



69 West Washington Street, Suite 3500 • Chicago, Illinois 60602-3027 • www.dph.illinois.gov

ILLINOIS COMMUNITY HEALTH WORKER ADVISORY BOARD

APPROVED MEETING MINUTES

Meeting Date: January 5, 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: 2:00pm

Meeting Actual Start: 2:04pm

Meeting Scribe: Juana Ballesteros, IDPH

4. AGENDA

A. WELCOME AND HOUSEKEEPING, Juana Ballesteros

- **Introductions**

B. CHARGE OF THE BOARD, Juana Ballesteros

Board Roles and Responsibilities

- Develop a report with recommendations regarding the certification process of CHWs.
- The report shall be completed no later 12 months after the first meeting of the Board
- The report shall be submitted to
 - the Governor
 - State Legislators
- The report shall include
 - a summary of research regarding the best practices, curriculum, and training programs for designing a certification program in this State for CHWs, including a consideration of a multi-tiered education or training system, statewide certification, non-certification degree-based levels of certification, and the requirements for experience-based certification
 - recommendations for a proposed curriculum for CHWs

- recommendations for best practices for reimbursement options and pathways through which secure funding for CHWs may be obtained
- IDPH shall publish the report on its website

Board Make-Up

- 15 appointed, voting members
 - 8 are CHWs from throughout the state
 - The other 7 are individuals with varied backgrounds and experiences working with CHWs (MD, RN, health policy, behavioral health, CHW employer, workforce development, educational institutions providing CHW curriculum/training, etc.)
- Ex-Officio members include the heads of various state agencies or their designees
- Following the Open Meetings Act, all meetings are open to the public and a notice of meetings will be posted on the IDPH website, as well as approved meeting minutes

C. SELECTION OF CO-CHAIRS

- The CHW Advisory Board Act calls for the appointed Board members to select a Chairperson
- Board approved a governing structure of two co-chairs
- Board members who have volunteered to serve as co-chair, without any objection from other Board members are:
 - Melissa Gutierrez Kapheim, Sinai Urban Health Institute
 - Leticia Boughton Price, CHW/Chicago CHW Local Area Network

D. TIMELINE AND NEXT STEPS

Workgroups

i. Core Competencies and Scope of Practice

- a. Need to determine and finalize core competencies and scope of practice before moving ahead with determining training and certification recommendations.
- b. Dr. Molly Martin to chair workgroup
- c. Julio Rodriguez (Commerce and Economic Dev.): we need a common definition of a CHW. What are the competencies necessary for a CHW? What are the requirements for certification? There should be different levels of certification and clearly outline training requirements for each level. DCEO has funding available for piloting a project. Can we pilot something in the next year?

ii. Training and Certification:

- a. The Act calls for the recommendations to take into consideration a multi-tiered education or training system and consider requirements for experience-based certification.

iii. Financing/Reimbursement

- a. Director Holton (Aging): Which workgroup will address how the Dept on Aging and other state agencies can integrate CHWs? How can each state agency pay for this? The heads of state agencies must all be on the same page regarding CHWs and agree and understand their added value to the work of individual agencies. How do we do this? Director Holton can assist with this and communicate with his peers. Initially communicate the business case and ROI of CHWs. We need to coordinate our work with the state's legislative and budgetary timelines.

iv. Others: Workforce Development.

- a. Mary Ann Abate (Rosecrane Health Network): Let's look at alignment of roles between CHWs and other job titles. For example, Certified Recovery Support Specialist and CHWs. There are funding implications for cross training.

- Meetings of the Board and Workgroups must follow the Open Meetings Act
- IDPH received over 70 applications for the 15 board seats. Many applicants bring valuable experience and expertise to the work of the Board. They are encouraged to participate especially since the Act call for the Board to consult with additional experts.

E. SCHEDULE OF MEETINGS

- Board will meet the 1st Monday of every month at 10am
- Workgroups will meet outside of the Board meetings
 - There should be CHWs participating in each Workgroup. CHWs on the Board are encouraged to engage their peers in the work of the Workgroups.

F. TRAININGS

- All appointed Board members must complete both the Ethics and Open Meeting Act training.
- For those Board members who have not done so must complete both trainings and submit proof of completion ASAP.

G. PUBLIC COMMENTS

- South Suburban began implementing a certificate and AA CHW program this past fall.
- Will the South Suburban program be the program the Board recommends as the training leading to a CHW certification? Not necessarily, this is something that has yet to be addressed by the Board.

5. NEXT STEPS

- **1115 Waiver:** circulate components of the application that include CHWs
 - **Person responsible: Juana**
- **Legislative and Budgetary calendars:** circulate to group
 - **Person responsible: Juana**
- **Business case for CHWs:** share with Director Holton
 - **Person responsible: Juana and Director Holton**
- **Core Competencies and Scope of Practice Workgroup:** meeting doodle to be sent to those interested in participating. Dr. Molly Martin to chair workgroup.
 - **Person responsible: Juana and Dr. Molly Martin**
- **Document sharing site:** Drop Box or others to be considered.
 - **Person responsible: Juana**

6. NEXT MEETING

Monday, February 2, 2015, 10am-12pm

**Illinois Community Health Worker Advisory Board
Meeting Attendance-January 5, 2015**

Board Members		
Tamela Milan	Access Community Health	
Teresa Berumen	Enlace Chicago	
Amy Sagen	UIHHS	
Christopher Garcia	Champaign County Health Care Consumers	
Janel Hughes-Jones	Will County	
Melissa Gutierrez Kapheim	Sinai Urban Health Institute	
Hong Liu	Midwest Asian Health Assoc	
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)
Jeffery J. Waddy, MS.Ed	South Suburban College	(phone)
Mary Ann Abate, MS LSW	Rosecrance Health Network	(phone)
Lizette Martinez	Alivio Medical Center	
Ex-Officio Members		
Director John Holton	IL Dept of Aging	
Dr. Jerrilyn Pearson	DCFS	
Juana Ballesteros	IDPH	
Julio Rodriguez	DCEO	
Michele Bromberg	Financial and Prof Regs	
Michael Jones	HFS	(Springfield)
Public At-Large		
State Rep. Robyn Gabel		(phone)
Eric Rhodes	Presence Health	
Martin Schreiber	Presence Health	
Erica Martinez	HMPRG	
Dr. Mathew O'Brien	Northwestern University	
Jason Pace	Community Health Partnership of IL	
Karriem Watson	UIC/Miles Square Health Ctr	(phone)
Dennis Brennan	DuPage County Health Department	(phone)
TaLana Hughes, MPH	Sickle Cell Disease Assoc of IL	(phone)
Venoncia M. Baté-Ambrus		(phone)
Meg Cooch	Illinois State Alliance of YMCAs	(phone)
Christine Lopez	Rosalind Franklin University	(Springfield)
Cheri Hoots	IDPH Chronic Disease Division	(Springfield)
Tiffanie Pressley	IDPH Chronic Disease Division	(Springfield)
Eileen Deroze	IDPH Chronic Disease Division	(phone)
Michelle Turner	Kane County Health Dept.	(phone)