

**Community Health Workers Review Board
Materials Review Committee Meeting Minutes**

August 19, 2025

3:00 – 4:30pm

The meeting can be viewed [HERE](#)

1) Call to Order

Wandy Hernandez (Chair): Opened the meeting at 2:00 PM.

2) Roll Call

Material Review Committee Members Present: Wandy Hernandez, Leticia Boughton Price, Monica Cuevas, Emma Villarreal, Ricardo Anderson, Noelle Moore, Tracey Smith

IDPH Staff: Sarahjini Nunn, Janice Phillips, Lori Weiselberg, Melissa Stalets, Linda Kasebier, Marcella Kincaid

Invited Guests: Carol Faben and Nada Qureshi, Breakthrough Technology; Robert Marlow, SIUC

Members of the Public: Adam L. Scheffler; Dalia Galvan Morales, Erie Family Health Center; Kaye Barnes, SIU School of Medicine

3) Board Process Decisions and Reminders

- Wandy Hernandez reminded Board Members and guests of the mission of the Materials Review Committee and protocols for being recognized to speak, public comment period, and Board member attendance. Wandy advised on the new secure link IDPH is now using for Board and Committee meetings.

4) Revisit Purpose of Materials Review Committee and Reporting to Board

- Sarahjini Nunn gave an overview of the purpose of the Material Review Committee stating that it is to review public facing materials for the certification program. The purpose of this meeting is for the Committee to provide feedback on the organization of the content and user friendliness of the website staging site.
- At the Committee's September meeting, the CHW Model Curriculum will be reviewed.

5) Review of CHW Cert Program Website (on Staging Site)/Discuss Member Feedback

- Katrina Kasten presented a high-level overview of the website, citing placeholders for remaining content, videos, and graphics to be developed. She stated the goal is to be welcoming and engaging. Spanish translation is planned once the English version is finalized. She provided an overview of the site map which includes the following:
 - Homepage
 - About CHWs
 - CHW Certification
 - Training Program Certification

- Employer Resources
- General Resources
- **Homepage**
 - **Katrina Kasten navigated through the Homepage which include links to the following content:** CHW Certification, Training Program Certification, Continuing Education, Employers, Resources.
 - **Comments related to this Section:**
 - A. Dr. Janice Phillips asked if the overview of certification also explains what CHWs *do* for people unfamiliar with the role. Katrina Kasten confirmed the *About CHWs* page includes a clear description of CHW roles.
 - B. Ricardo Anderson suggested adding a Frequently Asked Questions (FAQ) link on the homepage for easy access. Katrina Kasten confirmed a FAQ section exists under *Resources* and is searchable but agreed to add a direct FAQ link to the homepage related links.
 - C. Leticia Boughton Price suggested: Listing alternative job titles for CHWs so people recognize themselves in the role. Katrina Kasten and Lori Weiselberg confirmed this is covered in *About CHWs*.
- **About CHWs Page**
 - Katrina Kasten walked through the About CHWs page covering focus areas that include:
 - A. General History of CHWs (Illinois and National).
 - B. Defining who CHWs are and what they do.
 - C. Emphasizing the CHW role in advocacy, decision making, and representation.
 - **Comments related to this section:**
 - A. Lori shared that the Program will develop and post videos in this section including CHWs sharing enthusiasm for their work.
 - B. Leticia Boughton Price asked if CHW groups could create their own media consent forms. Dr. Phillips suggested consent should come from IDPH, Lori noted ILCHWA Summit photos taken by SIU were tested on the site, but lighting made them inconsistent with other images.
 - C. Tracey Smith shared that IPHA will offer free professional headshots at their conference, which may provide usable images. Katrina Kasten confirmed that photo specs will be shared and a mix of stock photos and Illinois-based CHW images will be used with a possibility to use a photo carousel to highlight Illinois real CHWs.
- **CHW Certification Page**
 - Katrina Kasten walked through CHW Certification page covering focus areas that include requirements, eligibility, and pathways.
 - Lori indicated the Program will develop tutorial videos explaining step by step how to complete the CHW certification application.

- **Comments related to this section:**
 - A. Leticia Boughton Price raised concern about long processing timelines; suggested a 45-day maximum. Lori Weiselberg emphasized clarity around timelines and turnaround expectation.
 - B. Wandy Hernandez and Leticia Boughton Price raised points about how CEUs should be tracked and displayed clearly. Lori Weiselberg indicated we will have an online form that auto calculates credits by category.
 - C. Leticia Boughton Price highlighted the importance of including grievance options if timelines are not met.
 - D. Lori Weiselberg indicated that instructor training should not be hidden under continuing education for CHWs – it will be moved under training programs.
 - E. Leticia Boughton Price emphasized the importance of cell-phone compatibility. Patricia Montalvo suggested help icons and guidance notes. Tracey Smith recommended video tutorials for uploads.
 - F. Emma Villarreal stressed simplifying the language for community readability.
- **Training Program Certification:**
 - Katrina Kasten walked through Training Program Certification page covering the following focus areas:
 - A. Eligibility and who can apply.
 - B. Personnel requirements.
 - C. Curriculum expectations - 9 core competencies, minimum classroom hours, supervised field experience.
 - D. Application process - Login, application completion, site visit, required uploads.
 - E. Distinction between certified training program and apprenticeship programs.
 - F. Review process - 90-day turnaround for training applications.
 - G. Renewal and reinstatement requirements.
 - H. Denial process and right to hearing.
 - I. Automatic listing on training program registry once certified.
- **Employer Resources:**
 - Katrina Kasten walked through Employer Resources page covering the following focus areas:
 - A. Emphasis on the value of CHWs and strategies for integration into care teams.
 - B. Information on the CHW registry.
 - C. Billing resources, including Medicaid and Medicare.
 - D. Apprenticeship programs highlighted as a key workforce pathway.
- **General Resources**
 - Katrina Kasten walked through the General Resources page for CHWs employers and training programs covering the following focus areas:
 - A. Key organizations supporting CHWs.
 - B. Related professional credentials for individuals with lived experience in Illinois.

- C. Information on career ladders and cross-training opportunities.
- D. Direct link to the CHW registry.
- E. Glossary terms.

6. Public Comment Period

- Sarahjini Nunn noted there was no one registered to speak.

7. Materials Review Committee Meetings and Announcements

- Sarahjini Nunn read the following announcements:
 - The Materials Review Committee should anticipate meeting at least monthly for the next several months (likely through the end of the year) due to the volume of materials requiring review.
 - A meeting invite for the next Materials Review Committee meeting will be sent shortly.
 - The Model Curriculum is expected to be ready for review at the next meeting.

8. Adjournment

- Leticia Boughton Price moved to adjourn.
- Monica Cuevas seconded the motion. *Motion passed.*