



TEXAS
Health and Human
Services

**Promotor(a) or Community Health Worker
Training and Certification Advisory Committee
Meeting Minutes
March 22, 2018
10:00 a.m.**

**Department of State Health Services
Moreton Building, M-204
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 March 22, 2018, meeting.

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

P: Indicates participated by phone

Agenda Item 1: Welcome and Introductions

Ms. Stephanie Gutierrez, 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 January 26, 2018 Meeting Minutes

Ms. Gutierrez requested a motion to approve the January 26, 2018 meeting minutes. Ms. Merida Escobar made a motion to approve the January 26, 2018 meeting minutes. Ms. Tasha Whitaker seconded the motion. A roll call vote was taken. The motion did not carry for lack of quorum. Ms. Claudia Bustos had to abstain due to conflict of interest now that Ms. Bustos is a state employee in addition to a Committee member.

Agenda Item 3: Health Promotion and Chronic Disease Prevention Section (HPCDPS) Update

Ms. Gutierrez introduced Mr. Brett Spencer, DSHS Community Health and Wellness Branch Manager. Mr. Spencer informed the Committee that all positions within the CHW program are fully staffed. Mr. Spencer welcomed Ms. Claudia Bustos and Ms. Samantha Tello. Mr. Spencer also stated that a new Staff Services Officer has been hired and a Development Officer position is coming soon. Recently the Information Specialists was reassigned and now there is a dedicated Information Specialist, Andrea Legnon for the Community Health and Wellness Branch. Mr. Spencer has been working with program staff to look for potential of collaboration. There is potential for CHWs to work with various programs to include the Tobacco Prevention and Control Branch.

Agenda Item 4: McLennan County CHW Initiative

Ms. Gutierrez introduced Ms. Jacquelyn Castro, DSHS-certified CHW. Ms. Castro referenced the handout and PowerPoint titled, *Act Locally Waco*. Ms. Castro stated there is no main office, rather the initiative goes to public locations in the community to serve. The initiative partners with a non-profit that conducts the, Know your Rights training. The initiative also partners with the food pantry to ensure the community receives food.

Agenda Item 5: Review of 2017 CHW Program Annual Report

Ms. Gutierrez introduced Ms. Adriana Flores, DSHS Promotor(a)/CHW Training and Certification Program. Ms. Flores informed the Committee of the annual report that is submitted to the DSHS Commissioner. Ms. Flores stated the annual report has been approved and is available through download on the CHW website. Ms. Flores reviewed the handout and PowerPoint titled, *2017 Promotor(a)/CHW Program Advisory Committee Annual Report*.

The Committee discussed if there were programs in High School to assist students with becoming CHWs. The Committee also discussed eligibility requirements for becoming a CHW. Ms. Flores stated the website has more information about how to become a CHW. The Committee discussed ways to improve renewal rates and how this data can be used to support CHWs.

Agenda Item 2 Continued: Approval of January 26, 2018 Meeting Minutes Continued

Ms. Gutierrez requested a motion to approve the January 26, 2018 meeting minutes. Ms. Jeri Hallberg Harmon Griffin made a motion to approve the January 26, 2018 meeting minutes. Ms. Merida Escobar seconded the motion. A roll call vote was taken. The motion carried.

Agenda Item 6: Advisory Committee Subcommittee Updates

a. Workforce Solutions and Employment Opportunities

Ms. Gutierrez introduced Ms. Kim Bush, appointed Presiding Officer and Workforce Solutions and Employment Opportunities Subcommittee lead. Ms. Bush stated the subcommittee discussed drafting a letter recommending funding for CHWs through Medicaid. The subcommittee is in the process of compiling bullet points for submission to the agency for review.

ACTION ITEM: Ms. Hallberg Harmon Griffin requested a copy of the draft letter.

b. Training and Certification

Ms. Gutierrez introduced Ms. Rosalia Guerrero subcommittee lead for the Training and Certification Subcommittee. Ms. Guerrero stated the subcommittee went through priorities set for the year and made updates as needed. The Subcommittee also discussed statewide conferences for CHWs. The American Public Health Association (APHA) has a CHW subsection as well as a Texas branch that is starting a CHW subsection. The Statewide Association is planning a statewide conference in October 2018. Additionally, the State is planning a statewide conference to roll out the new rules in fall of 2019. The Subcommittee is interested in developing training guidelines for CHWs.

c. Communication and Outreach

Ms. Gutierrez introduced Ms. Tasha Whitaker, subcommittee lead for the Communication and Outreach Subcommittee. Ms. Whitaker informed the Committee the memorial to honor

CHWs is still being discussed. The subcommittee is interested in developing a newsletter and a social media page.

d. Program Rules

Ms. Gutierrez introduced Ms. Merida Escobar, subcommittee lead for Program Rules Subcommittee. Ms. Escobar stated the subcommittee is focusing on the CHW instructor definition. The subcommittee is working on modifying the recertification application and changing the experience requirement.

Agenda Item 7: Program Update

Ms. Gutierrez introduced Ms. Monica Maldonado, DSHS Promotor(a) Training and Certification Program. Ms. Maldonado referenced the handout and PowerPoint titled, *Promotor(a) Community Health Worker Training and Certification Program (CHW Program)*. The Committee discussed trainings being open to anyone in Texas as long as they are 18 and older. The Committee also discussed CHWs being certified vs not being certified and how that impacts the data for application submission.

Ms. Gutierrez introduced Ms. Beatrice Smith, DSHS Promotor(a) Training and Certification Program Coordinator. Ms. Smith informed the Committee the state is actively working on finalizing an online application for CHWs so people who would like to be certified as CHWs can enter their initial application online. There may also be an intern assisting the program to implement a survey for CHW employers in selected pilot regions in Texas.

Agenda Item 8: Committee Member Sharing: How do CHWs contribute to the workplace health and safety environment?

Ms. Gutierrez opened the floor to Committee members. Ms. Hallberg Harmon Griffin stated in Region 9 & 10 there are entities involved in CHW training and employment that build rapport with the citizen population on the border.

Agenda Item 9: Public Comment

Ms. Victoria Suarez made comment regarding CHW healthcare coverage.

Agenda Item 10: List agenda items for next meeting

1. Discussion of a state conference in region 9 & 10.
2. Discussion of the Rules spreadsheet to Committee members.
3. Include CHW instructor CEUs on the website.
4. Reaching out to regional training centers.
5. Discussion of upcoming conferences available.

Agenda Item 11: Adjournment

Ms. Gutierrez adjourned the meeting at 11:57 a.m.