

# Community Health Worker Advisory Body

## Meeting Summary

May 6, 2021

Meeting Date	Meeting Time	Location
May 6, 2021	10:00 a.m.-12:00 p.m.	Via Zoom

### Member Name and Attendance

Community Health Worker Advisory Body Members					
Michele Scott	X	Derricia Parker	X	Nilda Paris	
Lee Carenza	X	Milagrosa Seguinot		Chris Andreson	
Mildred Landock	X	Jerry Smart		Fernado Morales	
Erika Lynch	X	Adriana Rojas			
Bianca Noronas		Jean Jacob			
Other Participants Present					
Laura Morris, OHS		Monica Jensen, DPH			
Leslie Greer, OHS		Shaquille Pigatt, CHCAT			

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>Michele Scott</b>
	<p><b>Call to Order</b></p> <p>The meeting of the Community Health Worker Advisory Body (CHWAB) was held on Thursday, May 6, 2021 via zoom. Michele Scott chaired the meeting. The meeting convened at 10:04 a.m.</p>	
2.	<b>Public Comment</b>	<b>Michele Scott</b>
	<ul style="list-style-type: none"> <li>No public comment</li> </ul>	
3.	<b>Review April Minutes and Approval</b>	<b>Michele Scott</b>
	<ul style="list-style-type: none"> <li>There were not enough members for a quorum to approve April meeting minutes. Approval tabled for next month.</li> </ul>	
4.	<b>Co-Chair/Membership Vacancy</b>	<b>Michele Scott</b>
	<ul style="list-style-type: none"> <li>Anyone interested in applying for co-chair or has any recommendations please</li> </ul>	
5.	<b>CHWAB Governing Body By-Laws</b>	<b>Laura Morris</b>
	<ul style="list-style-type: none"> <li>Used OHS standard boilerplate which is required for all OHS Committees.</li> <li>Attendance policy, term of Membership and structure was previously approved. Duties of the CHWAB were taken directly from statute.</li> <li>Proposed language for the Mission Statement and Goals and Objectives were gathered from research on Community Health Worker Advisory Boards in other states.</li> <li>Overview provided for each ByLaw Article</li> <li>Motion made at December meeting for term of Co-Chair is one-year with the option to be reappointed with no maximum term limit, but open for others to apply. The information is missing from Article IV Section II and needs to be added.</li> <li>Co-Chair must be a CHW to be noted in ByLaws</li> </ul>	

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	<ul style="list-style-type: none"> <li>A motion was made to approve the Governing ByLaws with the insertion of the elected Co-Chair position description already approved and discussed by Milagrosa Seguinot and seconded by Mildred Landock. <b>Motion carried</b></li> </ul>	
<b>6.</b>	<b>Discuss Development of Training Vendor Application Portal</b>	<b>Laura Morris</b>
	<ul style="list-style-type: none"> <li>OHS has met internally with IT staff to discuss development of the training vendor portal. OHS is in the process of developing the portal and anticipating completion in March or April.</li> <li>Once completed CHWAB will review, test and make sure all kinks are worked out before going live.</li> <li>Portal is based off the CHWAB training vendor application and is a priority to be completed.</li> </ul>	
<b>7.</b>	<b>OHS Update</b>	<b>Laura Morris</b>
	<ul style="list-style-type: none"> <li>Laura thanked everyone for all the hard work from the committee and stressed OHS is amazed at how much work has been produced.</li> <li>Almost close to completing the work and the portal is the last piece.</li> <li>The Review Committee has all the members who volunteered and will meet quarterly once the applications start coming in.</li> <li>The composition of the Review Committee for year one is: 2 certified CHW's, DPH representative, Employer/Clinician, or supervisor of CHW's. Year two will be the same but will include a CHW training vendor.</li> <li>The following have volunteered:             <ul style="list-style-type: none"> <li>Chris Andresen or a designee of DPH</li> <li>Adriana Rojas and Mildred Landock for CHW's</li> <li>Derricia Parker will serve as CHW employer</li> </ul> </li> </ul>	
<b>8.</b>	<b>Certification Update – DPH</b>	<b>Chris Andresen</b>
	<ul style="list-style-type: none"> <li>Currently 159 certified CHW applications and 6 pending.</li> </ul>	
<b>9.</b>	<b>Marketing and Outreach Update</b>	<b>Monica Jensen</b>
	<ul style="list-style-type: none"> <li>The committee is narrowing down what the messaging should be for the marketing and outreach program.</li> <li>Messaging will include encouraging CHW's to look into certification for the benefits and how to do it. Will also include promoting participation for CHW's to become members of the CHW Association.</li> <li>Meeting will be held today @ 12:15 p.m.</li> <li>Members have received a draft RFP to determine what to ask of a potential media vendor.</li> </ul>	
<b>9.</b>	<b>General Questions</b>	<b>Tekisha Everette</b>
	<ul style="list-style-type: none"> <li>None</li> </ul>	
<b>10.</b>	<b>Next Steps</b>	<b>Tekisha Everette</b>
	<ul style="list-style-type: none"> <li>Tekisha Everette thanked everyone for all the hard work done in a short period of time. There is not much else to discuss other than Marketing and Outreach.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• CHWAB will not meet until March to discuss Marketing and Outreach and update on portal or perhaps a demonstration.</li> <li>• Marketing and Outreach Committee is free to meet and finalize plans</li> <li>• Thank you to OHS staff, Dashni and the committee for the thoughtfulness, research and putting meeting material together.</li> <li>• Next meeting March 4, 2021</li> </ul>	
<b>11.</b>	<b>Adjourn</b>	<b>Tekisha Everette</b>
	<ul style="list-style-type: none"> <li>• Motion was made by Milagrosa Seiguinot to adjourn at 11:30 a.m. and seconded by Derricia Parker. <b>Motion carried</b></li> </ul>	