

CHWC Workforce Development Work Group

NOTES– September 12, 2016 10am-11am

In attendance: Pat Eisenman, McKell Drury, Dustin Jones, Hillary Bryan (P), Yehemy Zavala Orozco (P), Sarah Hodson, Starr Stratford, Levi Webb, JulieAnn Titmus, Katherine Luke (P), Brittany Guerra, Cami Roundy, Micah Vorwaller, Edwin Espinel

**(P)= by phone*

I. Welcome – Pat

II. Progress report from the SPIG CHE Organization. – Jeannette and Oreta

UPHA CHW Section/Association Retreat for Strategic Planning will take place on Tuesday, September 27th @ 6pm at Holy Cross Ministries, 860 E 4500 S #204, SLC, UT 84107. The retreat is for UPHA CHW Section members, although any CHW is welcome to sign up for membership at the door (scholarships for membership are still available). Jeannette and Oreta will develop a flyer that CHWC members can send out to networks across the state.

III. Utah curriculum development proposal follow-up

a. Resolution of potential conflict of interest: Input on new co-chairs for Workforce Development Work Group

- i. One CHW
- ii. One other individual from outside the ranks of the curriculum development team who does not represent a potential CHW employer.

a) Pat and Yehemy resigned due to their involvement in curriculum development. Pat will remain on workgroup as member. Nominations for the open Co-Chair positions should be sent to CHW Advisory Board Co-Chairs, Anna Guymon aguymon@utah.gov and Vicky Fuentes vicky@cuutah.org by Monday, 9/19. Nominations will be reviewed and approved by the Advisory Board (by e-mail proxy)

*i. **Nominations** should include the following info:*

- why individual a good fit to co-chair the workgroup*
- individual should be able to lead without bias/conflict of interest to represent best interests of CHWC*
- individual does not have to be current workgroup member*
- individual should be willing to lead/facilitate monthly meetings and fulfill other responsibilities as listed below*

1. Workgroup Co-Chairs duties:

- 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*

Please be sure to convey the duties listed above, as well as provide an overview of the workgroup purpose below to any interested candidates:

1. *The purpose of the CHWC **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.*
 2. *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.*
 3. *Each Workgroup has two Co-Chairs, one of which 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. Co-Chairs will determine which Co-Chair will represent the Workgroup as a member of the Advisory Board and have the responsibility to ensure that one of the Co-Chairs will attend Advisory Board meetings.*
- b. **The proposal**
 - i. *Curriculum development progress reporting mechanism **Pat discussed the likely approach for curriculum development using a monthly evaluation of progress in workgroup meetings by running through the evaluation rubric tool***
 - ii. *Review of the next steps relative to the popular education training for CHWs, follow up. – Anna or Mckell ?? **McKell provided an update on the 7 facilitators selected to attend the Popular Education workshop in California, with the expectation they would also write/develop the curriculum***
 - iii. *Anna emphasized the next steps around the curriculum development to include:*
 1. ***Copyright or other legal release (on letterhead) from UPenn and UWAG to utilize components of their existing training models to synthesize a Utah-specific training model.***
 2. ***UWAG training model has to be run through curricula evaluation rubric tool***
 3. ***To gain CHWC approval for use of developed curriculum (estimated 3/2017), final version will have to be run through curricula evaluation rubric, gain workgroup consensus and receive Advisory Board approval***
- c. **Continued development of input to CHW Section regarding:**
 - i. *Grandfathering/Grandmothering Criteria **Anna shared document she repurposed to define activities and deliverables associated with training, certification and academic credit. At present, roles of CHWC and UPHA CHW Section still being determined around these areas. Will be discussed at an upcoming meeting.***
 - ii. *Criteria for granting CHW CEUs **see above***

IV. Adjourn