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October 25, 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, Monica Cuevas, 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, Angela Ellison, Ryan Croke and Ket Herena
- IDPH staff present: Pat Montalvo, Greg Willis, Omayra Giachello, Melissa Stalets, Lori Weiselberg, Sarahjini Nunn, Cara Barnett, Marcella Kincaid and Emily Spangler
- Invited Guests present: David Osborne; Illinois State Board of Education, Leslie Carnahan; UIC Cancer Center, Robert Marlow; SIUC Office of Workforce Innovation and Research, Katrina Kasten; Breakthrough Technologies, Christobel Azpilcueta; Interprenet
- Members of the Public: EB York; UIC Medicine, Adam Scheffler, Caroline Hollahan, Chanthini Harrell, Jessica Carney, Eva Haubrich, Brenda Soto, Erika Gustafson, Cealisa Johnson, Gregory Scott, Emily Spangler, Veronica Sek, Dalia Galvan Morales, Rachael Telleen, Lacey Risley, Kaitlyn Carpentier and Gregory Scott.

2. Approve September Board Meeting Minutes

- Kevin Wood moved to approve the minutes from the September 13, 2024 Board Meeting. Tracey Smith seconded the motion. *Motion Passed*

3. Board Process Decisions and Reminders

- Co-Chair Janice Phillips 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

- EB York, UIC Program Manager for Workforce Development for CHW Programs in the Urban Health Initiatives, emphasized the importance of keeping barriers low for CHWs taking the work experience pathway to certification. She noted that CHWs often have short tenures in their

positions due to the nature of funding. She urged the Board to consider the cumulative number of hours for both volunteer and employed time working as a CHW toward the work experience pathway.

5. Introduction of Marcella Kincaid, CHW Certification Program Administrative Assistant

- Marcella Kincaid introduced herself stating her credentials, including an MA in Child and Family Services and current pursuit of an MBA, and expressed her enthusiasm for contributing to the CHW Certification Program.

6. Technology Update

- Katrina Kasten, Director of Project Management, Breakthrough Technologies, LLC. Introduced herself and expressed her excitement with partnering with IDPH and Southern Illinois University – Carbondale (SIUC) to gather requirements for the CHW program to create the online platform. This includes developing the website and defining the application process. She also mentioned partnering with Sinai Urban Health Institute (SUHI) to integrate training courses they're developing for the Program into the learning management system on the platform.

Robert Marlow, Interim Director, Office of Workforce Innovation and Research, SIUC introduced himself noting SIUC's 30 years managing Certified Nursing Assistant (CNA) Testing for Illinois as well as training for Direct Service Providers (DSPs) for people with disabilities. He expressed enthusiasm at having Breakthrough Technologies as a partner in this work.

- Dr. Phillips asked Lori Weiselberg to walk the Board through application workflows. Lori Weiselberg stated that the certification process will be as streamlined as possible. Preliminary workflows include SIUC taking primary responsibility for CHW applications and UIC taking primary responsibility for training program applications and monitoring. IDPH will review recommendations from the University partners and make final decisions on approval and denial of applications and will manage all appeals and hearings.
- Lori Weiselberg explained that IDPH Legal reviewed the CHW legislation and indicated that there is authority for the Board to participate in review and decision-making related to community-based organization training program applications.
- Esther Sciammarella asked about appeals for individual CHWs. Lori reminded the Board of the appeal process built into Part C - CHW Certification of the Administrative Rules.
- Leticia Boughton Price asked that IDPH provide an interpretation of the legislation to the Board. She also inquired about the intent of the legislative sponsors and if they were asked for clarity regarding the language. Pat Montalvo agreed that legislative intent is a factor that is often considered in the interpretation, and that we can make time at a future Board meeting to revisit this. She also indicated that any options for Board involvement need to be supported by the legislation. Leticia Boughton Price further stated that one intent of the legislation was to ensure CHWs are represented in all aspects of this process.

- Rep. Lilly inquired into the oversight of the entities – IDPH and the university partners -- that are implementing the program to ensure they are hitting benchmarks and aligned with the intent of the legislation. Dr. Phillips agreed that there is a bit more homework to do on this and that this conversation with the Board will continue.

7. Establish Review Board Training Program Subcommittee and Call Meeting

- Dr. Phillips explained the need to appoint an ad hoc committee as the Board finalizes its recommendations for training program requirements. The committee will help gauge the impact of our requirements on training programs across the state and report back to the Board.
 - The 18 CHW core competency training programs and the 9 training programs that are already in development will be invited guests.
 - Dr. Phillips requested volunteers to serve on the committee which will meet on November 12th from 12 noon - 1:15pm.
 - The members appointed to the Training Committee are Angela Ellison, Noelle Moore, Emma Villarreal, Tracey Smith, Lubia Nunez Montelongo, and Monica Cuevas. Wandy Hernandez will serve as chair of the committee.

8. Revisit Review Board Timeline for Administrative Rule Review

- Lori Weiselberg presented updates on Administrative Rules Subpart D and F, addressing comments and concerns from Board members regarding certification turnaround time for approval, program review processes, and fieldwork requirements.
 - Esther Sciammarella inquired about implications of the timeline to launch the certification program. Rep. Lilly echoed her concern and asked for consideration of establishing a committee to discuss the timeline.
 - Noelle Moore questioned if the Board should be involved in reimbursement considering that it is the responsibility of HFS. Emma Sciammarella and Rep Lilly both stated that it should be a concern of the Board because the public wants to know the progress of HFS and if the agencies are in alignment. Kristin Hartsaw explained that HFS is working through the informal workgroup and HFS will be bringing the information from that work group to this Board for feedback as well. In addition, DPH and HFS are having regular touch points in between to make sure we are aligned. Kristin Hartsaw also invited Rep. Lilly to the workgroup meetings.

9. Administrative Rules Review

- **Revisit Section D: Training Program Certification**
 - Leticia Boughton Price questioned the training program application turn-around time of 90 days and suggested 60 days to review and give a determination on an application. Leslie Carnahan described the application process and included scheduling site visits as a factor to consider in timing. Leticia suggested that Board members assist with reviewing applications to help with timing. Tracey Smith and David Sanders have experience with site visits and supported the 90-day timeline. David Sanders agreed that Board members or others with subject matter expertise could serve as reviewers to increase the program's bandwidth.
 - Lori Weiselberg mentioned the public comments made by Sinai Urban Health Institute last month on difficulty of some training programs in securing field experience placements and

suggested the Board consider allowing CHWs to complete their field experience in their place of employment with their employer serving as field supervisor. A CHW can have up to a year to complete the field placement. Wandy Hernandez was concerned about some CHWs having a job that does not encompass all competencies of CHW work. Leticia Boughton Price agreed and suggested that field experience should be an opportunity to demonstrate mastery of core competencies. Employers would be required to document how they are addressing the core competencies. Tracey Smith said that her agency is responsible for ensuring that the training site must sign off that the field experience assesses those core competencies. She further stated that training programs should be responsible for applicants who are not currently employed as CHWs. Leticia Boughton Price stated that it could work for those not currently working as a CHW if it communicated that they have one year and given providers to contact. David Sanders indicated that if a student is on financial aid, they must complete their program within 150% of the time it takes for that program.

- Lori Weiselberg discussed program probation and suspension. Programs will have 3 months and possibly up to six months to meet requirements. If not, they will be in jeopardy of suspension. If suspended David Sanders indicated that a student may need to be enrolled in another reputable program.
- **Revisit Sections of Part G: Continuing Education**
 - Lori Weiselberg highlighted how other states handle continuing education and suggested 36 continuing education hours based on Board suggestion to reduce from 45 credits originally proposed in draft rules. The 36 credit hours can be attained through accredited continuing education courses, college courses and other acceptable professional development activities. Lori outlined proposed Category I and Category II activities.
- **Review Part C, Section on Continuing Education**
 - Lori Weiselberg did not go through this in detail but asked the Board to read this section and provide any comments.

10. Public Comment Period

- Adam L. Scheffler stated he was placing a link to an upcoming webinar next Tuesday. EB York inquired about the process for vetting field experience partners.

11. Announcements

Sarahjini Nunn reminded the Board of the upcoming meetings and will be sending out the following documents for review and will ask for feedback.

- Soliciting priorities for efforts to enhance, promote and reduce barriers to the program. (To be aligned with Mission/Vision/Guiding Principles.)
- Training Program Assets Final Report
- Minutes of State Certification Program Interviews

Schedule of Full Board Meetings

- Friday, November 15, 2-4pm
- Friday, December 13, 2-4pm
- Friday, January 24, 2-4pm
- Friday, February 21, 2-4pm
- Friday, March 21, 2-4pm

12. Adjournment

- Emma Villareal moved to adjourn the meeting.
Leticia Boughton Price second the motion. *Motion passed.*