



**TEXAS**  
Health and Human  
Services

**Promotor(a) or Community Health Worker  
Training and Certification Advisory Committee  
Meeting Minutes  
November 16, 2018  
10:00 a.m.**

**Department of State Health Services  
Moreton Building, M-418  
1100 West 49<sup>th</sup> Street  
Austin, TX 78756**

Table 1: Promotor(a) or Community Health Worker (CHW) Training and Certification Advisory Committee member attendance at the November 16, 2018, meeting.

MEMBER NAME	YES	NO	MEMBER NAME	YES	NO
Kim Bush	P		Julie St. John	P	
Merida Escobar	P		Costa Ndayisabye	P	
Carolina Gonzalez	P		Ibeth Parra	P	
Rosalia Guerrero	P		Tasha Whitaker	P	
Jeri Hallberg Harmon Griffin	P				

P: Indicates participated by phone

**Agenda Item 1: Welcome and Introductions**

Ms. Kim Bush, chair, called the meeting to order at 10:04 a.m. Ms. Bush requested members introduce themselves. Ms. Bush turned the floor to Ms. Beatrice Smith, DSHS, Promotor(a) or Community Health Worker Training and Certification Program. Ms. Smith provided webinar logistics and reviewed documents available for download. Ms. Bush turned the floor over to Ms. Stephanie Gutierrez, HHSC, Advisory Committee Coordination Office. Ms. Gutierrez provided meeting logistics, called roll, and determined a quorum.

**Agenda Item 2: Approval of September 28, 2018 Meeting Minutes**

Ms. Gutierrez requested a motion to approve the September 28, 2018 meeting minutes.

**MOTION:** Ms. Kim Bush made a motion to approve the September 28, 2018 meeting minutes. Ms. Merida Escobar seconded the motion. A roll call vote was taken. The motion carried by unanimous vote with no objections or abstentions.

### **Agenda Item 3: Findings from an Online Pilot Survey on Employers of CHWs**

Ms. Bush introduced and turned the floor over to Mr. Adenkule Francis and Ms. Smith. Ms. Smith and Mr. Francis referenced the PowerPoint, *Findings from an Online Pilot Survey of Employers of Community Health Workers (CHWs)*.

Ms. Smith made special acknowledgment to the DSHS team involved with this project.

Ms. Smith shared that DSHS has worked diligently on promoting the CHW workforce for the past 16 years. However, sustaining the workforce is difficult with limited funding and limited employment opportunities. DSHS has taken action to sustain CHW programs and encourage CHW employers to hire CHWs. Ms. Smith and Mr. Francis reviewed survey findings as well as future actions DSHS will take in 2019.

Members discussed:

- Looking at specific questions in the subcommittees
- Supporting Oral and Dental Health

Ms. Smith provided clarifying information on the CHW workforce surveys conducted by DSHS.

- 2017 – 2018 – DSHS developed and implemented the **Pilot Online Survey of Employers of CHWs**. Key informant interviews were also conducted in Health Service Regions 2/3 North (Dallas/Fort- Worth/Arlington) and 8 (San Antonio) as part of the DSHS Blue Ribbon Internship Program. DSHS will expand the implementation of the Survey of Employers of CHWs statewide.
- 2017 – 2018 - DSHS partnered with the University of Texas at Austin, School of Nursing (UTTASN) in the development and implementation of the **Statewide Online Survey of CHWs**.

### **Agenda Item 4: Election of Advisory Committee Officers, 2019 Meeting Dates, Webcasting of Committee Meetings in 2019**

Ms. Bush turned the floor over to Ms. Gutierrez. Ms. Gutierrez read members the Officer Election Procedure that was adopted by the Committee on November 17, 2017 to serve as a reminder. Ms. Gutierrez thanked members who submitted nominations for Presiding Officer and Assistant Presiding Officer through email and then announced to members the nomination period is closed. Ms. Gutierrez read the roles of the Presiding Officer and Assistant Presiding Officer to members before verifying acceptance of member nominations.

Members who were nominated and their decision for acceptance:

- Costa Ndayisabye = Accepts
- Merida Escobar = Accepts
- Tasha Whitaker - Accepts
- Jeri Hallberg = Accepts
- Julie St. John = Accepts
- Carolina Schlenker = Declines

Ms. Gutierrez informed members the election will take place at the next meeting, which is an in-person meeting, when members will cast a ballot.

Staff discussed the terms of members that were nominated and a potential conflict in the ability of the member to function as the Presiding Officer or Assistant Presiding Officer. It was stated that members who have terms expiring in December 31, 2018 will have to reapply to serve on the Committee and are subject to the application process. The only

member who accepted their nomination and has a term expiring in December 31, 2018 is, Ms. Jeri Hallberg Harmon Griffin.

Mr. Brett Spencer notified members that meetings will have to be webcast and therefore, there will be four scheduled meetings in 2019:

- January 31
- April 19
- July 26
- October 25

All meetings will be in-person located in the Moreton Building room M-100. There will be the potential for members to participate in a meeting through conference calling.

Members discussed:

- How to view the live stream
  - Any browser will function to view the webcast with the proper web address

### **Agenda Item 5: Subcommittee Updates**

#### *a. Workforce Solutions and Employment Opportunities*

Ms. Bush stated the subcommittee finalized the letter and the letter was forwarded to DSHS. The next subcommittee meeting is to be determined.

#### *b. Program Rules*

Ms. Bush introduced and turned the floor over to Ms. Merida Escobar. Ms. Escobar stated the subcommittee has not met. There will be a meeting before the end of the year.

#### *c. Communication and Outreach*

Ms. Bush introduced and turned the floor over to Ms. Tasha Whitaker. Ms. Whitaker stated the subcommittee worked on:

- Releasing a statewide Newsletter in 2019
  - Twice per year
    - Spring
    - Fall
  - Include updates from each region represented on the Advisory Committee
  - Method to submit outstanding CHWs and Training Centers

#### *d. Training and Certification*

Ms. Bush introduced and turned the floor over to Ms. Rosalia Guerrero. Ms. Guerrero stated the subcommittee did not meet.

### **Agenda Item 6: Program Update: Committee Vacancies and Solicitation Process**

Ms. Bush introduced and turned the floor over to Ms. Monica Maldonado and Ms. Smith. Ms. Maldonado referenced the PowerPoint and handout, *Promotor(a) Community Health Worker Training and Certification Program Update November 16, 2018*.

Ms. Smith reminded members of the three member positions expiring December 31, 2018:

- Two Public Members
- One Higher Education Member

Each member will serve a term of three years. A notification and application link will be sent through email. The deadline for applying will be November 30, 2018. Applicants are required to sign and date the application and submit two letters of recommendation.

Ms. Smith gave appreciation to current members whose term expire December 31, 2018 for their service on the Committee:

- Kim Bush
- Rosalia Guerrero
- Jeri Hallberg Harmon Griffin

Each incumbent member will serve until their position is filled.

Ms. Smith informed members of the Education Calendar available online through the DSHS website and reviewed upcoming DSHS-certified CEU Opportunities:

- HIV/AIDS Continuum of Care, 11/29/2018, Dallas
- Preventing Heart Disease and Stroke Series, 11/29/2018, Fort Worth
- Applied Principles in Emergency Preparedness for CHW and Promotores/as, 11/17/2018, College Station
- Two Global Health Preparedness Modules:
  - Infection Control
  - Communicating Risk Messages
- Unity 2019: CHWs Unlocking the Door to Healthier Communities

Ms. Smith introduced the newest edition to the CHW Training and Certification Program team, Natalia Hadassah Gomez, Administrative Assistant.

Members discussed:

- How far in advance does the program need the information for the Educational Calendar?
  - Four Weeks
- Are Committee members allowed to give recommendation letters for applicants?
  - It was stated that it could be a conflict of interest but the state would need to verify with Legal Counsel.

**ACTION ITEM:** The program will ask Legal Counsel the guidelines of members providing letters of recommendation for new applicants and follow-up with the Committee.

### **Agenda Item 7: Committee Member Sharing**

Ms. Bush opened the floor to members for sharing information from their region.

- Ms. Merida Escobar stated the October 2018 conference on the island was successful. During the conference the first Promotora recognized as a CHW was given a plaque of appreciation.
- Ms. Whitaker stated the Dallas-Fort Worth (DFW) CHW Association had a conference for CHWs and instructors in the Dallas 2/3 North region.
- Ms. Bush stated in Northeast Texas, the CHW Coalition is planning on the fifth conference in July 2019. There will be opioid training in early spring.
- CHWs in Central Texas are conducting home visits and diabetes education for individuals that cannot attend classes. CHWs are taking boxes of food from the food pantry to homes.
- Ms. Hallberg Harmon Griffin suggested the Health Worker Promotora Association Facebook page. There is also training on the border and volunteer work.

- Ms. Gonzalez Schlenker requested to be a member of the Workforce Solutions and Employment Opportunities Subcommittee. She presented the Patient Engagement Model at two conferences.

### **Agenda Item 8: Public Comment**

Ms. Gutierrez read the Public Comment Logistical Announcements then opened the floor to Public Comment.

Dr. Maudia Gentry announced a training center, Community Health Training Institute in Fort Worth, Texas. On November 30, 2018, CHWs will be offering three basic diabetes classes at local food banks. Classes will be six weeks long, every Friday for 45 minutes. Participants will receive free healthy food each time they attend the class.

Mr. Roger DeLeon, AmeriGroup and a CHW, thanked members for the reminder to renew his CHW certification. AmeriGroup has been offering CHW continuing education courses to the Austin community. AmeriGroup believes the courses are a holistic approach in understanding barriers to health and wellness. Mr. DeLeon requested information on an approved continuing education course for CHWs on social determinants of health and if no course exists, Mr. DeLeon requested such a course be approved.

- Ms. Smith thanked Mr. DeLeon and stated she will connect him with a training site in Austin to get the information he requested.

Ms. Ashwak Aleseurawi, CHW, stated she was here for information about this meeting.

### **Agenda Item 9: Topics for consideration at the next meeting**

Ms. Bush opened the floor up to discussion for the January 31, 2019 meeting:

- Ms. Hallberg Harmon Griffin stated the importance of CHWs to learn how to communicate and requested broad communication for CHWs.
- Ms. Parra shared that CHWs in her area are doing home visits and diabetes education for those individuals that cannot go to a diabetes education class.
- Ms. Flores stated there will be an update of the rules.
- Ms. Bush requested a presentation of continuing education for CHWs from an MCO.

**ACTION ITEM:** Ms. Parra will send the program information to Ms. Adriana Flores.

### **Agenda Item 10: Adjournment**

Ms. Bush adjourned the meeting at 11:53 a.m.