

Community Health Workers Review Board Meeting

January 24, 2025

2:00 – 4:00pm

The meeting can be viewed [HERE](#)

1. Call to Order

- CHW Review Board members present: Dr. Janice Phillips, Wandy Hernandez, Lubia Nunez-Montelongo, Kristin Hartsaw, Dr. Shami Goyal, Monica Cuevas, Ket Herena, Leticia Boughton-Price, Noelle Moore, Tracey Smith, Ashley Colwell, Esther Sciammarella, Rep. Camille Lilly, Emma Villarreal.
- CHW Review Board members not present: David Sanders, Rep. Maura Hirschauer, Ofelia Figueroa, Ryan Croke, Angela Ellison, Latoya Greenwood, Kathryn Gunter, Kevin Wood.
- IDPH staff present: Melissa Stalets, Sarahjini Nunn, Marcella Kincaid, Ashley Thoele, Lori Weiselberg, Allison Nickrent.
- Invited Guest present: Leslie Carnahan and Brenda Soto. UIC Cancer Center; Judith Sayad, Illinois AHEC and UIC School of Public Health; Bob Marlow and Rushini Kuruppu, SIUC Office of Workforce Innovation and Research; Chris Azpilcueta, InterpreNet.
- Members of the Public: EB York, Cealisa Johnson, and Laura Markin, UC Medicine; Adam L. Scheffler; Veronica Gonzalez Devore, Vermilion County Health Department; Stephanie Standish, IPHA; Jessica Carney, UI Health Department of Psychiatry; Louis Lee, Age Options; Eva Haubrich, HAP Foundation; Rachel Telleen, The HAP Foundation; Gregory Scott; Louis Lee.

2. Approve December Board Meeting Minutes

- Leticia Boughton-Price moved to approve the minutes from the December 13, 2024 Board Meeting.
- Noelle Moore seconded the motion. *Motion Passed*

3. Board Process Decisions and Reminders

- Wandy Hernandez reminded Board Members and guests of the Board protocols for being recognized to speak, public comment period, Board member attendance and mission of the Board.

4. Public Comment Period

- Judith Sayad, Illinois Area Health Education Centers (AHEC) Network at UIC School of Public Health, provided public comment related to resources available to assist with CHW field placement. The Pathway Program has had great success with virtual shadowing. While there is currently no CHW-specific shadowing, the director of West Central AHEC is open to the possibility. In addition, SIM (simulation) labs may be a resource for meeting the field work requirement. UIC maintains an open-access simulation lab – Simulation and Integrated Learning (SAIL) - that Chicago-based training programs may utilize. However, it will require a significant investment of time in planning and scheduling is paramount.

5. Revisit Review Board Timeline for Administrative Rule Review

- Lori Weiselberg reviewed the timeline for finalizing Board recommendations related to administrative rules. She indicated if the Board completed its approval of recommendations in the February 21st, meeting the rules could be submitted to JCAR in June, with program implementation expected in or around March 2026.

- Leticia Boughton-Price from ILCHWA raised concerns about the potential impact of the new federal administration and resulting changes may have on our progress, particularly as it relates to Medicaid funding. She suggested selected items be moved up in the queue due to uncertainties with federal decisions that could affect the work being done at the state level.
- Lori Weiselberg acknowledged Leticia's point, noting that she and Allison Nickrent had discussed the need to move quickly while remaining mindful of federal developments. She mentioned that Kristen Hartsaw from HFS would provide an update at the February meeting related to the Medicaid state plan amendment (SPA). Kristen indicated that aligning the SPA with previously approved SPAs from other states would improve the likelihood of approval.
- Allison Nickrent emphasized that the Board's pace would guide progress, and the team remains committed to moving quickly without compromising input from the Board.

6. Administrative Rules Review

- **Revisit the following sections as time allows for discussion/questions/concerns**

- **Review Part F: Competencies and Instructor Qualifications**

- Lori Weiselberg presented the first section of Subpart F - core competencies. She indicated the Board already agreed to these core competencies; however, as Sinai Urban Health Institute develops the model CHW curriculum for the Program, we may change the order of selected sub-competencies for flow.
- Lori Weiselberg presented grids detailing instructor qualifications for Career and Technical Education and General Education from existing administrative rules. These existing rules guide oversight provided by the IL Board of Higher Education, Community College Board, and IL Board of Education in instructor qualifications for universities/colleges, community colleges, and high schools. Lori proposed a set of instructor qualifications for CHW instructors in non-academic, community-based organizations. Board deliberation ensued.
- Tracey Smith questioned if there was a definition of the 2000 hours and if they needed to be in the CHW field or the broader scope of health and human services. Wandy Hernandez stated the importance of being true to the profession and actively working in the CHW field.
- Leticia Boughton-Price requested a reminder about the CHW instructor course regarding pass or fail. Lori Weiselberg responded that the Board agreed to requiring instructors working in a certified CHW Training Program to pass the 20-hour course with a score of at least 90%. She also stated that Sinai Urban Health Institute was currently creating a 20-hour course which includes an introduction to the certification program.
- Lori Weiselberg posed the following question to the Board: "If the instructor does not pass the course, should they be allowed to re-take the course or module and if so, how many times and in what time period." The Board initiated discussion and will continue discussion on this topic at the next Board meeting.
- The number of required college hours for instructors was discussed amongst the board members. Lori Weiselberg suggested 30 hours in health and human services. Tracey Smith questioned the number of hours needed to receive an Associate's Degree in Health and Human Services. She wondered if it was less than 30 hours and if that would make an applicant ineligible although they've completed a degree in Health and Human Services.
- Representative Lilly asked if qualifications superseded a degree. Tracey Smith did a quick search and discovered that 25-30 hours in the field is required to complete an Associate's Degree. Representative Lilly asked if getting 2000 hours of field experience would be challenging. Emma Villareal added that CHW instructors need to be involved in the community to protect the integrity of the community teacher's role. Leticia Boughton-Price stated that the program will

need community people who have the CHW work experience and field experience and can identify with the roles and competencies.

- Key issues related to the extent to which college credits and work experience of instructors must be in a health or human services field were addressed and resolved. The Board agreed on a set of qualifications and Lori Weiselberg entered these into the draft CHW administrative rules.

- **Review Subpart E: Registry**

- Lori Weiselberg reviewed Subpart E. The Board agreed to language describing the Certified CHW Registry and Certified CHW Training Program Registry.

- **Subpart C: CHW Certification**

- Will review at the next meeting.

- **Subpart A/B: Definition and Review Board**

- Will review at the next meeting.

7. Second Public Comment Period

- Judith Sayad completed her public comments related to field experience.

8. Schedule of Board Meetings and Announcements

- Schedule of Board Meetings
 - Friday, March 21, 2-4pm
 - Friday, April 25, 2-4pm
 - Friday, May 30, 2-4pm
 - Friday, June 27, 2-4pm

10. Announcements

- Sarahjini Nunn made the following announcements:
 - All board meeting invites have been sent out through June 2025. Please contact her if they have not been received.
 - Program staff are still working toward clarifying mandatory board trainings. She will report back once that information is obtained
 - Thank you to the board members who responded to our request for program priorities. We are currently reviewing them and will report back to the Board. There is no deadline so please continue to send suggestions.
 - Program staff will be releasing a funding opportunity for the CHW Certification Program in the upcoming weeks.
 - Program staff should have information at the next meeting regarding the role of the Board.

11. Adjournment

- Dr. Janice Phillips moved to adjourn the meeting.
- Ket Herena seconded the motion. *Motioned passed.*