussion of the matter; and d) The disclosure of the conflict and recusal from the vote is documented in meeting minutes and/or other records.

CHWAB Members are under a continuing obligation to report any actual or potential conflicts of interest and must report promptly any conflicts of interest that have not been previously disclosed including material or non- material conflicts of interest requiring disclosure under this policy.

If an individual has reasonable cause to believe that others have failed to disclose a conflict of interest, he/she shall inform the CHWAB chair and OHS’ general counsel. The CHWAB chair shall discuss the issue with OHS’ general counsel to assist in determining the appropriate steps to protect the CHWAB.

Certificate

The undersigned hereby certifies that he or she has read and understood this Conflict of Interest Policy and agrees to abide by it.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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Appendix II – Robert’s Rules of Order, Abbreviated

What is Parliamentary Procedure? It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. It’s a time-tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization.

Sample Order of Business:

1. Call to order and roll call of members
2. Present the Agenda
3. Consider minutes of last meeting—vote to accept amended minutes.
4. Special orders--important business previously designated for consideration at this meeting
5. Business--motions
6. Announcements
7. Adjournment

Presenting Motions:

1. Obtain the floor
2. Make a motion--avoid personalities and stay on subject.
3. Wait for someone to second the motion.
4. Another member will second the motion, or the Chairman will call for a second--if there is no second to motion it is lost.
5. The Chairman restates the motion.
6. Debate—concise and focused on content of motion.
7. Keep established time limits.
8. Put the question to the membership--if there is no more discussion, a vote is taken.

Note: Motion to Table – This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.

Voting on a Motion:

1. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ...". The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
2. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Although "voice" is preferred, any member may move for an exact count.
3. By Ballot -- Members record their votes; this method is used when secrecy is desired.

In summary, parliamentary procedure is an effective means to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Obey the rules of debate—stay focused

Most importantly, BE COURTEOUS.

Adapted from: <http://www.robertsrules.org/rulesintroprint.htm>