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## **ILLINOIS COMMUNITY HEALTH WORKER ADVISORY BOARD**

### **MEETING MINUTES**

Meeting Date: July 13, 2015 10:00AM – 12:00PM

Meeting Location: IDPH

**APPROVED JULY 24, 2015**

#### **1. ATTENDANCE**

See attached attendance list.

#### **2. MEETING LOGISTICS**

Building: IDPH Director's Conference Room: 69 W. Washington, 35<sup>th</sup> floor, Chicago / 535 W. Jefferson, 5<sup>th</sup> 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: 10:11am

Meeting Scribe: Julie Kuhn, Sinai Urban Health Institute

#### **4. AGENDA**

**1. Welcome and Roll Call 10:00-10:10 am**

**Co-Chairs**

Each meeting, attendees need to email Juana their name to be documented in the meeting minutes.

**2. Review agenda 10:12-10:15am**

**Co-Chairs**

**3. Review 6/1/15 meeting minutes 10:15-10:20am**

**All**

a. Approved 6/26/15

**4. Timeline: review 10:20 -10:40am**

**All**

a. Rep. Robyn Gabel 8/3/15 meeting

- Knowing the political landscape
- Prep for Rep Gabel
- Questions will be sent to Rep. Gabel in advance in order to make the most use of her time. Please email Juana questions or discussion items you would like Rep. Gabel to cover by Friday, July 17. Molly suggested the questions be directed toward what must be done in order for the recommendations to be passed. She also suggested sharing the recommendations with Rep. Gabel and asking her what potential challenges she foresees in moving the recommendations forward. Leticia will forward them to her the week of July 20.

b. Other guest speakers to consider

- Director Nirav Shah is coming to speak at the September meeting.
- Gail Hirsh is speaking via phone at the October meeting.

- If anyone has a recommendation for other speakers please email Melissa, Leticia or Juana.
- Discussion ensued regarding what legwork the board can do prior to January. An executive summary will be created from the recommendations that were submitted by the various subcommittees. The executive summary is shared to gain endorsements.
- It was suggested to have a marketing campaign to inform people and organizations about CHWs who aren't yet familiar.

#### **5. Workforce Development: 10:40-11:00am**

##### **a. Workgroup update and facilitated discussion**

- Teresa Berumen distributed the recommendations and read through key parts of the document.
- Melissa and Juana acknowledged the amazing work that has been done and the passion of all those working on the recommendations.
- Juana requested that all subcommittees think about the **how** of the recommendations – how the recommendations will be accomplished, what resources are needed, real world examples, citations/sources to support the recommendations being made.
- Teresa asked if the recommendations should be consolidated into three to five in total. Juana responded that the Board's co-chairs and Juana would meet to revise the ones presented by each workgroup
- Juana stated the importance of consolidating the total number of recommendations from all the subcommittees since it's approximately 60. Having a main recommendation and sub-recommendations or bullets was suggested.
- There were questions and discussion regarding recommendation #3A, including the overlap with the training and certification subcommittee. The importance of reaching all CHWs who may want to be trained was stated, and that the training not only be via an academic model. Juana stressed that, per the legislation, the Board would put forth recommendations on training outside of academic environments and that the training/certification subcommittee will address these issues. The recommendations must ensure that training that leads to certification be accessible (cost, geography, language, etc.)

#### **6. Recommendations 11:00-11:15am**

#### **Co-Chairs**

- Review and next steps
- Melissa reminded the group that meeting minutes are available for review if needed.
- Each subcommittee has submitted their recommendations, which total approximately 60. Melissa, Juana and Leticia will be meeting this week to review and consolidate. There is a lot of overlap between the various groups.
- The board will receive the consolidated list in early August and it will be open for public comment and feedback.
- Amy asked if there would be an opportunity for additional board members to work with the co-chairs on consolidating the recommendations? Melissa said YES, but first they will flesh it out and send out the draft of the merged and organized recommendations to everyone for review and feedback.

- f. Melissa asked the group to take a moment to acknowledge the tremendous work that has been done and suggested a round of applause.
- g. Erika suggested sending individualized emails to some of the ad hoc members from state agencies that haven't been responsive. They need to be held accountable. Juana said their feedback is important since their specific agency may be responsible for moving a recommendation forward.
- h. Melissa said the compiled and cohesive recommendations will be ready for public comment by mid-August.
- i. Enrique suggested a virtual "listening tour" via webinars in order to reach more people for feedback and comments.
- j. Juana said state agencies will share the recommendations with a director or secretary for feedback. As previously stated, many of the recommendations will impact the state agencies and it's important to receive their blessing.

**7. Final Report 11:15am-11:25am**

- a. **Guidelines: SEE ATTACHMENTS**
- i. **DUE OCTOBER 5TH**

**Co-Chairs**

**8. Endorsements for report 11:25am-11:55am**

**Everyone**

- a. potential supporters
- b. non-supporters
- c. Recommended documents should include:
  - Letter- high-level overview
  - General Information page- (include electronic link for more information)
  - Electronic link could provide more information including success stories, examples and links to other states, and specific recommendations from the work groups
- d. Tamela Milan brought up a concern regarding the minimum CHW salary of \$35,000 in the Workforce Development Workgroup's recommendations. Discussion ensued regarding reasonable expectations of CHW salaries and the reality of what many organizations are able or willing to pay. It was suggested to not include an exact number but rather the tiered levels of salaries (i.e., due to location, funding, etc.) and the literature cited to support.
- e. Amy will put together a draft list of endorsers/supporters and will categorize them into one of three groups – full supporter, in the middle or needs convincing. Juana suggested that within each of these groups there be categories of individuals (e.g. payors, health care providers, etc.). Each category and subgroups will require different messaging.
- f. Leveraging support was discussed, including utilizing Healthy Chicago 2.0 and perhaps providing them with a template to garner support. Other organizations mentioned were the AIDS Foundation, Thresholds and Heartland Alliance.
- g. Amy Sagen to take the lead on organizing the work of securing endorsements.

**9. Next full Advisory Board meeting 8/3/15**

**10. Public Comments 11:55-12:00pm**

- Charles suggested making sure that CHWs are included in the review of the recommendations or "listening tour." The board should be intentional about providing CHWs the opportunity to give their input. Melissa reminded the group that the board contains eight CHWs who will need to assist in communicating to their respective CHW

contacts the desire for their input and perspective. Leticia and Janel Hughes Jones are ready and able.

- Janel Hughes Jones requested that meeting agendas and minutes be posted to the SharePoint site instead of sending via emails, states that there are many emails being sent specific to the IL CHW Advisory Board. Juana explained that they can be posted to SharePoint but will continue to send via email. Some have had problems accessing SharePoint and there has to be proof of correspondence related to the work of the Board.
- Janel Hughes Jones raised the question of 1099 forms and subcontracting of CHWs. This issue was tabled and to be discussed at a future meeting of the Finance/Sustainability Workgroup.

**For those calling into the meeting, please confirm your attendance by emailing:  
juana.ballesteros@illinois.gov**

**Illinois Community Health Worker Advisory Board  
Meeting Attendance-July 13, 2015**

<b>Board Members</b>		
Melissa Gutierrez (co-chair)	Sinai Urban Health Institute	(phone)
Leticia Boughton (co-chair)	Chicago CHW Local Area Network	phone
Teresa Berumen	Enlace Chicago	
Monica Dillon	Loyola University Nursing	(phone)
Tamela Milan	Access Community Health	
Amy Sagen	UIHHS	
Lizette Martinez	Alivio Medical Center	(phone)
Janel Hughes-Jones	Will County Health Dept	(phone)
Mary Ann Abate	Rosecrane	(phone)
Chris Garcia	Champaign Cty Hlth Care Consumers	
Dr. Molly Martin	UIC/Miles Square Medical Center	(phone)

<b>Ex-Officio Members</b>		
Lisbeth Leanos	IL Dept of Employment Security	(phone)
Amanda Corso	IL Community College Board	(phone)
Juana Ballesteros	IDPH	
Michelle Bromberg	IL Dept Financial and Prof Regs	(phone)
Bridgett Stone	HFS	(phone)
Lisbeth Leanos	IDES	(phone)

<b>Public At-Large</b>		
Eileen DeRoze	IDPH	(phone)
Alessandra Stevens	Mujeres Latinas en Accion	
Erica Martinez	HMPRG	
Jason Pace	Community Health Partnership of IL	
Venoncia M. Baté-Ambrus	CHW/Independent Consultant	(phone)
Shella Blue	CHW Partnership of Lake County	(phone)
Christy Johnston, MPH	Premier Home Health Care Services	(phone)
John O'Malley		
Cheri Hoots	IDPH	(phone)
Ed Fisher	Peers for Progress/UNC	(phone)
Luzely Avila	Alivo Medical Center	(phone)
Enrique Salgado	Harmony/Well Care	
Julie Kuhn-minute taker	Sinai Urban Health Institute	
Bill Green	United Way	