

Community Health Workers Review Board Meeting

December 13, 2024

2:00 – 4:00pm

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, Ket Herena, Monica Cuevas, Rep. Camille Lilly, Leticia Boughton Price, Noelle Moore, Tracey Smith, Ashley Colwell, David Sanders, Esther Sciammarella, Ryan Croke, Angela Ellison, and Emma Villarreal.
- **CHW Review Board members not present:** LaToya Greenwood, Rep. Maura Hirschauer, Ofelia Figueroa, Kathryn Gunter, and Kevin Wood.
- **IDPH staff present:** Lori Weiselberg, Sarahjini Nunn, Marcella Kincaid, Amy Hall, Greg Willis, and Omayra Giachello.
- **Invited Guests present:** Leslie Carnahan, UIC Cancer Center; EB York, UChicago Medicine; Emily Inman, IPHA; Marcia Burges, HMPRG; Chris Azpilcueta, InterpreNet; Veronica Sek, SUHI; Brenda Soto, University of Illinois Cancer Center.
- **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, 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, UIC school of Public Health; Dr. Desarie Holmes, SIHF Healthcare; Veronica Sek, SUHI; Brenda Soto, UIC; Mildred Hunter HHS/OAS; Rafael Corona, ATS Institute; Britt Cain, Carle at the Riverfront.

2. Vote to Approve November Board Meeting Minutes,

- Emma Villarreal moved to approve the minutes from the November 15, 2024, Board Meeting. Wandy Hernandez seconded the motion. *Motion Passed*
- Emma Villarreal moved to approve the minutes from the November 12, 2024, Training Committee Meeting. Monica Cuevas seconded the motion. Representative Camille Lilly and Lubia Nunez-Montelongo abstained. *Motion Passed*
- Leticia Boughton-Price moved to approve the minutes from the December 9, 2024, Training Committee Meeting. Emma Villarreal seconded the motion. *Motion Passed*

3. Board Process Decisions and Reminders

- Dr. 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. First Public Comment Period

- Dr. Leslie Carnahan, UIC Cancer Center recommended that the process for required professional letter/s of recommendation for CHW candidates be simplified. She indicated that the State should consider developing a standard form that can be completed easily (i.e. includes Likert scales, check boxes for competencies, and room for any additional comments).

5. Revisit Review Board Timeline for Administrative Rule Review

- Lori Weiselberg presented a summary of key Board recommendations for each Subpart of the administrative rules to review how far the Board has come in its work.
- Lori Weiselberg also provided an update on the timeline for finalizing administrative rules.
 - Subpart G (Continuing Education) was approved in November.
 - The remaining Subparts to be reviewed and voted on during the December and January Board meetings.
 - Anticipated launch date for the certification program has been adjusted from early 2026 to mid-2026.

6. Report from Training Program Subcommittee December 9, 2024

- Wandy Hernandez gave an overview of the December 9, 2024, meeting.
 - The Training Committee met for the second time on Monday, December 9th. There was a quorum present with over 30 guests, many of whom represented existing training programs throughout Illinois. A brief overview of the Certification Program was presented focusing on the training program model to familiarize new guests to the Committee. During the meeting, the committee addressed several questions and comments to refine the training program rules with input from invited guests. Committee discussion and decisions were captured in the minutes. All changes to the rules based on these decisions were highlighted in blue in the rule drafts included in the Board packet.

7. Administrative Rules Review

- Lori Weiselberg reviewed changes to the draft Administrative Rules Subpart D
 - Training Program Coordinator and Instructor Information section – Program Coordinator and Instructors credentials included to demonstrate that all instructors met the instructor’s qualifications outlined in Subpart F. Also, instructors must complete the Instructor Training Course within 90 days of starting to teach in the program.
 - The language regarding CHW Apprenticeship Programs was refined in alignment with U.S. Department of Labor (DOL) for a streamlined application process.
 - The length of time for training program certification was changed from 2 years to 3 years. Annual updates are required to reflect changes in curriculum or staff contact information. On-site monitoring visits will continue every two years.
 - Students may propose their own field placement sites that are aligned with their interests, subject to approval by the training program to ensure it meets required standards. Training programs can create their own field experience.
 - a) Angela Ellison questioned physical simulation labs versus environments that are like a simulation lab and advocated for environments that provide more flexibility.
 - b) Dr. Janice Phillips suggested a simulation environment to avoid costly physical labs.
 - c) Emma Villarreal advocated for environments be nurturing and creative.
 - d) Lubia Nunez-Montelongo was concerned about the definition of a simulation lab, what it requires and if that definition should be in the Administrative Rules.
 - e) Tracey Smith stated that if simulations are used, they must go above and beyond classroom role-plays to ensure a clear distinction.
 - Training programs that are suspended will receive guidance from the certification program on how

to proceed.

- Dr. Janice Phillips called for a vote to approve Subpart D. Emma Villarreal moved to approve. David Sanders seconded the motion. A roll call vote was taken. Ashley Colwell and Angela Ellison abstained. *Motion passed.*
- Lori Weiselberg reviewed changes to the draft Administrative Rules Subpart F.
 - A minimum of 6 classroom hours for each core competency was proposed and 80 hours for field experience.
 - a) David Sanders advocated for flexibility and the importance of assessment and evaluation. David proposed reducing the minimum hours per core competency from 6 to 5 hours, leaving more discretionary hours. Dr. Janice Phillips, Leticia Boughton-Price and Tracy Smith agreed.
 - b) Wandy Hernandez expressed preference for keeping the minimum at 6 hours per competencies and expounding on the views of the training committee.
 - c) There was no objection from the Board Members to change the minimum hours per competency from 6 to 5.
 - Discussed instructor requirements for Community-based Training Programs and attempt to align with State Board minimum instructor requirements including those for Career and Technical Education (CTE). Discussion will be continued at January Board meeting.

8. Second Public Comment Period

- Emily Inman, IPHA, emphasized that CHW students need to spend time in the community with CHWs, other professionals and CHW clients as part of their field experience.

9. Announcements

- Sarahjini Nunn presented the following reminders:
 - Complete the mandatory trainings required for state employees, commissioners, and board members.
 - Forward programmatic recommendations to be considered as the certification program is being developed.
 - Upcoming board meetings.
 - a) Schedule of Full Board Meetings
 - Friday, January 24, 2-4pm
 - Friday, February 21, 2-4pm
 - Friday, March 21, 2-4pm
 - Friday, April 25, 2-4pm
 - Friday, May 30, 2-4pm
 - Friday, June 27, 2-4pm

10. Adjournment

- Emma Villarreal moved to adjourn the meeting. Leticia Boughton-Price seconded the motion. *Motion Passed*