

Community Health Workers Review Board

September 13, 2024

2:00PM – 4:30PM

Minutes

The meeting can be viewed [here](#).

1. Call to Order

- CHW Review Board members present: Janice Phillips, Wandy Hernandez, Lubia Nunez-Montelongo, Kristin Hartsaw, Kathryn Gunter, Shami Goyal, Ryan Croke, Monica Cuevas, Angela Ellison, Ket Herena, Rep. Camille Lilly, Leticia Boughton Price, Noelle Moore, Emma Villarreal, Tracey Smith, Ashley Colwell, David Sanders, Esther Sciammarella and Kevin Wood.
- CHW Review Board members not present: Rep. LaToya Greenwood, Rep. Maura Hirschauer and Ofelia Figueroa.
- IDPH staff present: Pat Montalvo, Omayra Giachello, Allison Nickrent, Melissa Stalets, Lori Weiselberg, Sarahjini Nunn.
- Invited Guests present: Shaista Saiyed; Illinois State Board of Education; Sharyn Dyer and Leslie Carnahan, UIC Cancer Center, Glenda Gallisath and Nkechi Onwuameze, Illinois Board of Higher Education.
- Members of the Public: Kim Jay, Sinai Urban Health Institute; and Adam Scheffler.

2. Approve June Board Meeting Minutes

- Kevin Wood moved to approve the minutes from the June 28, 2024 Board Meeting. Dr. Phillips seconded the motion. *Motion Passed*

3. Board Process Decisions/Reminders

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

4. Public Comment Period

- Kim Jay, Sinai Urban Health Institute, spoke about potential barriers for rural CHW training programs in meeting certification criteria particularly as it pertains to the field experience requirement.
- Adam Scheffler commented that he was having trouble keeping track of the evolving Administrative Rules and wondered if he could get an updated version so he could keep track.

5. Review Board Annual Report

- Sarahjini Nunn presented an overview of the Annual Board Report which included input from board members.
- Kevin Wood moved to approve the 2024 CHW Review Board Annual Report and Monica Cuevas seconded the motion. Motion passed.

6. Revisit Review Board Timeline for Administrative Rule Review

- Sarahjini Nunn conducted a high-level overview of the Administrative Rule review timeline.

7. Administrative Rules Review

- Part D: CHW Training Program Certification

Note: IDPH staff will address each of these comments/concerns in October 25 Board Meeting.

- Sarahjini Nunn presented an overview of Part D of the draft Administrative Rules
 - David Sanders commented that the program should not be placed in jeopardy if one instructor is not in compliance. Angela Ellison agreed. He further asked if probationary status can be distinguished from suspension.
 - Rep. Lilly asked how long it will take IDPH to approve training programs and whether that turn-around time should be in the rules.
 - Rep. Lilly and Wandy Hernandez asked IDPH to clarify the role of the Review Board in certifying training programs.
 - Angela Ellison asked about the timeframe for training program corrections for Corrective Action Plans. Whether it should be left to the discretion of the Department or if there should be a timeframe, e.g., no longer than 6 months.
 - David Sanders spoke about separating suspensions from revocations as they should have separate criteria.
 - Angela Ellison spoke about the need to clarify vague language such as the word “consistently” for example. Tracey Smith agreed.
- Part E: CHW Certification Program Registry
 - Sarahjini Nunn presented an overview of Part E of draft Administrative Rules.
 - Part G: Continuing Education
 - Sarahjini Nunn presented an overview of Part G of draft Administrative Rules.
 - Tracy Smith asked if a course is already approved for CE credit for related disciplines, e.g., nursing, social work, or Certified Health Education Specialists, if there is a way that it can be automatically approved for CHW. She also indicated that CE sponsors don’t typically have to send CE course materials (PPT presentation) for course approval.
 - Tracey Smith, Wandy Hernandez and Noelle Moore questioned whether the Board could consider a list of credible organizations as “pre-approved” for CHW Continuing Education.
 - Kristin Hartsaw discussed the CHES certification approach with pre-approved and non-pre-approved where certified individual justifies how the program addresses competencies.

8. Public Comment

- Kim Jay, Sinai Urban Health Institute, spoke about equity in the certification process especially with teams who have certified curriculum.

9. Announcements

- Upcoming Conferences with Sessions Related to the CHW Certification Program
- ILCHWA Summit: September 20 (Chicago); January 31 (Champaign)
- IDPH Women's Health Conference: October 16 (Bloomington)
- IPHA Lunch and Learn: October 18 (Virtual) IDPH Minority Health Conference: October 21-23 (Naperville)

10. Full Board Meetings for the Remainder of the Calendar Year

- Friday, October 25, 2-4pm
- Friday, November 15, 2-4pm
- Friday, December 13, 2-4pm

11. Adjournment

- Noelle Moore moved to adjourn the meeting.
- Emma Villareal seconded the motion. *Motion passed.*