Missouri Department of Health and Senior Services

Statewide Community Health Worker Advisory Committee

April 26, 2016, 10:00 a.m. – 1:30 p.m.

Pine A/B Conference Rooms

**Member Attendees:** Allen Todd (for Catina Callahan O’Leary), Rachelle Collinge,Kathy Davenport, Michael French, Mary Ann Lavin, Dianne Lee, Kathy Brown (for Samar Muzaffar), Heather Parker, Hannayd Ruiz, Manuel Solano, Elizabeth Valentine, Shelly Wehmeyer, Steven Cramer, Sandy Hentges, Jennifer Hunter, Warren Hays, Barbara Brendel

**Gallery Attendees:** Florence Adegoke, Dorothy Andrae, Shyra Bilyeu, Cathy Davis, Ciara Day, Cynthia Dean, Trent DeVreugd, Jessica Droste, Angela Herman-Nestor, Debbie Kirkey, Dominique Lucas, Kordie Marsenburg, Cathy McElderry, Lacey Nichols, Erika Saleski, Alverta Smith, Sandy Snook, Bre Watson-Hill, Cynthia Brown, Mindy Ulstad

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| **Topic** | **Discussion** | **Action** |
| Opening Remarks and Welcome | Barbara Brendel welcomed the attendees. |  |
| Introductions | Attendees introduced themselves. | FYI |
| Approval of Minutes | Minutes were distributed prior to the meeting | Manual Solano motioned to approve the minutes. Florence Adegoke seconded the motion. |
| Sustainability Toolkit Results | The survey has been taken in November and June. There was not a lot of changes between the two results. The biggest movement was .4% movement in Funding Sustainability. The totals were down in Program Adaption and Communication. Another survey will be distributed in June for the last quarter of current year.  A Community Health Worker brochure is in process for printing. The brochure should assist with marketing of the community health worker program . | The next survey will be in June 2016. |
| Aspen Institute | Community meetings have been held in St. Louis, Kansas City and Rolla. A meeting is scheduled for May 2, 2016 in Charleston. During the meetings, partners are providing information on existing programs, resources and barriers. The goal is to establish community health workers in senior centers to assist the population diagnosed with or at risk for diabetes. A debriefing is scheduled for May 12, 2016 to assist with planning of next steps. An implementation timetable has not been set at this time. | FYI |
| Core Competency and Objectives | Core competency and objectives approved at the February meeting, along with the code of ethics were distributed prior to the meeting.  Discussion was held about the objectives under the Self-Awareness heading. Motion to maintain the Self-Awareness Core competency was made by Rochelle Collinge and seconded by Cathy Davis. A motion to move the first four bullets under the Self-Awareness Core Competency to the Professionalism and Conduct Core Competency was made by Manuel Solano and seconded by Dianne Lee.  Minor wording changes were made to Core Competency #7 Effective Communication and #11 Individual Assessment. A motion was made by Dianne Lee to change the last sentence of Effective Communications Strategy to “The CHWs are able to check for client understanding of information presented”. The motion was seconded by Jessica Droste. A motion was made by Kordie Marsenburg to change the last sentence of the Individual Assessment Core Competency to “The CHWs facilitate health improvement planning with individuals and consult with the health care team to agree upon the plan, as appropriate”. The motion was seconded by Cathy Davis.  A discussion was held regarding the use of “agency” throughout the Core Competencies and Objectives. A motion was made by Manuel Solano to maintain the word “agency” throughout the document, but to include an operational definition. The motion was seconded by Cathy Davis.  A motion was made by Rochelle Collinge to change the last sentence of the Professionalism and Conduct Core Competency to “They must observe organizational rules and all applicable laws and regulations governing public and private resources while exercising creativity in helping community members meet their individual and family needs.”. Dianne Lee seconded the motion.  Dianne Lee motioned the definition for agency be “the employer or organization with which the CHW is affiliated”. Motion was seconded by Rochelle Collinge. | See final CHW Core Competencies and Objectives document for changes.  The agreed upon Core Competencies and Objectives will be recommended to the Department of Health and Senior Services management as the state standard for any institution wanting to provide the curriculum. |
| CHW Standards | A matrix comparing other states individual and certification standards was distributed prior to the meeting. Erika Saleski also developed a matrix based on discussions with states, which was distributed.  Illinois has developed a report that may assist in establishing CHW standards for Missouri. The report may be found at  <http://www.dph.illinois.gov/sites/default/files/publications/do-chw-report-1-19-16.pdf>.  Discussion was held about the current CHW advisory board and what a future advisory board should look like. The size and membership of the advisory board discussion was tabled. A motion was made by Manuel Solano to maintain the current advisory board. The motion was seconded by Cathy Davis.  Discussion was held about certification period/process. Certification can be of the program/curriculum or of the individual by a regulatory body. The value of certification, pushback from clinicians and employability need to be considered. No final decision/motion was made on certification period/process.  In reviewing other states, no residency requirements were associated with CHWs. A motion was made by Rochelle Collinge that no residency specifications be set for Missouri CHWS. The motion was seconded by Dianne Lee.  Most of the states reviewed have an age requirement of at least 18 years old. A motion was made by Manuel Solano that a Missouri CHW be at least 18 by completion of the curriculum. The motion was seconded by Dianne Lee.  States reviewed are split on the requirement of minimum education requirements. Kordie Marsenburg made a motion that individuals have a high school diploma or take a high school equivalency test (HiSET). The motion was seconded by ??  No state reviewed had a language requirement. A motion was made by Mary Ann Lavin that language be at the organizational discretion. The motion was seconded by Florence Adegoke. |  |
| Next Steps | Core competencies and Objectives have been finalized. Discussion at the next meeting will continue on the CHW standards, including certification. | The next meeting is June 29, 2016 from 10:00 a.m. – 2:30 p.m., Maple Conference Room |
| Adjourn | The meeting adjourned at 1:30 p.m. | FYI |