



TEXAS
Health and Human
Services

**Promotor(a) or Community Health Worker
Training and Certification Advisory Committee
Meeting Minutes
January 26, 2018
10:00 a.m.**

**Department of State Health Services
Moreton Building, M-653
1100 West 49th Street
Austin, TX 78756**

Table 1: Promotor(a) or Community Health Worker (CHW) Training and Certification Advisory Committee member attendance at the January 26, 2018, meeting.

MEMBER NAME	YES	NO	MEMBER NAME	YES	NO
Kim Bush	Y		Bobby D. Hansford		N
Claudia Bustos	Y		Oscar Munoz		N
Merida Escobar	Y		Julie St. John	P	
Rosalia Guerrero	Y		Tasha Whitaker	Y	
Jeri Hallberg Harmon Griffin		N			

Y: Indicates attended meeting. N: Indicates did not attend meeting. P: Indicates participated by phone

Agenda Item 1: Welcome and Introductions

Ms. Stephanie Gutierrez, Project Manager, HHSC Policy and Rules Advisory Committee Coordination, called the meeting to order and provided meeting logistics, called roll, and determined a quorum.

Agenda Item 2: Approval of November 17, 2017 Meeting Minutes

Ms. Gutierrez requested a motion to approve the November 17, 2017 meeting minutes. Dr. Julie St. John made a motion to approve the November 17, 2017 meeting minutes. Ms. Rosalia Guerrero seconded the motion. A roll call vote was taken. The motion carried.

Agenda Item 3: CHW Spotlight: Role of a CHW in Oral Health in a Colonia

Ms. Gutierrez introduced Mr. Jesus Delgado, Lead CHW, CHW-I UT Rio Grande Valley School of Medicine. Mr. Delgado gave his presentation over the phone. Mr. Delgado referenced the PowerPoint titled, *Role of a CHW in Oral Health in a Colonia*.

Ms. Claudia Bustos thanked Mr. Delgado and opened the floor up for questions and discussion. The Committee had discussion regarding what is included in the oral hygiene kits that are distributed, what the curriculum consists of, if there are follow-up appointments for a plan of care, where the mobile unit is located, who the program is partnering with, and what is the criteria for providing services.

Agenda Item 4: For Our Children - An HPV Vaccination Education for Hispanic Parents

Ms. Bustos introduced Ms. Jessica Delaney, Research Coordinator, UTHealth School of Public Health. Ms. Delaney gave her presentation over the phone. Ms. Delaney referenced the handout and PowerPoint titled, *For Our Children Educational Program to increase HPV Vaccinations rates in Hispanic adolescents.*

The Committee had discussion regarding if there is any data with how many people received the HPV vaccinations, if there are challenges, who is being trained in this program, how can a person receive training, are the educational resources free, is the HPV vaccine a covered cost, are CHWs informing families of the incident of HPV related cancers, and how is the supply of the vaccine impacted by physicians keeping the vaccination on the shelf.

Agenda Item 5: Advisory Committee Subcommittee Updates

a. Workforce Solutions and Employment Opportunities Subcommittee

Ms. Bustos gave the update on behalf of the Subcommittee. Ms. Bustos stated the subcommittee has worked hard to gather data and has taken a look at the effectiveness of CHWs and how CHWs can be reimbursed for the work being done in the communities. Ms. Bustos stated the subcommittee is working on a proposal to offer to the Commissioner.

b. Training and Certification Subcommittee

Ms. Bustos introduced Ms. Guerrero. Ms. Guerrero stated the subcommittee is looking into ideas related to technology in an effort to make the job easier for CHWs. Ms. Guerrero stated there is a gap of resources for instructors. The subcommittee would like to gather training centers along with DSHS staff to develop guidelines to create instructor curriculum. Ms. Guerrero informed the full Committee of the Value Survey targeted toward CHWs going for recertification. Ms. Guerrero stated the subcommittee is interested in the National C3 project.

c. Communication and Outreach Subcommittee

Ms. Bustos introduced Ms. Tasha Whitaker. Ms. Whitaker stated the subcommittee assisted with the annual report as well as increased communication with CHWs by working with the West Texas Area Health Education Center Affinity Group. Ms. Whitaker informed the full Committee that the subcommittee is working on a memorial to honor deceased CHWs, increasing communications, and promoting awards and scholarships.

d. Program Rules Subcommittee

Ms. Bustos introduced Ms. Merida Escobar. Ms. Escobar stated the subcommittee wants to work on the definition of a CHW and an instructor. Ms. Escobar informed the full committee of the possibility of removing the, "Self Study" section from the application for discussion. Ms. Guerrero stated that the rules need to be looked at systematically. Ms. Adriana Flores recommended members go to the website to sign up for the newsletter so they can get notifications on where to go to provide feedback on proposed rules when they are open for public comment.

Agenda Item 6: Committee Business

Ms. Bustos informed the full Committee of the need to approve the 2017 subcommittee activities as well as approving the list of the proposed 2018 activities. The Committee had discussion. Ms. Gutierrez requested a motion to approve the inclusion of the subcommittee activities in 2017 in the annual report. Ms. Kim Bush made a motion. Ms. Escobar seconded. A roll call vote was taken. The motion carried.

Ms. Bustos asked members if anyone wanted to have discussion regarding the proposed activities for 2018. Subcommittee leads referenced the handout and PowerPoint titled, *Draft 2017 Advisory Committee Activities and 2018 Proposed Advisory Activities*. Ms. Gutierrez requested a motion to approve the list of activities proposed for 2018. Ms. Guerrero made a motion. Ms. Escobar seconded. A roll call vote was taken. The motion carried.

Agenda Item 7: Program Update

Ms. Bustos introduced Ms. Monica Maldonado, DSHS. Ms. Guerrero took the floor and reiterated previous discussion regarding more time for section updates. Program staff stated section updates will be on the agenda for next time and every other meeting going forward.

Ms. Bustos turned the floor over to Ms. Maldonado. Ms. Maldonado referenced the handout and PowerPoint titled, *Promotor(a)/Community Health Worker Training and Certification Program Update - January 26, 2018*.

Public Comment: Is it possible to break down the data in number five [on the Program Update]? Also, is it known why applications were denied in number eight [on the Program Update]?

Ms. Guerrero stated the Training and Certification subcommittee could take on the breakdown of data.

Ms. Flores took the floor and introduced Ms. Samantha Tello, Administrative Assistant. Ms. Flores also provided an update regarding the complaints that were filed against CHWs: three CHWs had certification rescinded and two were cleared.

Agenda Item 8: Committee Member Sharing: What are your plans as a CHW or someone working with CHWs to help your community and fellow CHWs this year?

Ms. Bustos stated she plans to become active as a CHW in the Austin area. Ms. Guerrero informed the Committee that 2018 is an election year. Ms. Bush thanked Ms. Bustos for her service as Chair on the Committee. Ms. Whitaker echoed Ms. Bush's sentiment. Ms. Whitaker also shared her plans as a CHW focusing on injury prevention in young adults and youth. Ms. Escobar stated the South Texas Promotora Association will have a conference focusing on opioid addiction. A curriculum has been approved. Ms. Flores reminded all participants to submit trainings and details to program staff so it can be forwarded to the community. Ms. Maldonado requested that participants review the website to ensure accuracy.

Agenda Item 9: Public Comment

No public comment was made.

Agenda Item 10: New Business for consideration at next meeting

- Ms. Guerrero requested only one presenter per meeting so there is more time for business.
- Ms. Guerrero requested subcommittees bring materials to full committee meetings.
- Ms. Bush requested more discussion for each subcommittee.

Agency Staff presented a Certificate of Appreciation to Ms. Bustos, Mr. Bobby Hansford, and Mr. Oscar Munoz.

Currently the program is reviewing applications for membership. The Committee had discussion about the process.

Agenda Item 11: Adjournment

Ms. Bustos adjourned the meeting at 11:48 a.m.