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ILLINOIS COMMUNITY HEALTH WORKER ADVISORY BOARD

MEETING MINUTES

Meeting Date: March 2, 2015 10:00AM – 12:00PM

Meeting Location: IDPH

1. ATTENDANCE

See attached attendance list.

2. MEETING LOGISTICS

Building: IDPH Director's Conference Room: 69 W. Washington, 35th floor, Chicago / 535 W. Jefferson, 5th floor, Springfield

Remote Access Tools Used: Phone number - 888-494-4032, pass code 264 5426 804

3. MEETING START

Meeting Schedule Start: 10:00am

Meeting Actual Start: 10:05am

Meeting Scribe: Jamie Campbell, Sinai Urban Health Institute

4. AGENDA

I. WELCOME AND ROLE CALL

- a. Each meeting attendee joining the meeting via conference call line needs to email Juana Ballesteros (IDPH) noting their participation so their participation can be documented in the meeting minutes.

II. REVIEW OF 2.2.15 MEETING MINUTES

- a. A revision to the meeting minutes for 2/2/15 was suggested. Venoncia M. Baté-Ambrus to email Juana the correction.

III. Workgroups

a. General Discussion

- i. There was a discussion on whether non-Board members can chair a workgroup, in conjunction with a Board member. A formal vote could not be taken; however, there was general consensus that a community member can become a co-chair as it would bring additional expertise to the workgroup. Consensus that workgroups should have co-chairs with at least one co-chair being a member of the Board and the other co-chair role can be filled by a non-board member.
- ii. All workgroup meetings are open to the public. If any community members are interested in joining a workgroup or becoming a co-chair of a workgroup, please email Juana Ballesteros.
- iii. Workgroup meetings and times are posted on the IDPH website at least 5 days prior to meeting.
- iv. There is concern that workgroups are behind in their progress.

- v. Juana is drafting a template for the recommendations and final report. Co-chairs will use the template to organize their findings and final recommendations. Co-chairs of each workgroups are responsible for producing their sections with corresponding introduction and conclusion.

b. Updates

i. Core Competencies and Scope of Practice

- a. The workgroup discussed ten areas of CHW core competency skills with corresponding sub-areas.
- b. This work is based off of:
 - 1. Language from the national C3 Project to establish CHW core competencies
 - 2. Language about CHW core skills and roles from other states (Oregon, Massachusetts, New York, Minnesota)
 - 3. The National Community Health Advisor Study (1998)
- c. Not all CHWs will have all of these competencies; it is likely based on job role. Some think CHW training programs should address each of these areas and that training goals should be tied to reimbursement. The training and certification committee will consider these viewpoints in making their decisions.
- d. There was discussion of the urgency to finalize these core competencies and roles so that the other workgroups can move forward in their work. The workgroup wants to officially vote on this document ASAP. An in-person meeting will not be necessary to finalize. A final decision will be made via email.
- e. This workgroup also developed a table presenting the CHW core competencies and roles. There was consensus that a simpler display of the information is best and we do not need the table/matrix.
- f. This workgroup is led by Molly Martin and Leticia Boughton Price; please send any additional comments, concerns, and additions to the CHW core competencies and roles document by 3/6/15 to mollyma@uic.edu. The request for revisions should be clearly explained in the email or tracked via track changes.
 - 1. Molly Martin will update document so that all language is in the active tense.
 - 2. It was also suggested to take out the phrase, “ability to speak the language of the community being served.”
- g. It was discussed that this group does not need to meet again, unless needed (e.g. possibly after the training and certification group develops their recommendations to ensure they align with the core competencies).

ii. Training and Certification

- 1. There was debate as to whether CHWs should be trained in specialty areas (e.g. behavioral health, disease-specific areas) as it would be useful to CHWs in their jobs. It was suggested that certification should be a tiered approach and also a specialty approach.
- 2. Teresa added that some CHWs have degrees and credentials from foreign countries; therefore there is need for a tiered system for CHW knowledge and skills.
- 3. Some debated that certification should be on core competencies and skills and not disease-specific areas.
- 4. Juana pointed out that disease prevalence varies by geographic areas and that the recommendations developed should be general to have state-wide application. She made the comparison with nurses’ education which is

general education. Nurses then learn their specialty while on-the-job working in their hospital unit (e.g. Pediatrics, Medical/Surgical, Oncology, etc.).

5. Molly also reminded everyone that not all CHWs work in healthcare.
6. By the next meeting, this workgroup will discuss their work plan for producing their recommendations. It was suggested this group should meet at least 1-2 times in March and be ready to discuss their progress in April.
 - a. There should be a meeting notice going out this week.
7. This workgroup is lead by Dean Waddy. If anyone has an interest in co-chairing, please email Juana by 3/4/15.

iii. **Financing/ Reimbursement**

1. A meeting is tentatively scheduled for 3/17/15. In April, this workgroup will discuss financing options that they have researched.

iv. **Workforce Development**

1. The first meeting was 2/27/15; the meeting minutes are in draft form.
2. The next meeting is March 20th at 2pm at Alivio Medical Center (21st and Morgan, near Halsted) and various content experts have been invited (Harmony Health Plan, the IL Dept. of Employment Security, etc).
 - a. Juana will ask the IL Dept. of Employment Security for a designate to participate in the full Board meetings and not the Workgroup as the Dept. is an ex-officio member per the legislation.
3. By the April meeting, this workgroup will have a working definition of workforce development (e.g. what it means to employers and to CHWs) and a work plan for producing their recommendations.

c. **Invite content experts**

- i. This is an open invitation to workgroups to invite content experts.

IV. CHW Resources

- a. A document sharing site (SharePoint) has been set up so that the group can have access to CHW resources to help inform the workgroups.
- b. There is an abundance of resources posted, and we urge workgroups, especially leadership, to review the documents which may be useful.
- c. If you have not registered for SharePoint yet, please do so ASAP. Juana will resend the directions for how to register.
- d. Suggested documents to add to SharePoint: the qualitative work conducted by the Chicago CHW Local Network on CHW policy
- e. Request: Tamela will be in DC talking with IL officials and requested talking points. Juana will email Tamela resources put together by Peers for Progress.

V. Timeline and Next Steps

- a. **Timeline:** Last meeting, it was suggested that we need a more detailed timeline. The Board co-chairs suggest that workgroups develop their own timelines/work plans which can then be incorporated into the larger timeline.
- b. **Workgroups will report the following at the April meeting.**
 - i. **Core Competencies and Scope of Practice:** Will call to a vote for approval of their core competencies and CHW roles document.
 - ii. **Training and Certification:** Will discuss their work plan for producing their recommendations. It was suggested this group should meet at least 1-2 times in March and be ready to discuss their progress in April.
 - iii. **Financing/ Reimbursements:** Will discuss financing options they have researched.

- iv. **Workforce Development:** Will have a working definition of workforce development (e.g. what it means to employers and to CHWs) and discuss a work plan for producing their recommendations.

VI. Public Comments

- a. (Oreletta Garmon) Has grandfathering been a topic discussed? Juana stated that grandfathering, as noted in the legislation, be an option that should be considered for certification. The training and certification group will discuss.

6. MEETING ADJOURN

11:23am

7. NEXT MEETING

Monday, April 6, 2015, 10am-12pm

**Illinois Community Health Worker Advisory Board
Meeting Attendance-March 2, 2015**

Board Members		
Melissa Gutierrez	Sinai Urban Health Institute	
Teresa Berumen	Enlace Chicago	
Amy Sagen	UIHHS	
Estela Lazo	Will County Health Dept	
Janel Hughes-Jones	Will County Health Dept	
Dr. Molly Martin	UIC	
Leticia Boughton	Chicago CHW Local Area Network	
Geraldine Hardy	Sthrn IL Hlthcare Fdtn	(phone)
Monica Dillon RN	Loyola University-Nursing	(phone)
Tamela Milan	Access Community Health	(phone)
Jeffery J. Waddy, MS.Ed	South Suburban College	(phone)
Mary Ann Abate, MS LSW	Rosecrance Health Network	(phone)
Lizette Martinez	Alivio Medical Center	(phone)

Ex-Officio Members		
Director John K Holton	IL Dept on Aging	(phone)
Glendean Burton	Il. Dept. Human Services	(phone)
Juana Ballesteros	IDPH	
Michele Bromberg	Financial and Prof Regs	
Michael Jones	HFS	(phone)
Amanda Corso	ICCB	(phone)

Public At-Large		
Jaime Campbell	Sinai Urban Health Institute	
Mathew O'Brien	Northwestern University	
Erica Martinez	HMPRG	
Jason Pace	Community Health Partnership of IL	
Julie Kuhn	Sinai Urban Health Institute	
Molly Bougearel	Heartland Health Centers	
Venoncia M. Baté-Ambrus		
Shella Blue	Rosalind Franklin University	(phone)
Cheri Hoots	IDPH Chronic Disease Division	(phone)
Susan Swider	Rush University	(phone)
Veronica Robles	Sinai Urban Health Institute	
Talana Hughes	Sickle Cell Disease Assoc of IL	
Alessandra Hughes	Mujeres Latinas en Accion	
Kim Artis	Sinai Urban Health Institute	
Maria Gonzalez	Mujeres Latinas en Accion	
Bertha Morin	Mujeres Latinas en Accion	
Madeline Woodberry	Sinai Urban Health Institute	
Rhonda Lay	Sinai Urban Health Institute	
Orelette Garmen	Sinai Urban Health Institute	

Denise Camp	Sinai Urban Health Institute	
Charles Williams	Advocate Trinity Hospital	(phone)
Sheila R. Castillo	UIC	(phone)
Tina Lewis	UIC-Miles Sqaure	(phone)
Jana Stringfellow	Sinai Urban Health Institute	(phone)
Angela Ware	UIC-Miles Sqaure	(phone)

