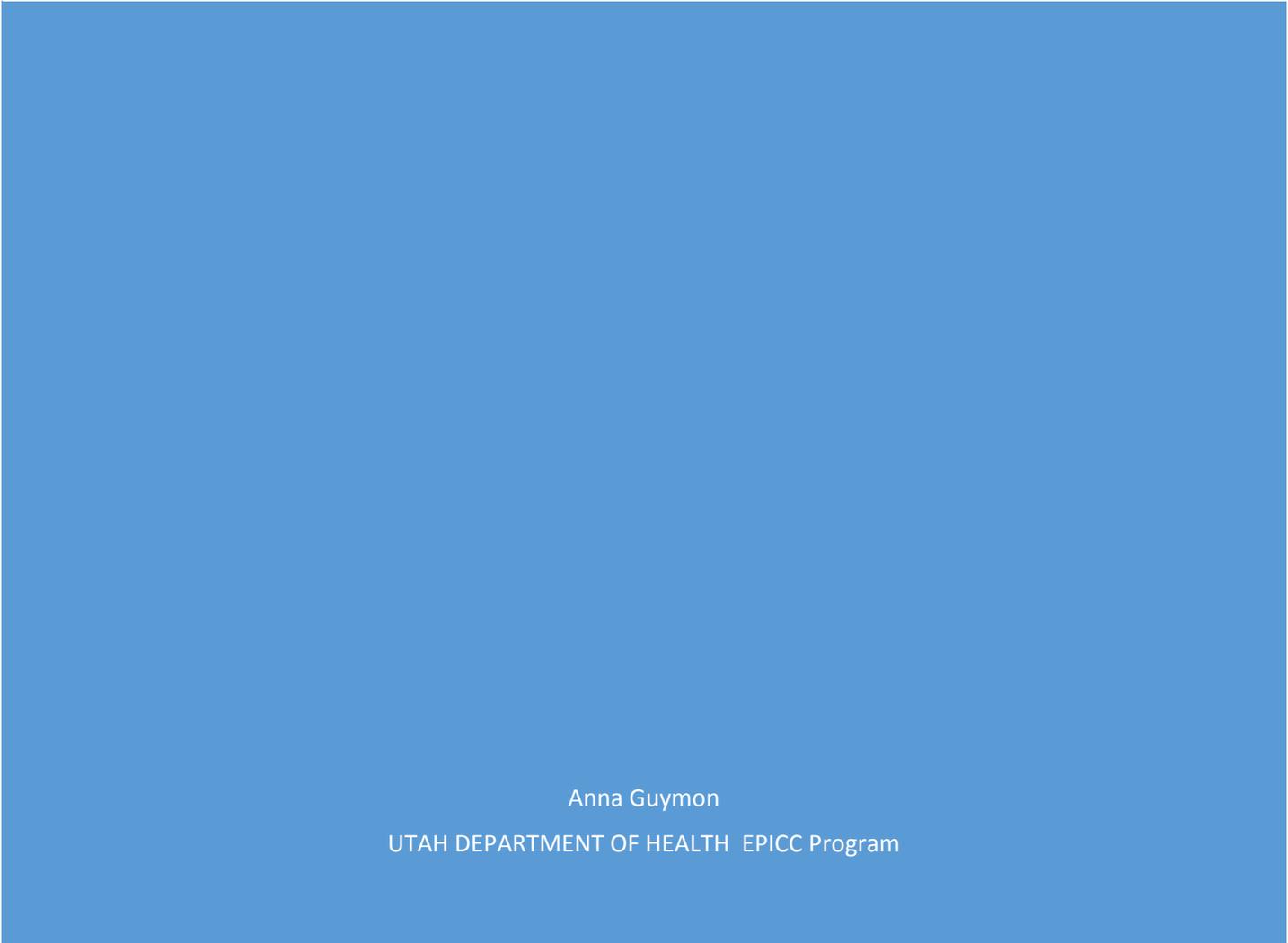




UTAH COMMUNITY HEALTH WORKER COALITION (CHWC) CHARTER

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UTAH DEPARTMENT OF HEALTH EPICC Program



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Infrastructure (Roles, Responsibilities)

The Utah Community Health Worker Broad-Based Coalition (“CHWC”), supports and promotes the work of community health workers (“CHWs”) in Utah. The CHWC consists of an Advisory Board and three workgroups: the Evaluation and Sustainable Finance Workgroup; the Workforce Development Workgroup and the Advocacy Workgroup.

The CHWC membership consists of a broad-based group of experts, specialists, and interested parties from many sectors, through which collaborative efforts serve to promote and support the work of CHWs in Utah through policies which support the recognition and sustainability of the profession, improve the CHW workforce within the state, including the training and certification processes, as well as to provide guidance and recommendations to support the Utah Public Health Association Community Health Worker Section (UPHA CHW Section). The UPHA CHW Section is the professional "home" for CHWs in Utah. The UPHA CHW Section provides statewide access to resources, training, networking, and continuing education/professional development for CHWs.

Advisory Board - Appointments, removal, term duration, and vacancies

1. The Advisory Board shall consist of fifteen voting members, with at least five membership positions outside of workgroup leadership reserved for current CHWs and/or CHW employers. The makeup of the Board consists of representatives as listed below:
 - 1.1. Elected Co-Chair Advisory Board
 - 1.2. Elected Co-Chair (current or former CHW)
 - 1.3. Position for CHW Employer
 - 1.4. Position for CHW Employer
 - 1.5. Position for CHW (UPHA CHW Section Chair)
 - 1.6. Position for CHW Employer
 - 1.7. Elected Secretary (NON-VOTING Member)
 - 1.8. Position for State Dept. of Health
 - 1.9. Position for one of the Advocacy Workgroup Co-Chairs
 - 1.10. Position for one of the Evaluation/Sustainable Finance Workgroup Co-chairs
 - 1.11. Position for one of the Workforce Development Workgroup co-Chairs
 - 1.12. Position for Providers/health systems representative
 - 1.13. Position for Higher Education representative
 - 1.14. Position for Local Health Department/Behavioral Health representative
 - 1.15. Position for Faith Based Organization representative
 - 1.16. Position for Consumer Advocate representative
2. Advisory Board members will be nominated by the Advisory Board Co-Chairs based on nominations received and eligibility category needing to be filled. Potential nominees will be confirmed by a majority vote of the existing Advisory Board members.
3. Advisory Board members will serve without compensation
4. The terms of the Advisory Board members shall be for two (2) years
5. The terms shall be staggered so that one-half (½) of the members are appointed each year in July. In the event of resignation or removal of any member, a replacement will be appointed in the same way

the original member was appointed, to serve for the unexpired portion of the term for which such member has been appointed.

6. Advisory Board members are expected to attend at least four of the six Advisory Board meetings annually, in order to maintain membership status.

Resignation or dismissal from Board

Resignation from the Board may be submitted at any time, in writing via e-mail, mail or in-person to the Board Co-Chairs and Secretary. A successor will be appointed in the same way as the original member was appointed to serve for the unexpired portion of the term for which such member has been appointed.

Upon written notice from the Board, any member may be suspended or dismissed for violation of the member agreement or policy adopted by CHWC, or any other conduct damaging to the best interests of CHWC. Written notice with an opportunity to respond to the reason for the suspension or dismissal will be sent to the member's mailing address or electronic mail address as they appear on the signed membership agreement. Final action will occur upon decision of the Board by vote.

Conflict of Interest

The purpose of the Conflict of Interest Policy is to prevent the personal and/or financial interests of the Board members from interfering with decision-making around CHWC strategies or result in the personal, professional, and/or political gain on the part of such Board member at the expense of the CHWC, its members or stakeholders. Board members are able to perform their duties in good faith, in a manner they reasonably believe to be in the best interests of the CHWC and with such care including reasonable inquiry, skill, and attentiveness.

A Conflict of Interest agreement will be included on the membership form and shall be distributed to Advisory Board members and all other CHWC members for signature and collected annually.

Review and Amendments to the Charter

The Charter will be reviewed by Advisory Board members bi-annually.

From time to time, the Charter in effect may be amended, altered and repealed and new language may be adopted at any annual or special meeting of the voting members with an affirmative vote in person or by proxy of at least a majority of the voting members present in person or by proxy at the meeting, provided that notice of the proposed amendment is included with the notice of the meeting. Any amendments shall take effect immediately upon the announcement of the results of the vote by the Secretary, unless otherwise provided at the time the amendment is submitted to the voting members.

Workgroup assignments

The Advisory Board will assign each Coalition member to serve on one or more of the workgroups based upon the member's background, expertise, interest, and availability as indicated on the membership form. The Advisory Board may create ad-hoc committees and other committees as it believes appropriate. The Advisory Board serves in an advisory capacity to the work groups and provides recommendations to improve the CHW workforce within the state, including the training and certification processes. The agenda for the Advisory Board will allow for input from general membership prior to voting on proposals.

Workgroup Roles

The workgroups establish criteria to guide decisions, develop proposals based on criteria and gain consensus to achieve goals and submit to the Advisory Board for approval. Workgroups coordinate efforts with one another, where possible, to develop synergy around goals. The Advisory Board discusses proposals, and then either approves or rejects the proposal. If rejected, the proposal is sent back to the respective workgroup with recommendations for further discussion.

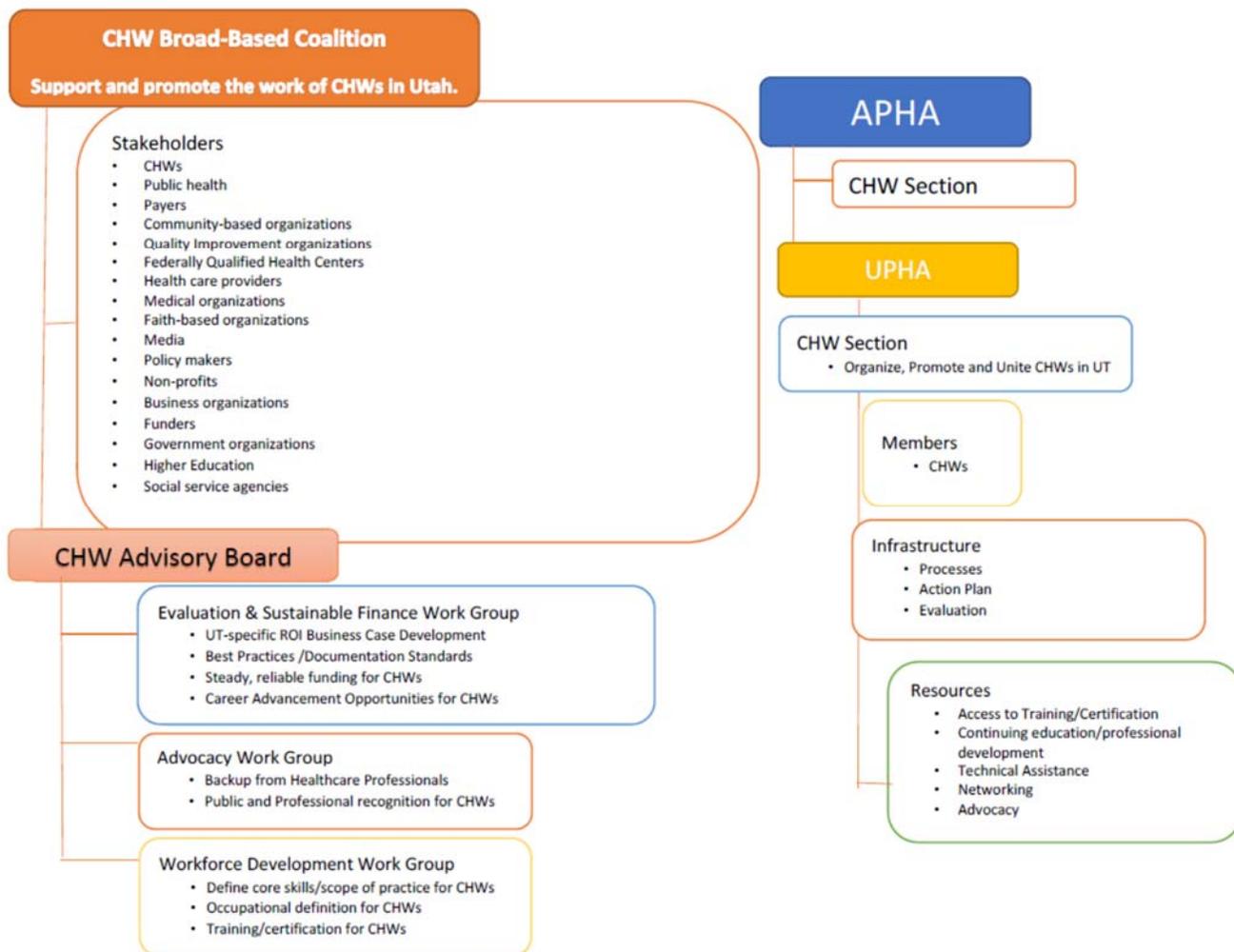
Workgroup Purpose

The purpose of the **Evaluation and Sustainable Finance Workgroup** is to identify best practices for CHWs and develop a Utah-specific return-on-investment business case using established criteria and through synthesis of outcomes from measured CHW interventions. Efforts will lead to a broader understanding of the value of CHWs' work in Utah. Additionally, this workgroup's role is to identify steady, reliable funding and career advancement opportunities for CHWs in Utah

The purpose of the **Workforce Development Workgroup** is to define the scope of practice and core competencies and to provide recommendations on a statewide standardized training curriculum for CHWs.

The purpose of the **Advocacy Workgroup** is to help mobilize support for the work of CHWs across the state and to increase public and professional recognition for CHWs.

Organizational Chart



Advisory Board and Work Group Co-Chair Duties

The following outlines the duties for leadership positions within the Advisory Board and Workgroups.

1. 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

2. **Secretary:**

- Attends Advisory Board meetings
- Takes Advisory Board minutes
- Provides Advisory Board agendas with written notice or via email of the meeting stating the day, hour, and place of the meeting to each voting member at least five (5) days prior to the day of the meeting.
- Each Workgroup Chair will provide Workgroup meeting minutes to the Secretary within two weeks so s/he can update the Advisory Board on Workgroup activities
- Will maintain Coalition records including, but not limited to:
 - Transcribing Coalition minutes
 - Collecting news clippings, photographs, and official documents that record annual Coalition events
 - Providing meeting notification
 - Establishing and maintaining the CHWC member roster and CHWC correspondence.
 - Maintains all agendas and minutes

3. **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, *beginning July 1 and ending June 30*. The Co-Chairs of each Workgroup will determine which Co-Chair will represent the Workgroup as a member of the Advisory Board and will have the responsibility to ensure that one of the Co-Chairs attend Advisory Board meetings.

Workgroup Co-Chairs:

- Set the agenda for and facilitate discussion in monthly Workgroup meetings
- Ensure that their Workgroup's agenda and actions support the Advisory Board's agenda
- Make assignments to their Workgroup members to keep them involved and to facilitate new ideas
- Report updates to the Strategic Plan bi-monthly to the Advisory Board
- Report quarterly to the larger Coalition membership
- Provide a written report to be included in an annual report

Membership

Any individuals and/or organizations who support the purpose of the CHW Broad-Based Coalition may complete and submit a membership form, accessible on the CHWC website <http://choosehealth.utah.gov/healthcare/community-health-workers.php>. Membership forms will be approved by the Advisory Board. Membership implies acceptance of and support for the Coalition's stated purposes.

- A record of the current signed membership forms will be kept on file at the Utah Dept. of Health
- Orientation materials will be available on the website
- Members must have approval from the Advisory Board to represent the CHW Broad-Based Coalition in an official capacity, including advocating for policy proposals.
- Members sign a membership form disclosing any conflict of interest
- Recommendation to review meeting materials and minutes/notes prior to attending meeting
- Membership rosters consisting for each workgroup are maintained by the Secretary.

Meetings

Meetings scheduled for all workgroups may be accessed from the internal CHW Coalition website <http://choosehealth.utah.gov/healthcare/community-health-workers.php> and are accessible in-person and teleconference. Meeting notes are made available on each workgroup's web page.

The **Advisory Board** meets every other month to review Workgroup progress and approve recommendations. **Workgroups** meet on a monthly basis. Workgroup meeting schedules are determined by the respective Co-Chairs of each workgroup. Posted meeting dates will be made available on the website stating the day, hour and place of the meeting at least five (5) days prior to the day of the meeting.

Special Meeting and Notice

A special meeting of members may be called at any time by the Advisory Board or Co-Chairs by providing notice on the website and written notice to members of the respective group. Written notice of a special meeting, stating the day, hour, place and general nature of the business to be discussed, shall be provided to each member at least five (5) days prior to the day of the meeting.

No business may be transacted at a special meeting other than the general nature of which is stated in the notice of the meeting.

Elections and Consensus Process

Nominations and Elections

Each elected Advisory Board Co-Chair will serve for two calendar years. Nominations are to be submitted to the current Workgroup and Advisory Board member one month prior to a June election date. The Advisory Board will review nominations and approve nominees for each position during the May Advisory Board meeting. Terms will begin July 1 and end June 30.

A vacancy in any office shall be filled at the recommendation of the Co-Chairs and approved by the Advisory Board to fill the vacated position until the next election. If a Co-Chair vacancy occurs before the expiration of the Co-Chair's term, the Advisory Board will fill this vacancy within two months.

Eligibility

Only members of the CHW Coalition are eligible to be nominated and elected as members of the Board or as Co-Chairs for the workgroups.

Workgroup Consensus Process in Developing Proposals

The workgroups establish criteria to guide decisions, develop proposals based on criteria and gain consensus to achieve goals and submit to the Advisory Board for approval. Workgroups coordinate efforts with one another, where possible, to develop synergy around goals. The Advisory Board discusses proposals, and then either approves or rejects the proposal. If rejected, the proposal is sent back to the respective workgroup with recommendations for further discussion.

A decision by consensus is a decision in which all members find common ground. Getting consensus does not mean that everyone must be completely satisfied with the outcome, or even that it is anyone's first choice. It does mean that everyone understands the decision and can explain why it is best and everyone can live with the decision. Consensus process will utilize the group-decision making technique of structured discussion, with Co-Chairs as facilitators:

1. Members agree on criteria for making a decision
2. Members take turns expressing points of view without interactive discussion or debate
3. Summarize points of agreement after all members have had an opportunity to speak uninterrupted
4. Members debate and discuss conflicting ideas and check for agreement
5. Members continue to discuss and debate until the group reaches agreement and selects an idea/recommendation

(Notification provided) Any member that is absent during discussions requiring consensus may submit comments prior to discussion. Silence equals agreement with group decision.

Advisory Board voting and quorum requirements

At all Advisory Board meetings of the voting members, the presence in person, by proxy or by approved electronic communication of at least three-fourths of all the voting members shall be sufficient to constitute a quorum for the transaction of business. If a meeting cannot be organized because a quorum has not attended, those present may adjourn the meeting from time to time to such time and place as they may determine without notice other than by announcement at the meeting of the time and place of the adjourned meeting.

Proposals from the workgroups presented for approval by the Advisory Board with a yea vote of the voting members shall be adopted and any action of the voting members at a meeting upon any matter shall be taken and be valid only with the affirmative vote of at least a majority of the members present in person or by proxy at a meeting duly convened.

Vision and Mission Statements

The Utah CHWC's vision and mission statements will direct efforts to accomplish sustainable change in promoting and supporting the work of CHWs in Utah.

The Vision: True collaborative health for all communities in Utah.

The Purpose (Mission): To support, promote and advance the work of Community Health Workers in Utah.

Goals and Strategies

Goals and strategies are established by the CHWC Workgroups on an annual basis with progress reported on a bi-monthly basis to the Advisory Board. An annual report including findings and recommendations from each workgroup will be presented at the Coalition meeting, during the last month of the state's fiscal year (June).

The **Evaluation and Sustainable Finance Workgroup** is tasked with the following goals:

- Research and synthesize existing guidelines and programs for Community Health Workers and develop an evidence-based Best Practices on documentation standards for CHWs document for use in multiple CHW work settings (clinical, community, etc.).
- Develop a Return on Investment (ROI) business case, based on specific criteria to be shared with multiple potential CHW employer/advocates. Efforts will lead to a broader understanding of the value of CHWs' work in Utah.
- Conduct issue analysis to identify short and long-term funding, as well as government funding mechanisms for CHWs. Innovative payment models will be assessed to identify opportunities to promote the value of CHW roles to payers, providers and organizations.
- Assess/identify career advancement opportunities for CHWs will be conducted.

The **Workforce Development Workgroup** will:

- Define the scope of practice and core competencies for CHWs in Utah.
- Conduct a curricula evaluation to assess existing training programs for CHWs nationwide and will provide recommendations to the Advisory Board on statewide standardized training curriculum for CHWs in Utah. This recommendation will include information on the length, core content, supplementary training, cost and types of trainers required.
- Provide recommendations for certification and academic credit for CHWs in Utah.

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).
- Advocate for policies that support the work of CHWs
- Provide outreach education to healthcare professional organizations on the benefit of CHWs on the healthcare team
- Strive to increase public and professional recognition for CHWs.