

14 March 2018

CHWC Advisory Board meeting notes

In attendance: Anna Guymon, Katherine Luke, Kelli Peterson (P), Pat Eisenman, Nicole Bissonette, Jeanette Viallta (P), Christine Espinel, Debbie Dilley, Starr Stratford, Jen Puder, Bridgett Hanna, Jenifer Lloyd, Oreta Tupola (P), McKell Drury

*P= by phone

INFORMATION ITEMS:

Vacant Positions update: Anna informed the group that Vicky Fuentes has resigned from her position on the Advisory Board due to her job responsibilities changing. Anna stated what a great job Vicky did with the Board and wished her luck with future endeavors

Current vacant positions include:

1.2 Co-chair for Advisory Board (must be a current or former CHW)

1.5 Faith-based organization representative

1.9 Advocacy co-chair

Please send nominations to Anna by April 30. These will be shared with current Advisory Board members and voted on in the May Advisory Board meeting.

Please include the following information in your nomination:

Please share the following information with the nominee (based on position you are nominating them for):

1.2 Co-chair for Advisory Board (must be a current or former CHW):

- Advisory Board members will serve without compensation
- The terms of the Advisory Board members shall be for two (2) years
- Advisory Board members are expected to attend at least four of the six Advisory Board meetings annually, in order to maintain membership status. Meetings are held every other month.
- **Advisory Board Co-Chairs:**
 - Preside at all Advisory Board meetings
 - Are ex-officio members of all Coalition Workgroups
 - Act as the official representative and spokespersons of the Coalition
 - Take charge of Coalition membership and retention
 - Make frequent contact with current members to motivate and orient members of Coalition aims
 - Oversee annual review and update of goals at the end of each fiscal year to reflect current Coalition activities
 - Other duties as determined by the Advisory Board
- Total time commitment is approximately 5-7 hours each month.

1.5 Faith-based organization representative:

- Advisory Board members will serve without compensation
- The terms of the Advisory Board members shall be for two (2) years
- Advisory Board members are expected to attend at least four of the six Advisory Board meetings annually, in order to maintain membership status.
- Total time commitment is approximately 2-3 hours each month.

1.9 Advocacy workgroup co-chair:

- **Workgroup Co-Chairs:** Each Workgroup has two Co-Chairs, one of whom attends Advisory Board meetings and votes as a member of the Advisory Board. Workgroup Co-Chairs are chosen by and voted in by the Advisory Board, with consideration of input given by general membership at meetings. Each Co-chair term will be two calendar years. The Co-Chairs of each Workgroup have the responsibility to ensure that at least one or the other Co-Chair will attend Advisory Board meetings as a representative of the Workgroup.
- The **Advocacy Workgroup** will help mobilize support for the work of CHWs across the state. Possible actions include defining the Coalition's legislative agenda (if any) and making recommendations for Coalition initiatives and strategies for grassroots' support of CHWs (in coordination with UPHA CHW Section). The Workgroup will also advocate for policies that support the work of CHWs, perform outreach education to healthcare professional organizations on the benefit of CHWs on the healthcare team and strive to increase public and professional recognition for CHWs.
- Monthly meetings
- Total time commitment is approximately 2-5 hours each month.

CHW Core Skills Training Pilot update: Pat thanked Anna for all of her work in coordinating the training.

Pat reports that there were 16 attendees at the first in-person training session. There was some difficulty at the beginning of the training trying to get the attendees to open up and communicate but by the end of the day, things had improved. Pat uses the “popular education” method of teaching. This method includes; sharing, reflecting, adding something to the discussion, reflecting, and then doing something with what was learned. This initial training included 4 sessions with a wrap-up after each session. Pat noted that only 7 of the 16 participated in the wrap-up by turning papers in.

So far, in the first 2 weeks of the on-line platform, 9 participants have completed the introduction and 6 have posted responses to the Social Justice section. Anna and Pat discussed that there may be firewall issues or maybe participants aren't quite sure how to navigate the online platform. Anna reports seeing a high level of interest from some participants with others giving very little detail in their feedback.

Katherine suggested to give frequent reminders to participants as well as adding online videos, encouraging participants to team up for discussions. Starr offered to hold a training day at AUCH to help participants become more familiar with the online training platform with the assistance of Oreta who is familiar with this learning system.

Oreta reports that for some participants there has been a time issue for completing the online assignments for others it may be hard to navigate the system.

July 6, 2018 is the last in-person training for this session.

CHWC Workgroup Reports:

Advocacy: Bridgett presented the Strategy Plan document developed by the Advocacy workgroup. The purpose of the document is to help guide strategic efforts in development of communication plans for different audiences. Development of a website is being explored in relation to the goals of this workgroup. The Advocacy workgroup co-chair position is still vacant, seeking nominees for this position. Membership recruitment is also encouraged due to the small group currently attending.

Eval/SF: Jen P. provided an update on the Medicaid subgroup. This group is discussing best approach for Medicaid reimbursement for CHWs. The workgroup plans to present a request to the MCAC in June. Emphasis on value-based payment arena for reimbursement.

WFD: Anna provided an update on Implementation and Certification subgroups. Implementation subgroup now focused on establishing Train the Trainer training, as well as identifying repository for list of qualified trainers. Certification subgroup has collected information on CHW-like occupations within health systems (comparing to CHW SoP roles), as well as information on similar occupations to CHWs to identify role overlap and role distinctions for CHWs. Now, the group will focus on development of Certification process for CHWs who complete the Core Skills training, as well as those who may be “grandparented” into Certification. Anna and Oreta are working on identification of a shared process of input between the CHWC and UPHA CHW Section to ensure representation from a variety of CHWs in development of Certification process.

AUCH-CHW Interventions presentation: Starr presented on the CHW project integrating CHWs into Community Health Centers. See Starr’s presentation for further detail and for her contact info.

UPHA CHW Section update: ran out of time for this agenda item. Will send a written update from UPHA CHW Section leadership out to CHWC members.

ACTION ITEMS:

- All Advisory Board members present voted in favor of the Advocacy Workgroup-Strategy Plan document.