

AGENDA

Conference Call Meeting

Michigan Community Health Worker Alliance

Date: Thursday, September 22, 2011

Time: 1:00pm to 2:00pm

Call-in information: [866-867-4769](tel:866-867-4769) Conference Line
721 097 Pass code
[1-847-572-2064](tel:1-847-572-2064) International Line

Attendees (18): Katie Mitchell (UMSSW), Nick Espitia (UMSSW), Mike Spencer (UMSSW), Jessica Lai (UMSPH), Ann Garvin (MDCH), Gloria Palmisano (CHASS), Marta Lugo-Rodriguez (CHASS), Edie Kieffer (UMSSW), Sylvie Naar-King (Wayne), Katie Brogan (Wayne), Art Franke (NKF), Tiffany Brent (BEACON), Peggy Vander Meulen (Spectrum), Pat Duthie (Spectrum), Evie Philippi (Spectrum), Susie Williamson (Spectrum), Celeste Sanchez (Spectrum), Judi Lyles (MDCH)

Objectives: Discuss workflow chart from August 19. Discuss splitting into groups for further work and collaboration.

Agenda items:

Welcome and introductions

This group is composed of anyone who was on the August 18 event planning committee in addition to individuals who indicated a desire on their continuing information forms to be a part of a planning committee to work toward the sustainability of CHWs. As such, 31 individuals have been initially included.

Explanation of Michigan Community Health Worker Alliance flow chart and working groups and fall timetables

- Steering Committee
 - Provide leadership to the Alliance effort as a whole
 - Receive updates from group leaders and co-leaders
 - Coordinating all Alliance members and its future goals
 - Meet once a month
- Education/Workforce
 - No leadership at this time
- Policy & Finance Outcomes
 - Art Franke & Pat Duthie, co-leading
 - Policy & finance have merged
 - Waiting to meet until after this call; will be meeting soon
- CHW Leadership
 - Marta Rodriguez leading
- Communications

- Mike Spencer, temporary co-leadership
 - Stepped up to lead due to SSW resources for communications
 - Needs help in leading this because communications isn't his area of expertise
- Large-scale promotional campaigns
- **Sylvie:** to clarify, each work group will be working on different tasks within the squares — however, you may only volunteer for different

Discussion of group leadership and membership — who wants to join what? Is there anyone not on the call that should be leading?

- Leadership should be team-based long-term
 - One CHW with one other leader
 - After groups begin to meet, long-term leadership can emerge
 - Currently, need people to the ball rolling on education and employment
- What does the interest in all these groups look like?
 - **Katie:** there are several people who have indicated interest in joining these groups — we just need to mobilize them and have someone provide guidance through a leader
 - A spreadsheet with all this info does exist
- **Ann:** Have Katie send an email to all the people interested in specific areas to mobilize and give them information about what is happening in the larger group
 - **Judi/Edie:** send out workgroup summaries with the emails
 - **Judi:** the Ed/Workforce group is fairly broad, may need to subdivide
 - **Sylvie:** Once the group gets together, tasks can be distributed based on interest, almost breaking up the group by task items versus having too many groups since more than 4 groups may get difficult to organize
- **Marta:** would see great benefit in having the lists made because it's hard to know who's interested and how to contact them
- **RECAP**
 - **Each leader will get a list of individuals interested in their groups**
 - **Each group will get a copy of the summaries that pertain to their group**
 - **Groups without leadership will be contacted and potential leaders will be asked individually**
- **Gloria**
 - Recommend asking Rebeca Guzman to co-lead Education & Workforce
 - **Sylvie:** Willing to help with Education & Workforce, hesitant to lead due to time commitment
 - **Katie:** Can help with logistics, etc.
- Alliance
 - **Gloria:** keep it open to larger leadership since so many people are interested
 - At the beginning, monthly meetings — potentially move to quarterly meetings depending on what the group decides
 - As such, time commitment may vary

- Ultimately
- Students
 - If you have students, it would be great to pull a few students to aid individual work groups
 - Right now, Katie, Nick & Jessica are on board from UM SSW & SPH
 - **Katie:** will ask Rebeca Guzman about her students this year, if she has any
- Website
 - We do have a website
 - Has all the materials from our conference, has feedback and workgroup reports on it
 - If there is something you would like to see posted, send it along
 - Please use a resource and pass along the link
 - **Katie:** will send the link one more time in the meeting minutes
 - **Gloria:** everyone who attended or RSVPed should get the link
 - Katie will send to everyone in a second follow-up email
 - **Mike Spencer:** right now the link is kind of complicated
 - Would like to purchase a domain name for the alliance effort
 - If we could get this done, it might be easier to send out
 - **Edie:** Concerned about Nokomis funding and SSW web domain
 - Want to check with the dean
 - **Mike:** changing the name will still keep it in the SSW domain and appearance can be whatever we want

Volunteering

- Tiffany Brent
 - Steering Committee
 - One BEACON CHW to another working group
 - Will also invite other grant-funded programs who use CHWs to the table
- Peggy
 - Policy & Finance
 - Will bring with her Denise Stevenson
- Gloria
 - Steering committee
 - Assist with CHW Leadership, Education/Workforce
- Edie
 - Policy & Finance
 - Potential involvement with steering committee
- Art
 - Policy & Finance Co-lead
 - Steering committee
 - Grant support as part of the 6 month objectives
- Mike Spencer
 - Katie will email out about communicatins interest

- **Katie is available for any logistical or administrative support you need — just let me know!**

Funding Update

- **Edie:** Applied to Nokomis Foundation for further funds, haven't heard back yet
- Commitment from School of Social Work Dean Laura Lein to continue funding us in part during the interim

MI-PHA

- Ann Garvin, looking for language to create a CHW section as part of the MI-PHA
- Pat Duthie, Ann Garvin, and Kimberlydawn Wisdom will sponsor this
- **Gloria:** suggests that Ann contact Gail Hirsch from Boston since she's part of the APHA section of CHWs
- **Mike Spencer:** sustainability of CHW workforce
 - Touches on policy, finance, education of public
- **Gloria:** CHWs becoming more and more prominent
 - People will be hearing about them more and more
- **Ann:** if MIPHA had a section, the MIPHA organization would become more aware of the effort
- **Nick:** legislative timing, likelihood of federal dollars going toward CHW efforts
- **Pat:** new and integral part of the health care team, impact on community, especially underserved communities/health disparities
- **Edie:** original save-the-date letter has some language around this
- **Ann:** will type all this up and send this along

Peggy

- Use powerful language, instead of white paper something like strategic plan
- Ann: we need to start on that strategic plan
- **Edie:** agree, major task for the steering committee

Next steps for starting groups/getting them off the group

All working groups have a call by **NOVEMBER 1**

- Clarify membership and identify a leader in the next two weeks
- Very reasonable to use the two week window

Steering committee meeting

- Monthly call scheduled right now
- Mid- to end-of October, before APHA conference

Next meeting: In your groups! Each working group will meet next, either via conference call or in person, to set goals and plans to accomplish them. If your group needs help getting started, Katie (mitchkl@umich.edu) can connect you with agendas, resources, and conference call information.

You will also get notice of another steering committee meeting for mid- to late October. Keep your eyes open for emails coming your way.

ACTION ITEMS

KATIE

- Email **REBECA** Guzman about Education/Workgroup leadership role
- Will disseminate information monthly or bi-monthly to keep everyone in the loop
- Will send the link out again in meeting minutes and in general email to all participants
- Will send a follow-up link to all attendees/RSVPs
 - o Continuing interest
 - o Here's the workgroups
 - o Website link
 - o Another thank you
- Send **ANN** miscellaneous documents for MIPHA language
- Meet with **GLORIA** to work with formation/embryo seed of the alliance

ANN

- Will finish MI-PHA wording and submit resolution with support from Kimberlydawn Wisdom and Pat Duthie

MEET IN SMALL GROUPS

ACTIVELY RECRUIT MEMBERSHIP