



## CHW Workforce Development Work Group **NOTES**

Monday, October 16, 2017

10:00am-11:00am, Utah Dept. of Health Cannon Bldg. RM 125

Conference call-in: 1-888-740-4219 passcode: 495267

In attendance: Sarah McClellan, Cami Roundy (P), Anna Guymon, Sarah Hodson, Pat Eisenman, Brittany Guerra, Jennyffer Morales, JulieAnn Titmus (P), Kristen Brimley, Ferron Young (P), Starr Stratford (P), Pam Chapman (P), Bridgett Hanna, Alexis Pearl Lee (P) , Hillary Bryan (P), Brittany Ly (P)

\* (P) = by phone

Topic	Time	Lead	Pre-read Documents
Welcome & Introductions <ul style="list-style-type: none"> <li>○ New Co-Chair, Cami Roundy</li> <li>○ Members</li> <li>○ New members</li> </ul>	10:00	<b>Sarah M. and Cami R.</b>	Sarah welcomed all and member introductions were given. Cami introduced herself and provided brief bio.
Updates			
1. Advisory Board updates	10:05	<b>Anna</b>	Anna provided info. on new Advisory Board members Katherine Luke and Kathy Bartling and approved feasibility recommendations (#1 & #2 from Workforce Development Feasibility Report).
2. CHW Writing Team Practice Session info. <ul style="list-style-type: none"> <li>○ WFD workgroup observation report out</li> <li>○ Report from CHW Writing Team</li> </ul>	10:15	<b>Sarah H., Starr S. Pat, Yehemy</b>	Observer comments/report Sarah Hodson and Starr provided an overview of observer comments and recommendations. Pat provided overview of trainer experience.
3. Follow-up on action items from August meeting <ul style="list-style-type: none"> <li>○ <b>FEASIBILITY RECOMMENDATION 3:</b> We recommend the CHWC Workforce Development workgroup finalize criteria for trainers and authorized</li> </ul>	10:25	<b>Sarah M., Anna</b>	6/2016 DRAFT trainer criteria---will serve as starting point, but lots of updates needed  10/13/2017 DRAFT authorized training site application Anna provided an overview of both documents 1)DRAFT criteria for trainers

<p>training sites by September 30, 2017</p>			<p>2) DRAFT application for authorized training site.</p> <p>Group discussion included comments related to changing use of term “empathy” to “compassion” in criteria for trainer document. Comments also focused on a need for some type of rubric related to trainer criteria in order for authorized training sites to assess whether applicant meets trainer criteria. Additionally, there were a few typos throughout trainer criteria draft that need to be fixed.</p>
<p>4. Next steps-overview</p> <ul style="list-style-type: none"> <li>○ Action plan <ul style="list-style-type: none"> <li>▪ Promotion and implementation of training, establishing certification process</li> </ul> </li> <li>○ Coordination with Advocacy workgroup</li> </ul>	<p>10:50</p>	<p><b>Sarah M. and Cami R.</b></p>	<p>WFD Action Plan</p> <p>In order to move progress along for training implementation and establishment of certification process, it was determined two subgroups would be formed to address tasks outlined in Action Plan related to these two areas. Sarah M. requested volunteers for each subgroup. The following list are names that have been confirmed or suggested for each subgroup:</p> <p><b>IMPLEMENTATION Subgroup</b> <i>(Purpose of this workgroup is to establish Implementation Plan based on approved feasibility recommendations. The WFD Action Plan and UPHA/UDOH MOU will be used to guide development):</i></p> <ul style="list-style-type: none"> <li>Anna Guymon</li> <li>Sarah McClellan</li> <li>Pat Eisenman</li> <li>Jennyffer Morales</li> <li>Sarah Hodson</li> <li>McKell Drury</li> <li>Starr Stratford</li> <li>Alexis Pearl Lee</li> </ul> <p><b>CERTIFICATION PROCESS Subgroup</b> <i>(the purpose of this subgroup is to make</i></p>

			<p><i>recommendations for the certification process for CHWs completing the CHW Core Skills training, as well as recommendations for “grandparenting” process and continuing education. The WFD Action plan will be used to guide development of recommendations):</i></p> <p>Anna Guymon  Cami Roundy  Brittany Guerra  Bridgett Hanna  Yehemy Zavala Orozco  Jeannette Villalta  Micah Vorwaller (CHWC Advocacy)  Tracy Altman (CHWC Advocacy)</p> <p>If you are interested in volunteering for either subgroup, please send an e-mail to Anna, Sarah M., and Cami R. by close of business on 10/25.</p> <p>If your name is listed and you are unable to participate on the subgroup, please send an e-mail to Anna, Sarah M. and Cami R. by close of business on 10/25.</p> <p>The subgroups will meet bi-weekly to fulfill purpose (creation of implementation plan/establishment of proposed certification process) and report back to the larger workgroup in November. Anna will work with Sarah M. and Cami R. to establish meeting schedules for each subgroup on 10/26 and will notify all subgroup members.</p>
Round Table	10:55	<b>All</b>	
Adjourn	11:00	<b>All</b>	

\*Next scheduled meeting, Nov. 13 @ 10am

Assignments:

- 1) If you are interested in volunteering for either the Implementation Plan or Certification Process subgroup, please send an e-mail to Anna, Sarah M., and Cami R. by close of business on 10/25.
- 2) If your name is listed for either subgroup and you are unable to participate on the subgroup, please notify Anna, Sarah M. and Cami R. via e-mail by close of business on 10/25.

The subgroups will meet bi-weekly to fulfill their purpose (creation of implementation plan/recommendations for certification process) and report back to the larger workgroup in November and December. Anna will work with Sarah M. and Cami R. to establish meeting schedules for each subgroup and will notify all subgroup members on 10/26 with those meeting schedules.