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Community Health Workers Review Board

November 15, 2024

2:00PM – 4:00PM

Meeting 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, Tracey Smith, Ashley Colwell, David Sanders, Esther Sciammarella, Kevin Wood, Ryan Croke, Angela Ellison and Emma Villarreal.
- CHW Review Board members not present: LaToya Greenwood, Rep. Maura Hirschauer, Ofelia Figueroa, David Sanders and Ket Herena.
- IDPH staff present: Melissa Stalets, Lori Weiselberg, Sarahjini Nunn, Marcella Kincaid, Allison Nickrent, Emily Spangler and Omayra Giachello.
- Invited Guests present: Leslie Carnahan, UIC Cancer Center; Aneta Lee, Illinois Broadband Lab; Katrina Kasten, Breakthrough Technologies; Nancy Barriga, Interprenet Spanish; Jennifer Schindl, Shawnee Health.
- Members of the Public: EB York, UIC Medicine; Adam Scheffler; Angela Stolzenburg, Memorial Health; Melanie Gowdy Siteman Cancer Center; Karen Phelan; Sarah Miller, Shawnee Health; Cealisa Johnson (Cece), UChicago Medicine; Caroline Hollahan, UIC School of Public Health; Judith Sayad, UIC School of Public Health & Illinois AHEC; Shaista Saiyed, ISBE; Dalia Galvan Morales, Erie Family Health Center; Sharyn Dyer; Dr. Desarie Holmes, SIHF Healthcare; Veronica Sek, SUHI.

1. Approve September Board Meeting Minutes

- Leticia Boughton Price moved to approve the minutes from the October 25, 2024 Board Meeting. Lubia Nunez-Montelongo seconded the motion.
- Angela Ellison abstained because she was absent. *Motion Passed*

2. Board Process Decisions and 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.

3. First Public Comment Period

- Jennifer Schindl, Chief Director of Social Services, Shawnee Health. Ms. Schindl expressed concern about potential consequences of the Board's proposed number of classroom hours (100) and field experience hours (80). She indicated the hour requirements are high compared with some other certified professionals and may pose potential barriers to advancing CHWs in the state.
 - Potential employees will consider training time and costs as well as earnings in the careers they choose.
 - Potential employers will consider non-reimbursed staff training time which may cost up to \$3,000 - \$4,000 for the employees they choose to hire.
 - Schindl emphasized the importance of balancing thorough CHW education with realistic, attainable standards for future trainees, employers, and organizations.
- Aneta Thomas Lee of the Illinois Broadband Lab shared the need for digital technology in underserved communities and the importance of building digital health literacy skills in the CHW Certification Program. She mentioned having spoken with IDPH staff about including digital health literacy in the CHW curriculum and in developing a continuing education course for CHWs. Aneta spoke about billion-dollar grant to lay internet fiber networks which will allow underserved communities to utilize digital devices.

4. Revisit Review Board Timeline for Administrative Rule Review

- Lori Weiselberg outlined the focus of the next two Board meetings.
 - November meeting: Revisit sections of Subpart D, G, C. (Call votes as appropriate.)
 - December: Subpart C, E/F, A/B. (Call votes as appropriate.) This schedule will allow for submission of final recommendations by the end of the year or shortly thereafter.

5. Report From Training Program Subcommittee, November 12

- Wendy reported the meeting achieved its quorum and included over 35 invited guests representing training programs across Illinois. IDPH staff presented an overview of the certification program with a focus on the training program model. Addressed the challenges in ensuring programs can effectively supervise trainees. Evaluated whether the proposed 100 hours are sufficient.

to cover the core competencies. Discussed ongoing training to maintain CHW competencies, which sparked extensive dialogue. Concerning the minimum training instructor requirement, concerns were raised that the proposed 8000-hour experience requirement for instructors may be too stringent. A follow-up meeting is planned for early December to focus on field experience, classroom training hours, and instructor qualifications. Board members were invited to provide further insights or comments on the discussions and outcomes.

6. Administrative Rules Review

- **Board Revisited Subpart D – Training Program.**

Lori Weiselberg reviewed field experience requirements and addressed comments and concerns. She indicated the following: Angela Ellison shared difficulties in securing field placement for large training cohorts (70 trainees simultaneously). Kim Jay from Sinai Urban Health institute at public comment had highlighted challenges in rural areas with fewer placement opportunities. Tracey Smith noted fewer issues in central and southern Illinois due to stronger local networks. Some Board members made suggestions to address challenges of field placement. For example, Tracey Smith proposed allowing CHWs to bill Medicaid while

completing the field experience, potentially reducing the employer costs. Leticia Boughton Price suggested adding broad language to the rules to cover innovative alternatives without requiring future amendments.

Lori reviewed the current language on field experience in the rules. Some flexibility noted was allowing trainees up to 12 months to complete field experience, and trainees employed as CHW's can fulfill their field experience within their workplace if it meets requirements. Based on the discussion, she proposed adjustments to rules to include language that recognizes alternative field experience methods, such as virtual interaction, without compromising quality.

Lori read a final passage of the rules in this section which indicated that training programs on probation will be required to inform students of probationary status on their website and in program materials. She asked if Board members agreed with this comment and noted that the CAN Program did not have this requirement. The Board members generally agreed to keep the requirement in the rules indicating that students need to be informed of the status of programs when they are applying.

- Board revisited **Subpart G – Continuing Education**. Lori re-introduced this section after presenting it last month, asked for any questions/comments after the Board had an opportunity to read it. There were none. Co-chair, Wandy Hernandez, called for a vote for Subpart G resulting in unanimous Board approval of this section.
- Board revisited **Subpart C – CHW Certification**. Discussed CHW continuing education requirements and reviewed proposed approach to counting credits. For Category II Professional Development and Giving Back, members discussed what types of Boards should be considered for credit; Board members generally agreed they should be directly related to CHW work. Some Board members advocated for more credit being given for CHW training program instructors.

7. Second Public Comment Period

- None

8. Announcements

- Schedule of Full Board Meetings
 - Friday, December 13, 2-4pm
 - Friday, January 24, 2-4pm
 - Friday, February 21, 2-4pm
 - Friday, March 21, 2-4pm

9. Adjournment

- Angela Ellison moved to adjourn meeting
- Monica Cuevas second the motion. *Motion passed.*