

CHWC Advocacy Workgroup-Meeting **NOTES**

January 13, 2017

10am-11am

Meeting Location: Utah Department of Health, Cannon Building, Room 125

Call-in number: 877-820-7831, passcode: 745460#

In attendance: Micah Vorwaller, Anna Guymon, Alexandria Taylor, Joyce Kim, Alex Cragun (P), Tracy Altman (P), Kelli Peterson (P), Erin Jemison (P)

*(P)= by phone

Welcome—Micah 5 minutes

Introductions

Introductions were made, and Tracy Altman and Kelli Peterson accepted nomination to Co-Chair workgroup with Micah. Nomination will be shared with Advisory Board for approval.

Updates/Progress Reporting 10 minutes

Advisory Board update provided. Charter and Membership Form DRAFTS will be shared with members, with feedback requested by 1/31/17.

A member assessment survey will be sent by Micah, Tracy and Kelli in order to better understand membership capacity.

2017 Planning

Action Plan development: Goals, Tasks, Timeline 40 minutes

Communication Plan development: Goals, Audiences, Key Messages

Action Plan template tool was discussed and overall goals of 1) Public recognition for CHWs and 2) Professional recognition for CHWs. All workgroup members assigned to develop SMART Objectives for Goal areas and send to Tracy by 1/27.

Strategic Plan document has some content that may be helpful with development.

Feedback/ideas/objectives will be compiled by Tracy and shared at the next meeting. Communication channel determined for sharing documents: e-mail.

Communication plan will be developed at February meeting.

Wrap-up/next steps 5 minutes

Assignments were reviewed,

Next Meeting

February 10, 2017 | 10:00am—11:00am | UDOH, Room 125

Assignments:

All workgroup members

1. Develop SMART Objectives for Goal areas and send to Tracy by **1/27**.
2. Provide feedback on CHWC Charter document and Membership form to be shared with Micah and Tracy by **1/31**.
3. Complete workgroup member assessment/survey by **2/3**.

Individual assignments:

Anna will share draft documents: CHWC Charter, CHWC Membership Form and CHWC Workforce Development Action Plan with Micah and Tracy for distribution to the group.

Tracy will compile member feedback on SMART objectives.

Micah, Tracy and Anna will plug member assessment questions into survey tool (Survey Monkey or Google Survey)