

**COMMUNITY HEALTH WORKER'S TASK FORCE MEETING
DAY 1 OF 2**

GENERAL MEETING MINUTES SUMMARY

Thursday, June 2, 2011, 10:00am - 5:00pm
Aloft Hotel Tallahassee – 200 North Monroe Street

ATTENDEES

Susan	Fleming	Cancer Program Administrator
Susan	Allen	HDSPP Administrator
		Director of Community Development and
Erin	Sologaistoa	Migrant Heal
Alma	Dixon	Executive Director Health Equity
Miranda	Paschal	Clinical Quality Coordinator
		Health, Wellness, & Public Safety Unit
Michele	Mule	Supervisor
Zenesha	Barkley	Faculty
Dee	Snell	
	Rodriguez-	
Brendaly	Rosemond	Manager
Natalie	Ramirez	DOEA Health and Wellness Specialist
Carl	Rush	Principal
	Reyes-	
Ernesto	Arrechea	CHW / Research Assistant
		Chief, Bureau of Chronic Disease
Betsy	Wood	Prevention and He
M.R.	Street	Healthy Communities Analyst
		American Indian Advisory Council for the
Jerry	Lang	Bureau of HIV/AIDS
Shannon	Pressey	Research Programs Coordinator
LaShonda	Coulbertson	Senior Health Education Specialist
Brandi	Yant	Community Health Advocate
Cheryl	Kerr	Human Services Program Director
Sean	Dickerson	Research Coordinator, III
Fran	Ricardo	Director of Development
Jeannette	Palencia	Senior Community Outreach Worker
Linda	Paige	Sr. Community Outreach
Colleen	Reinert	Program Director
Josephine	Mercado	Executive Director
Peter	Williams	Director of Operations
Liz	Morales	

Leda	Perez	Vice President
Fabiola	Garcia	Recruiter
Joan	Cleary	Interim Director, MN CHW Alliance
Jasmine	Calhoun	Student/Intern
Deborah	Glotzbach	Community Health Educator
Rhonda	Johnson	Project Director
Marsha	Davis	Community Development Coordinator
Clifton	Skipper	Health Education/Outreach Coordinator
Karen	Simons	Health Education Coordinator
April	Schenck	Community Health Worker
Rachel	Hernandez	Migrant Recruiter
Sarah	Cawthon	Diabetes Program Coordinator
		Executive Director, Suwannee River
		AHEC
Marilyn	Mesh	
Laura	Lenhart	
Socrates	Aguayo	Director of Community Outreach
RITA	DIAZ-	
VICTORIA	KENNEY	
Ivette	Lopez	Associate Professor
Tiffany	Williams	Program Coordinator
Jayne	Burgess	Program Director
Maria	Cabrera	Director of Health Initiatives
Denise	Kerwin	
	Bishop-	
Jessica	Royce	

WELCOME

The Community Health Worker Task Force is defined as a Goal I and III C-CRAB initiative.

The group began arriving around nine o'clock Thursday morning to register and briefly settle in. At ten o'clock Annette Phelps, Director of the Division of Family Health Services at the Florida Department of Health, gave a welcome message and brief introduction as to why the group had convened and the importance of community health workers. Steve Shelton, the meetings facilitator, preceded to lead the group in a few "ice-breaker" activities, in which each participant wrote out the first ideas that came into their head when prompted to answer, "What is a community health worker in a perfect world?" Each participant had one minuet to answer privately, and then responses were shared with the group. Next, Mr. Shelton asked the group to draw what a community health worker meant to them, the results were shared and the drawings were taped to one of the walls in the conference room to late be voted on by the other participants.

During this time Mr. Shelton had each person introduce him or herself. Additionally, throughout the day Mr. Shelton had the group list their takeaways from each speaker on flip charts on the wall. The information was intended to be used during the following day's conference. After this, Susan Fleming introduced the keynote speaker, Dr. Leda Perez of The Collins Center for Public Policy.

KEYNOTE SPEAKER, DR. LEDA PEREZ'S PRESENTATION

Dr. Leda Perez is Vice President for Health Initiatives at the Collins Center for Public Policy in Miami, Florida where she leads efforts to promote promising practices and policies to improve access to quality health care for the people of Florida and the nation. From 1999–2003 she was the project director for Community Voices Miami, based at Camillus House, an organization in the service of homeless people. In 2003, Leda joined the Collins Center for Public Policy, where she was the director for Community Voices Miami until 2008. Prior to Community Voices, Leda worked on issues related to Latin American development and human rights. She has published on a number of community health issues, including men's health, prison health, and the power of community health workers as part of the integrated system of care. Most recently, she has consulted for the United Kingdom's Department for International Development's Medicines Transparency Alliance (MeTA) in Lima, Peru.

Dr. Perez earned a Ph.D. in international studies with specializations in Inter-American studies and development from the University of Miami in 1996. She holds a Master of Arts degree in international affairs and a Bachelor of Science degree in communication.

Her power point presentation is included at the end of this document.

ADJORNED FOR A MORNING BREAK

WHAT IS HAPPENING – NATIONAL LEVEL

Once the group reconvened from a morning break, Carl Rush and Joan Cleary presented on what is happening Nationally regarding the status of community health workers.

To include some background on the speakers, Carl Rush has worked full time for and with Community Health Workers (CHWs) for over 14 years. He is currently developing an educational project for the Centers for Disease Control and Prevention (CDC) to prepare their state grantees to advocate for policy change to promote employment of CHWs. He is serving as a subject matter expert for the federal Office of Women's Health in expanding their CHW leadership training initiative based on the Border Women's Health Promotora Institute. He served as the first Director of the New Jersey CHW Institute (2004-2006), where he continues to serve as a curriculum and business development consultant. Carl was coordinator of the CHW program at Northwest Vista

College in San Antonio from 2001 to 2004. He was a lead author on the CHW National Workforce Study for the HRSA Bureau of Health Professions (2007). He has also consulted for Migrant Health Promotion, the CHW National Education Collaborative (U.S. Department of Education) and the Massachusetts Department of Public Health. He was named by the Centers for Medicare and Medicaid Services (CMS) to their national Health Disparities Technical Expert Panel for the Medicare program in 2008. He serves as Secretary of the CHW Section of APHA, and is a member of the APHA Education Board and Governing Council.

Joan Cleary serves as interim director of the Minnesota Community Health Worker Alliance, a broad-based partnership of CHWs and stakeholder organizations who work together to advance the CHW field in Minnesota. In 2010, Joan started a consulting practice that includes transitional leadership after eleven years with the Blue Cross and Blue Shield of Minnesota Foundation where she led grantmaking, leadership development and policy support initiatives for the state's largest grantmaking foundation with assets exclusively dedicated to improving the health of Minnesotans. She and her staff developed the Foundation's CHW Critical Links Program, a catalyst and funder for many of the state's CHW field-building accomplishments. In a health and human services career spanning thirty years, Joan has worked in community, nonprofit, clinical, think tank, government and philanthropy settings. She earned a bachelor's degree from Oberlin College and a master's from Northwestern University's Kellogg Graduate School of Management. Joan and her family savor vacationing in Florida every winter when the Minnesota temperature dips to double digits below zero.

Mr. Rush and Mrs. Cleary's power point presentations are included at the end of this document.

ADJOURN FOR LUNCH

WHAT IS HAPPENING – FLORIDA

After lunch, fifteen different speakers, representing every facet of community health workers throughout the State of Florida presented brief presentations.

- Susan Fleming, Department of Health, Introduction. Laura Lenhart, Moffitt Cancer Center, Explanation of CCRAB.
- Alma Dixon, Bethune-Cookman University
- Shannon Pressey, University of Florida
- Sean Dickerson, Moffitt Cancer Center – Center for Equal Health
 - Gave an informative presentation on the outreach being conducted by the Center for Equal Health at Moffitt Cancer Center to educate and treat African American males, ages 40 – 70, about prostate cancer. The outreach is unique in that they meet in churches, barbershops, and neighborhood community centers.
- LaShonda Coulbertson, Moffitt Cancer Center

- Marsha Davis, The Magnolia Project
 - Provided handouts to accompany her verbal presentation on the work that The Magnolia Project is doing in Duval County to combat infant mortality rates, unplanned pregnancies, and safe sex practices including STD and HIV/AIDS education and testing, and general support for women in the community. In addition to a fixed location in downtown Jacksonville, The Magnolia Project also goes into high-risk neighborhoods to provide services and support.
- Rhonda Johnson, Northeast Florida Healthy Start Coalition
- Colleen Reinert, Migrant Health Promotion
- Fran Ricardo, Rural Women’s Health Project
 - Gave a brief verbal presentation on what the Rural Women’s Health Program mission is, in addition to giving examples of their work within communities, including breast cancer awareness projects, working with youth to create their own materials to combat smoking and HIV/AIDS prevention, and community specific guides to inform citizens of county health department numbers, disease control, and so on.
- Karen Simons, DOH – HIV/AIDS Program
 - Gave a brief verbal presentation on the status of the DOH HIV/AIDS Program and their studies of the utilization of community health workers.
- Jerry Nokis Mekko Lang, American Indian Advisory Council for the Bureau of HIV/AIDS
 - Gave a moving verbal presentation on his work with the Native American population with an emphasis on cancer, HIV/AIDS, and tobacco prevention and education.
- Brendaly Rodriguez-Rosemond, University of Miami – South Florida Center for Reducing Cancer Disparities
- Marilyn Mesh, Suwannee River AHEC – Area Health Education Center
- April Schenck, University of South Florida
- Rita Victoria Diaz-Kenney, Chronic Disease Prevention Consultant

Power Point presentations for the speakers who do not have a synopsis of their presentation listed are included at the end of this document. Please note, that several of these individuals gave joint presentations.

CONCLUSION

Mr. Shelton asked that the group spend the evening reflecting on everything that had been discussed during day one, and that upon returning in the morning the group would be organizing all of the thoughts and actionable items that had been written on the various flip charts surrounding the room; the next day would be more interactive.

Meeting was adjourned at 5:30pm, will resume at 8:30am the following day.

**COMMUNITY HEALTH WORKER'S TASK FORCE MEETING
DAY 2 OF 2**

GENERAL MEETING MINUTES SUMMARY

Friday, June 3, 2011, 8:30am - 3:30pm
Aloft Hotel Tallahassee – 200 North Monroe Street

ATTENDEES

Susan	Fleming	Cancer Program Administrator
Susan	Allen	HDSPP Administrator
		Director of Community Development and
Erin	Sologaistoa	Migrant Heal
Alma	Dixon	Executive Director Health Equity
Miranda	Paschal	Clinical Quality Coordinator
		Health, Wellness, & Public Safety Unit
Michele	Mule	Supervisor
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Ivette	Lopez	Associate Professor
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Denise	Kerwin	
	Bishop-	
Jessica	Royce	

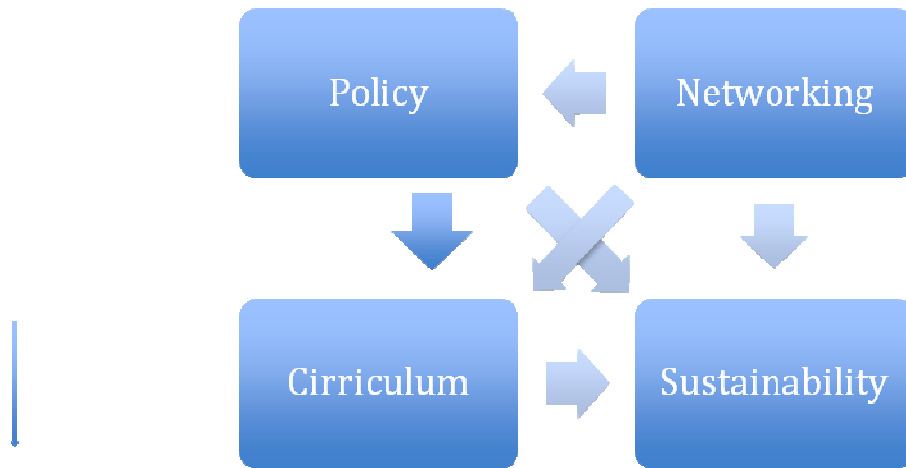
WELCOME

Day two started out with Mr. Shelton asking one of the meeting participants to read aloud the Department of Labor code, 21-1094, defining a community health worker. He used this to help guide the discussion of the group to consider the need for Florida to possibly have it's own unique definition of community health worker, as the state's population and need is so diverse. This also helped to lead the group into the interactive nature of the day as the plan was for all of the ideas that had been listed on the various flip charts surrounding the room to be organized into one of the four categories below.

STRATEGIC PLANNING DISCUSSION

The begin the morning, Mr. Shelton wanted to get the group to start thinking

constructively about where and how they would be placing the ideas gathered from the day before on the flip charts surrounding the room into one of four categories: policy, networking, curriculum, and sustainability. He challenged the room to consider which idea drives the other. Below is a chart identifying the how they ideas drive one another as they pertain to community health workers.



MORNING BREAK

BREAKOUT DISCUSSION GROUPS

On day two, the participants were asked to split up into one of the four groups below:

1. Policy/Systems
2. Sustainability/Financial
3. Networking/Communications
4. Curriculum/Certification

Within these subgroups, committees were created. In this first step each group-organized ideas from the flip charts that had been categorized into one of the four groups. Below is the breakdown of ideas by category.

GROUP FINDINGS AND DISCUSSIONS

Policy/Systems:

- Language and culture in play with respect to CHW work
- Political implications b/c of political climate

- How to show demand for curriculum
- Help change individuals (change & policy)
- # of medical homes without CHWs
- Importance of moving this field of work now
- Advocate for clarity of roles in health care system
- Check out legislation in other states
- Training for supervisors of CHWs
- Legislative day (also N)
- CHWs as systems changers (also C)
- Do county assessments
- Part of health reform conversation
- Window of opportunity is open now
- Need champions in legislative process
- Need power players on the board
- Include community members in policy development
- DOE core curriculum standards
- Although the definition is inclusive, there should be a unified front in the form of an Association representing CHWs – Networking
- Develop specific policies to lead to legislation
- CHAMPIONS
- In terms of moving the field now, what steps can be
 - Undertaken now?
 - Undertaken in the near future?
 - Undertaken with long term planning?

Sustainability/Financial:

- Sustainability of task force
- Building evidence
 - ROI
- CHW Inventory
 - Functions (current)
 - Knowledge (current)
 - Skills (current)
 - Ability (current)
- Whose employing
- Explore opportunities provided under ACA and OTHER FUNDING SOURCES
- Identify talents within and what is missing
- The cost is reimbursed by Medicare
- Leadership development

Networking/Communication:

- Adoption of mobile technology in practice
- Recognition that diversity is at play
- Relating to clients in the community
- Buy-in from stakeholders
- Employers awareness of CHWs
- County assessment feedback
- Recognize needs of community
 - Bring in community
- Partnerships are key
- Collaboration is critical to success
- Connected to the system. Example: Incarcerated
- Importance of partnership, partnership, partnership
- Importance of HUD promoting CHWs in federal funded housing
- Create a mechanism for networking between and with agencies and organizations
- Use new technologies - social marketing
 - Website – UF
- Establish a statewide CHW coalition
 - w/ regional chapters/councils
 - memberships of CHWs, employers, FBO, NGA, CHDs
- Need clear identity
 - Clear message
 - Branding
- Champions

Curriculum / Certification:

- Recognizing differences/diversity & effect on work/practice
- All about skill of relating to people
- Wide range of CHW basic training requirement based on expectation
- Implement role in addressing SD of H and building human capital
- Role as CHW or as research in county
- Portable take away documentation for CHW
- AHEC – statewide agreed curriculum
- Use of eLearning to expedite possible employment
- Menu on website of different trainings/cost in Florida
- Review of certification curriculums of other states
- Develop new or adopt a developed curriculum
- Bring in the CHWs or LHWs into process
- Standardized language for Assessment, Evaluations, & outcomes

- Standardized certification curriculum statewide; which allows for flexibility “common ground”
- Give CHWs credit for life’s work to count toward a degree
- Chronic disease curriculum that is done by CHWs for CHWs as train the trainer, example DEPP
- Identify adult education principles that can be utilized for standardization of training curriculums (that will help with acceptability from other industries)

ADJOURN FOR WORKING LUNCH

During this time each of the four groups organized to brainstorm actionable ideas to pursue beyond discussion in the meeting. Ideas were targeted and SWOT analysis performed to cultivate actionable ideas. Below is an outline of the work each group submitted.

SUBCOMMITTEE ACTION PLANNING / REVIEW OF ACTION PLANS/WRAP-UP

Following the working lunch, each group reconvened in the conference room to discuss the actionable items determined and their plans to enact them. Below is an outline of each group’s contribution.

Policy/Systems Sub Group

SWOT Analysis

1. Strengths:

- Potential for “feel good” legislation.
- Not alienate any group-inclusive
- Research available
- Many in group
- The group is diverse and already powerful
- Would provide recognition
- Current academic involvement within the taskforce (UF, USF, BCU)

2. Weaknesses:

- Always consider groups that might be alienated/politics.
- New group lacking identity at this point
- Diversity is a mixed blessing
- Not lose the community aspect needed for curriculum development and intervention, but use the academic influence for identifiable outcomes

3. Opportunities:

- Provides evidence for future legislation and recognition
- Doctoral students in need of thesis topics

- Junior faculty in need of research opportunities
4. Threats:
- **Possible Accomplishments:**
 - Creates opportunity to identify bipartisan leaders
 - Future legislation.
 - Evidence based momentum.
 - **Measurable Accomplishments:**
 - Identify a leader to collect and share research
 - Identify a group to create messages from research
 - For the stakeholder groups that the power players come from
 - Collect evidence/survey district
 - Literature review-national/Florida
 - Current research in Florida
 - Create a list of power brokers that can be contacted by group
 - Enlist volunteers
 - Benefit of CHW throughout the state.
 - **Specific Actions/Implementation Steps:**
 - Collect current policies from other state's to identify potential language.
 - Have coalition identify key points from potential language to develop definition of initiative.
 - Identify legislatures to give message too.

Curriculum / Certification

SWOT Analysis

1. Strengths:
 - Make certification/training accessible while maintaining standards
 - Provides direction for basic standards.
 - Consistency for standards.
2. Weaknesses:
 - Potential for individuals to be locked out of training due to socioeconomic, time, restrictions.
 - Without care and without special attention to flexibility, standards have the potential to exclude and preclude individuals CHWs (special attention to language, SES, religion, ethnic).
 - Fear that standards become archaic, or less relevant.
3. Opportunities:
 - Can expand to a larger potential population.

- Opportunity for employment
- Opportunity to create/foster leaders in community.
- Special route to leadership/employment for marginalized individuals from community
- Opens doors.
- Opportunity for growth (specialized tracks, eg. Diabetes, MCH, HIV/AIDS)

4. Threats:

- Turf wars.
- Potential for process to get tied down over attention to details

● **Possible Accomplishments:**

- Creates opportunity to identify bipartisan leaders
- Establish curriculum review panel
- Establish core elements of the standards (in review by HRSA and Lita's)

● **Measurable Accomplishments:**

- **12/03/11:** set requirements for certification process/training requirements.
- A defined process for certification of CHWs. This will include requirements for face to face, didactic, training and include potential for eformats
- Achieved by **09/03/11:**
 - Standards for the curriculum will be established

● **Specific Actions/Implementation Steps:**

- Collect current policies from other state's to identify potential language.
- Get other states' certification processes.
- **Acquire/disseminate curricula from Texas, Minnesota, Miami-Dade, New York, Florida AHEC, Virginia Report.
- **Acquire standards from:
 - Community Health Advisor Study (1998)
 - HRSA Community Health Worker National Workforce Study (2001)
 - CDC Policy Brief (2009).
 - **Decide on the core standards.
- **Decide on the core standards
 - Jasmine will send curricula to group.
 - LaShonda/Cheryl will send standards to group.
- Identify certification process
 - Including requirements for training/testing/shadowing/volunteers.
 - Hours requirements for didactic learning.
 - Hours requirements for shadowing/volunteering.
- Who can do e-format?
- Who can do face to face format
- Determine who certifies curricula in the state?

- DOH, DOE, AHEC?

Networking/Communication

SWOT Analysis

1. Strengths:

-

2. Weaknesses:

-

3. Opportunities:

-

4. Threats:

- **Possible Accomplishments:**

-

- **Measurable Accomplishments:**

- Establish a statewide CHW coalition with bylaws
- Adopting a single definition for the CHW for the state of Florida
- Recognition of CHW branding
- Hits received on website
- Evaluation of information provided by the local health councils in reference to CHW

- **Specific Actions/Implementation Steps:**

- Share definition of CHW to perspective coalition members.
- Create clear language to invite individuals to coalition.
- Define and create roles and responsibilities of coalition members.
- Identify organizations and individuals to participate in coalition (create a list).
- Send invitation to perspective individuals
- Establish Coalition with bylaws
- Define CHW for the state of Florida
- Create CHW branding
- Develop social marketing tools for CHW through technology (website)
- Tap into local health councils community health assessment and their mapping
- Analyze information provided by health councils
- Understand access to services in local areas and assist with navigation of services for CHW

Sustainability/Financial

SWOT Analysis

1. Strengths:
 - People in this group are committed
 - Well informed participants
 - Facilitating ability of DOH
 - Diversity (cultural, professional, ethnicity, thought, geographic location)
 - Strengthen the group
 - Guarantee that people will remain committed to this group

2. Weaknesses:
 - Needs more CHW identification
 - Hospital Association missing
 - Foundation participation
 - Limited opportunity to meet face to face
 - Economic climate

3. Opportunities:
 - Using other States' best practices
 - Foundations with money to give away
 - Despite the economic climate, this is a good cause
 - Doctoral students in need of thesis topics
 - Junior faculty in need of research opportunities

4. Threats:
 - Preventing outcomes and measurements from being parochial
 - Maintaining the mission of CHWs in congruence with the mission of the academic institutions

- **Possible Accomplishments:**
 - Sponsorship
 - Utilize current model of collaboration among institutions (UF, FAMU, B-CU) as an example of investigating CHW outcomes

- **Measurable Accomplishments:**
 - Completed Survey of talents within this taskforce
 - Choosing someone to come in
 - Creating a type of funding campaign
 - Develop talking points
 - Outreach, awareness and promotional materials (templates)
 - Find a grant writer
 - Involve Dr. Folake Odedina (utilizing her as a champion) to assist in setting research agenda and possibilities
 - Identify existing grant opportunities that can be used to include junior faculty and doctoral students
 - Mentor junior faculty and doctoral students to become future CHW

champions

- **Specific Actions/Implementation Steps:**
 - Identifying the talents within the group.
 - Determine what is missing
 - Identify the champions
 - Sustainability of Task Force by identifying talents of group and people/talents missing from the group
 - Develop a survey
 - Who will create it
 - What will be asked
 - Who will collect and analyze the data

CONCLUSION

Following each action group providing a summary of their action plans, the day wrapped up with each action group, and the group collectively, deciding what steps should be taken next to help recognize and continue to grow the status of community health workers in Florida. Other questions the meeting tackled upon closing included: what direction should the task force take, and chartering future members. General goodbyes and networking were conducted at the conclusion of the meeting as well.

The Meeting was adjourned at 3:30pm, Friday, June 3, 2011.

Community Health Worker Task-Force Conference Call
July 7, 2011
10:00 am – 11:30 am
DOH Conference Room: HSF 130L
Dial-in Number: (888) 808-6959 Conference Pass code: 5088661795

Minutes of the Call

Introduction

Susan Fleming welcomed all of the attendees and conducted a brief roll call. After the roll call, Ms. Fleming recapped the two day (June 2-3, 2011), face-to-face Community Health Worker Task Force meeting, for those on the call who were not in attendance. Once the recap of the face-to-face meeting concluded Ms. Fleming asked those on the phone if they had additional comments. Sean Dickerson responded that he really enjoyed the meeting, and that he felt it offered a great networking opportunity and was also a great first step. Marilyn Mesh added that she believed that there was a lot of participation from everyone, and that it really added to the quality of discussion. Ms. Fleming added that the template used for the breakout groups provided a slight difficulty, but still yielded quality information. Laura Lenhart then briefly described her plan to develop the Community Health Worker Task Force report. Following Ms. Lenhart's overview, Ms. Fleming transitioned to the next agenda item, Group Reports, by identifying the group leads that would be presenting the breakout groups' reports. Each group, Networking/Communications, Policy, Curriculum, and Sustainability and Finance, have identified a DOH lead and an external lead.

Networking/Communications

The Networking/Communications DOH lead is Clifton Skipper, and the group's member lead is Sean Dickerson. The Networking/Communications subgroup of the Community Health Worker Task-Force is comprised of the following individuals: Rita Victoria Diaz-Kennedy, Sean Dickerson (Moffitt Cancer Center), Jerry Lang (American Indian Advisory Council for the Bureau of HIV/AIDS), Josephine Mercado (Hispanic Health Initiative), Michele Mule (Department of Elder Affairs), Dee Snell (Bethune-Cookman University), Fran Ricardo (Rural Women's Health Initiative), Brendaly Rodriguez-Rosemond (Sylvester Comprehensive Cancer Center/University of Miami), Clifton Skipper (Department of Health), April Schenck (University of South Florida), and Jeanette Palencia (Moffitt Cancer Center). Ms. Skipper introduced Mr. Dickerson, who proceeded to elaborate on the action steps the group has identified.

The goals and action steps of the Networking/Communications team are as follows:

- Establish a statewide CHW coalition with bylaws
 - Review other states coalition bylaws
 - Identify organizations and individuals to participate in coalition (create a list)
 - Send invitation to perspective individuals
 - Define and create roles and responsibilities of coalition members

- Adopt a single definition of the CHW for the state of Florida
 - Define CHW for the state of Florida

- Share definition of CHW to perspective coalition members
- Recognition of CHW branding
 - Create clear language to invite individuals to coalition
 - Create CHW branding
- Website/UF (new technologies, social media)
 - Develop social marketing tools for CHW through technology (website)
- Evaluation of information provided by the local health councils in reference to CHW
 - Tap into local health councils community health assessments and their mapping
 - Analyze information provided by Health Councils
 - Understand access to services in local areas and assist with navigation of services for CHW

Following Mr. Dickerson’s conclusion there was some discussion about obtaining a custom domain name for the UF website, for example “FloridaCHWNetwork.com. Catherine Howard informed the group that the UF would need to purchase the domain and then redirect the website. The group did not come to a consensus on a new domain name, however the most promising suggestion was “CHWFlorida.com.” Gail Dixon added that when developing marketing materials that the group should be mindful of the two constituencies being represented and targeted: those who are employing community health workers, and the community health workers themselves.

Policy

The policy group’s DOH lead is Susan Allen, and the group’s member lead is Denise Kerwin of St. Petersburg College. The group is comprised of Susan Allen (DOH), Leda Perez (Collins Center for Public Policy), Laura Lenhart (H. Lee Moffitt Cancer Center), Denise Kerwin (St. Petersburg College), Erin Soloquieta (Federally Qualified Health Centers), Betsy Wood (DOH), and Susan Fleming (DOH). The goal of the policy team is to establish bipartisan leaders, through evidence based momentum, leading to legislation that will further the efforts and sustainability of community health workers.

The group identified five objectives and some action steps related to achieving that goal:

Legislative Effort

- 1) Solidify identity for community health workers statewide.
- 2) Provide evidence for future legislation and recognition, examples: white paper, fact sheet, talking points, etc.
- 3) Enlist champions for policy and system change.
- 4) Review other states legislation for models to move toward.
- 5) Consider/direct bill creation for no cost/recognition legislation or proclamation in 2012.

Create Identity for Community Health Workers Statewide

- 1) Review 2 main definitions (US Labor and APHA).
- 2) Comments on 2 main definitions.

Provide Evidence

- 1) Identify a leader to collect and share research; identify audience.
- 2) Assemble a literature review of Florida/national literature on community health workers.
- 3) Collect evidence/survey districts to display positive economic impact of community health workers in the State of Florida.
- 4) Survey current CHW research statewide/nationally.
- 5) Compile essentials into one pager/fact sheet.
- 6) Create messages from research

Enlist champions for policy and system change

- 1) Determine possibilities from internal members of taskforce.
- 2) Invite suggestions/individuals to be involved.
- 3) Create a list of power brokers/stakeholders that can be contacted by the group.
- 4) Develop an enlistment plan, template letter, etc...

Review other states legislation for consideration.

- 1) Collect current policy from other state's to identify potential language.
- 2) Identify key points from potential language to develop definition of initiative for bill.

Consider bill creation for 2012

Following the review of the group's action items, Ms. Kerwin shared that she will be meeting with Senator Dennis Jones during the upcoming week to provide him with information on community health workers in the state and the actions of the group. When the attendees were asked to provide any suggestions to the policy group, Edna Apostol, proposed that grassroots organization amongst community health workers to inform legislatures and lead policy formation would be pivotal.

Curriculum

The curriculum group's DOH lead is Jessica Bishop-Royse and the group's member lead is Marilyn Mesh, of Suwannee River AHEC. Jessica Bishop Royse provided the overview of the group's action items. The group is comprised of the following individuals: Jessica Bishop-Royse (DOH), Marilyn Mesh (Suwannee AHEC), Zanesha Barkley (Bethune Cookman), LaShonda Coulbertson (Moffitt), Colleen Reinert (Migrant Health Promotion) Jasmine Calhoun (FSU), Linda Paige (Moffitt), Karen Simmons (DOH), Brandi Yant (The Shawl Circle Program), Liz Morales (Hispanic Health Initiative), Cheryl Kerr (St. Pete College), and Glenique Hampshire (DOH).

The goals of the Curriculum group are the following:

- Adoption of definition of community health worker.
 - Review two main definitions: US Department of Labor and American Public Health Association (APHA).
- Establish core elements of standards for curriculum.
 - Acquire reports from other states on curriculum standards.
 - Read/discuss/digest reports.
 - Come up with tool for providing standardized feedback on reports (survey).
 - Provide feedback on state reports to the sub-group.
- Establish curriculum review panel.

- Determine who should be involved.
- Invite individuals to be involved.
- Invite comments and feedback.
- Establish requirements for certification process/training requirements.
 - Using other states as a model, determine how Florida's certification process should go.
 - Determine what roles the Department of Health, Department of Education Agency for Health Care Administration, and Area Health Education Center should have in certification process.
 - Who can do e-format? Who can do face-to-face format?
 - Requirements for face-to-face course work? For shadowing/volunteering/internship.
- Determine need for grandfathering clause.
 - Meet with stakeholders.
 - Solicit feedback on conditions and concerns of grandfathering clause.
 - Establish grandfathering clause conditions.

Once Ms. Bishop-Royse presented the action items, she explained the difficulties that the Curriculum group face due the multifaceted nature of the issue, and described the need for a consensus from the group on a definition for community health workers in the State of Florida. The curriculum group decided that they preferred the APHA definition of community health worker and the group discussed the pros and cons of each definition. Additionally, the group is working toward having a core set of competencies identified by the next call, and will present them to the group for input and guidance.

Sustainability

The sustainability group's DOH lead is Catherine Howard, and she also presented the group's action items. The group is comprised of the following individuals: Socrates Aguayo (AMERIGROUP Community Care), Jane Burgess (Workforce Florida), Sarah Cawthon (Dept. of Health), Alma Dixon (Bethune Cookman College) Natalie Ramirez (Dept. of Elder Affairs), and Peter Willems (Hispanic Health Initiatives).

The goals of the sustainability and finance group are, to ensure that the task force can continue its work by seeking out financial security and stakeholders, draft bylaws for the task force, and recruit new membership.

Ensure the task force can continue meeting by securing sponsors.

- Complete a needs assessment of the task force to:
 - Determine preferred frequency and location of meetings.
 - Ascertain finances required for task force to complete work.
 - Identify technical assistance needs.

Draft bylaws for the task force.

- Review examples of bylaws from other coalitions.
- Edit existing/draft new bylaws to meet needs of task force.

Recruit new members of the task force

- Review current membership to identify needed professional.

Following Ms. Howard’s explanation of the action items, she noted that the Sustainability and Finance subgroup’s goals were closely aligned with the Networking group’s goals. Because of this, the two groups have decided to work together until the Policy and Curriculum groups have made more progress.

Defining Community Health Workers in Florida

After the conclusion of the group’s action reports, the attendees began discussing the use of the American Public Health Association’s definition of Community Health Worker. A survey will be sent to the members to vote on and collect input on the definition the group wants to use for Community Health Worker

Next Meetings

Each group is scheduling their own conference calls.

- Networking and Sustainability groups are meeting together on July 14th at 2:00 P.M.
- Curriculum group meets on the first Wednesday of the month.
- Policy group will determine what works best for members when they meet on Friday, July 15th at 10:00.

- The larger group is meeting every other month - first Wednesday at 10:00 A.M. The next meeting is September 8th 10:00 A.M.

Membership Roster and Roll Call

P - Present

A - Absent

P/A	Invitee	Representing
P	Susan Allen	DOH , Heart Disease & Stroke Prevention
P	Edna Apostol	Gulfcoast South Area Health Education Center
A	Socrates Aguayo	Amerigroup Community Care
P	Zenesha Barkley	Bethune Cookman University
P	Jessica Bishop-Royse	DOH, Arthritis Program
A	Mary Bowers	DOH, Breast & Cervical Cancer Program
A	Jane Burgess	Workforce Florida, Inc
A	Maria Cabrea	American Cancer Society
A	Jasmine Calhoun	Florida State University, MPH Intern-Dept of Health
P	Sarah Cawthon	DOH, Diabetes Prevention & Control
P	Joan Cleary	Minnesota CHW Alliance Program
A	Venessa Rivera Colon	Moffitt Cancer Center
P	LaShonda Coulberson	Moffitt Cancer Center
A	Susan Derrick	Centers for Disease Control and Prevention

A	Michelle Dublin	DOH, County Health Department
P	Sean Dickerson	Moffitt Cancer Center
A	Alma Dixon	Bethune Cookman University
P	Gail Dixon	Workforce Development
P	Susan Fleming	DOH, Cancer Program
A	Claude Earl Fox	University of Miami
A	Fabiola Garcia	PAEC
A	Deb Glotzbach	Department of Health
A	Maria Granado	Lake County
A	Travis Greenman	Tallahassee Memorial Cancer Center
A	Laura K. Guyer	Suwannee River AHEC
A	Clement Gwede	Moffitt Cancer Center; University of South Florida
A	Glenique Hampshire	DOH, Asthma Program
P	Monica Hayes	DOH, Office of Minority Health
A	Rachel Hernandez	PAEC
P	Catherine Howard	DOH, Diabetes Prevention & Control Program
P	Amanda Hunt	DOH, Heart Disease & Stroke Prevention
P	Cheryl Kerr	St. Petersburg College
P	Denise Kerwin	St. Petersburg College
A	Jerry Lang	Council of American Indian
P	Lauren Lenhart	Moffitt Cancer Center-CCRAB Liasion
A	Susie Lloyd	Suwannee Area Health Education Center
A	Ivette Lopez	FL Agricultural and Mechanical University
P	Kathy MacNeill	Health Rural Network
A	Maureen Mann	Holy Comforter Hospital
A	Josephine Mercado	HHI
P	Marilyn Mesh	Suwannee River AHEC
P	Liz Morales	
A	Michele Mule	Elder Affairs
A	Folakemi T. Odedina	University of Florida
P	Linda Paige	Moffitt Cancer Center
A	Jeannette Palencia	Moffitt Cancer Center
A	Miranda Paschal	FL Assoc. of Community Health Centers
A	Leda Perez	Collins Center for Health Policy
A	Shannon Pressey	University of Florida
A	Maria Pouncey	Panhandle Area Educational Consortium
A	Susan M. Rabel	American Cancer Society
A	Natali Ramirez	Elder Affairs
A	Rudy J. Reinhardt	FACHE
A	Ernesto Reyes-Arrechea	University of Miami
P	Fran Ricardo	FACL

P	Brian Rivers	Moffitt Cancer Center
P	Colleen M. Reinert	Migrant Health Promotion
A	Brendaly Rosemond	University of Miami
P	Carl Rush	Community Resources, LLC
A	Yolanda Sarmiento	Moffitt Cancer Center
P	April Schenck	University of South Florida
A	Steve Shelton	Texas AHEC Director-Facilitator Meeting
A	Karen Simons	DOH, HIV/AIDS Program
P	Clifton Skipper	DOH, Breast & Cervical Cancer Program
A	Deen Snell	Cookman Bethune University
A	Erin Kay Sologaistoa	FL Assoc of Community Health Centers
P	Maisha Standiter	University of South Florida
P	M.R. Street	Department of Health
P	Christina Tuero	Health Council
A	Rita Victoria Diaz-Kenney	Tampa Bay
A	Peter Willems	HHI
P	Megan Wessel	American Cancer Society
P	Betsy Wood	DOH, Chronic Disease Prevention and Health Promotion
A	Brandi Yant	American Indian Shawl Circle
P*	Connie Williams	University of South Florida- Center for Equal Health
P*	Regina Wright	Redlands Christian Center
P*	Myron Jackson	

*New members – contact information including emails are needed for the distribution list.

Florida Community Health Worker Coalition Conference Call

<http://www.floridachwn.cop.ufl.edu/>

August 10, 2011

10:00 am – 11:30 am

DOH Conference Room: HSF 130L

Dial-in Number: (888) 808-6959 Conference Pass code: 5088661795

Summary of the Call

Introduction:

Amanda Hunt and Susan Allen conducted the roll call.

Consensus was reached that the July 29th meeting minutes were satisfactory. Ms. Fleming let the group know that any edits or suggestions on meeting minutes should be sent to Amanda Hunt.

Announcements:

Catherine Howard reported the results for the final vote on a working definition of a CHW. The definition reads:

"A Community Health Worker (CHW) is a frontline health worker who is a trusted member of and/or has an unusually close understanding of the community served. This trusting relationship enables the CHW to serve as a liaison/link/intermediary between health/social services and the community to facilitate access to services and improve the quality and cultural competence of service delivery. A CHW also builds individual and community capacity by increasing health knowledge and self-sufficiency through a range of activities such as outreach, community education, informal counseling, social support and advocacy. Some activities performed by the CHW include providing information on available resources, providing social support and informal counseling, advocating for individuals and community health needs, and providing services such as first aid and blood pressure screening. They may also collect data to help identify community health needs."

The majority of the group voted to adopt the name of "Florida Community Health Worker Coalition". From this point on, the group will be referred to by this name rather than the Task Force.

Subgroup Updates

Policy Subgroup:

Denise Kerwin presented the Policy update. Representatives in the different areas in Florida have committed to contact Legislators and schedule a legislative update meeting:

- Pinellas - Denise Kerwin – September 14th
- South Florida - Leda Perez
- Hillsborough - Sean Dickerson
- Jacksonville - Mia Jones

Ms. Fleming added that with committee work beginning in September due to the legislative session beginning early this year, the Policy subgroup is drafting a policy brief to inform members and legislators about the issues to discuss regarding Community Health Workers in Florida.

Policy Brief Leda Perez:

- The Policy Brief is still in draft, but is near completion and is focused on the goals expressed by the group:
 - Recognition for CHWs
 - Focus on health outcomes
 - CHWs connect people to needed services throughout their communities
- Josephine Mercado volunteered to participate in the legislative update given by the central Florida delegations when they are conducted.
- The next conference call meeting of the Policy group is scheduled for August 19th at 10am. The agenda will be sent out to the entire group so that all interested members may attend. Conference call-in number:
(888) 808-6959 passcode 5088661795

Research Subgroup

Ms. Howard informed the group that a research subgroup would be added to the Coalition to focus specifically on research that lends itself to the return on investment of CHWs throughout the state and the economic impact that CHWs have. A Doodle notice will be sent out to the entire group in order to provide the opportunity for members to join the group. The group's first tasks will include identifying the group's objectives, activities, and the creation of a "one-pager" similar to the other subgroups.

Networking/ Sustainability

Sean Dickerson reported that a subgroup within the subgroup had been created with the task of creating:

- bi-laws
- website
- marketing material

The subgroup is continuing to identify additional stakeholders that can be involved with the CHW initiative. Additionally, the Networking/Sustainability subgroup has discussed the idea of conducting regional meetings, which they believe, will strengthen the coalition and help to put faces with names. He asked that the group look for funding opportunities to support the regional meetings.

Curriculum

Jessica Bishop-Royce presented the group report.

- A survey will be sent out asking what the core competencies for CHWs in Florida should be and
- What structure should the curriculum take regarding accreditation process.

She noted that other states have a standardized curriculum and that the group will look at these states when formulating Florida's standards.

- Texas
- Ohio
- Minnesota
- New Mexico
- Massachusetts

Ms. Royce also notes that there is a lot of variation among these states. Carl Rush added that National AHEC has just received a grant to identify and catalogue all of the available CHW curricula in the country; however, this compilation will take at least year.

New Business

Ms. Fleming let the group know that a *Year in Review* report of the CHW initiative is in the process of being drafted. She asked the group if there are any comments on bi-laws and if anyone is interested in helping the Networking/Sustainability groups with their efforts. Comments were mad that a 501c3 may be formed at a later date. The group would need legal guidance if that avenue where pursued.

Next Meetings

Each group is scheduling their own conference calls.

- Networking and Sustainability - Wednesday, August 17th at 2:00 P.M.
 - Call in # 888-808-6959 Pass code # 508-866-1795
- Curriculum group - Tuesday, September 6th at 1 P.M.
 - Dial-in Number: (888) 808-6959
 - Conference Pass code: 5088661795
- Policy group - Friday, August 19th at 10:00 A.M.
 - Dial-in Number: (888) 808-6959
 - Conference Pass code: 5088661795
- Research group – A Doodle survey will be sent out by Catherine Howard and interested members will be notified of the results.
- **Florida Community Health Worker Coalition** group is meeting every other month - first Thursday at 10:00 A.M.

- **The next meeting of the Coalition is Thursday, September 8th 10:00 A.M.**
 - Dial-in Number: (888) 808-6959
 - Conference Pass code: 5088661795

Community Health Workers Coalition Meeting Minutes

<http://www.floridachwn.cop.ufl.edu/>

September 8, 2011

10:30am until 11:30am

Conference Room: HSF 130L

888-808-6959

Conference code 5088661795

Introduction

The call began with attendance for the coalition called, new members to the call were introduced, and then the participants approved the minutes from last months general membership call. Amanda Hunt reminded the group that she is nearly completed with the member spreadsheets, and asked for the groups compliance in gathering the information needed to complete the spreadsheet. A subgroup update was given by each of the subgroup leads.

Policy

Susan Allen gave the policy sub group update for the call. Ms. Allen informed the group of the following:

- Leda Perez has completed the community health worker policy brief.
- The participants on the call reviewed and approved the legislative priorities document, and the list of commonly used titles that characterized community health workers.
- The locations and dates for Hillsborough and Pinellas County Legislative delegation meetings were given. Denise Kerwin will be presenting at the Pinellas legislative delegation meetings on September 14th and Sean Dickerson and Maisha Standifer will be presenting to the Hillsborough County legislative delegation on September 21st.
- The coalition is still looking for some to participate in the Jacksonville/Duval County legislative delegation meeting.
- Ms. Allen asked the general membership to continue inviting stakeholders to the group.
- The next Policy Sub Group call is September 9, 2011 at 10:00am.

Networking/Sustainability Subgroup

Sean Dickerson gave the networking/sustainability update. Mr. Dickerson provided the group with the following information:

- The direction the coalition is going is not fully defined. Since there is no organization that can be responsible for the 501c3 application and compliance, the group decided not to pursue 501c3 status at this time.
- Brendaly Rosemond is working on a charter outline to detail the origin of the coalition to give to new members.
- A welcome letter is in revision and will be sent to the group when finished.



CHW

in Welcome le

- There will be a splash page added to the UF community health worker website which will include space to post all meeting minutes, coalition documentation, and will also direct the user to UF's website.

- Marketing materials are also in the works, including a prototype brochure for new members and also for businesses interesting in employing community health workers.
- The FL CHWC logo is currently being worked on by a graphic designer, and is near completion.
- Networking/Sustainability's next call is September 28, 2011 at 2pm.

Curriculum Development Subgroup

Jessi Bishop Royse provided the group with the curriculum development update. Ms. Royse provided those in attendance with the following information:

- On the agenda for the call that was emailed to the group, a link to a survey was provided. The subgroup is asking for the general membership, and external community health workers, to fill out the survey, which asks, among other things, what are the most important skills CHW's possess?
- Additionally, the subgroup is working on surveying other community health worker coalitions from other states in order to evaluate what the coalition would like to do in Florida.
- The next curriculum development subgroup call is on Tuesday, October 4, 2011 at 1pm.

Year End Review Report

MR Street and Laura Lenhart provided the group with an update on where the year-end report is now. Ms. Street asked the group to send any pictures or additional information to Amanda Hunt would disseminate the information accordingly.

Research Group Planning

Catherine Howard informed the group of the date and time of the first research subgroup which is September 19th at 3pm. Folakemi Odedina explained where they are and what they are wanting to do with the research group:

- Use of primary research (e.g. to understand the developing and expanding the role of CHWs, to understand how CHWs are being used by organizations)
- Review secondary research (e.g. cases where CHWs have made a measurable difference)
- Using research to analyze the return on investment for organizations using CHWs
- Using research to establish KPIs (key performance indicators) for the CHW role
- Provide resources for the larger group
- Develop a uniform instrument to collect outcome data

Action Items

- Completion of welcome letter for new coalition members.
- Invite someone from Gadsden Counties Community Health Worker Program/Grant to speak on the next call.
- Provide Dr. Odedina with the curriculum development survey in word document form for dissemination at September 24th CHW event.

Next Call:

The next Florida Community Health Worker Coalition Conference Call will be held on Thursday, October 13, 2011 at 10:00 am – 11:30 am.

*If you would like to include any documents in the webinar, please email them to Catherine Howard at catherine_howard@doh.state.fl.us by **9:00 AM** the morning of the meeting.*

To join the online meeting

1. Go to <https://suncom.webex.com/suncom/j.php?ED=169980687&UID=1297457847&RT=MiMxMQ%3D%3D>
2. If requested, enter your name and email address.
3. If a password is required, enter the meeting password: (This meeting does not require a password.)
4. Click "Join".

To view in other time zones or languages, please click the link:

<https://suncom.webex.com/suncom/j.php?ED=169980687&UID=1297457847&ORT=MiMxMQ%3D%3D>

To join the teleconference only

Call-in toll-free number: 1-866-233-5216
Conference Code: 896 405 7024

For assistance

1. Go to <https://suncom.webex.com/suncom/mc>
2. On the left navigation bar, click "Support".

If you would like to call in for one of the subgroup meetings, here are the dates, times, and contacts:

Policy - Friday September 9, 10:00-11:00 AM

- Contact Amanda Hunt - amanda_hunt@doh.state.fl.us

Research - Monday, September 19, 3:00-4:00 PM

- Contact Catherine Howard - catherine_howard@doh.state.fl.us

Curriculum - Tuesday October 4, 1:00-2:00 PM

- Contact Jessica Bishop-Royse - jessica_bishop-royse@doh.state.fl.us

Networking - Wednesday September 28, 2:00-3:00 PM

- Contact Clifton Skipper – clifton_skipper@doh.state.fl.us

Practice – Thursday October 6, 4:30-5:30 PM

- Contact MR Street – MR_street@doh.state.fl.us

Community Health Workers Coalition Meeting Minutes

<http://www.FloridacHW.org>

October 13, 2011

10:00am until 11:00am

Conference Call (888) 808-6959 Pass Code: 5088661795

Introduction

- Susan Allen began by welcoming participants and by conducting the roll call. Brief instructions were given regarding the use of the webinar during the call and new members introduced themselves. Susan Fleming asked the group if there were any revisions that needed to be made to the meeting minutes from the last call. There were no revisions and the meeting minutes were approved. Ms. Fleming then introduced the sub-group updates.

Policy Subgroup

- Sean Dickerson and Maisha Standifer described the presentation given to the Hillsborough Legislative Delegation meeting. Both indicated that they felt very prepared with the legislative packet materials that the policy group compiled in the weeks prior. Sen. Arthenia Joyner was very interested in the presentation and had her legislative assistant speak with Mr. Dickerson and Ms. Standifer after their presentation concluded.
- Susan Allen then spoke on behalf of Denise Kerwin who was unable to join the call. Ms. Kerwin spoke to the Pinellas Legislative Delegation and received similarly positive feedback. Ms. Kerwin was also working with other members of the policy group to submit bill language to Sen. Jones office.
- The next Policy call will be take place on Friday October 14, 2011 from 1:00pm – 2:00pm.

Networking and Sustainability Subgroup

- Sean Dickerson began by thanking Alma Dixon's team on the five different logo designs created for the Coalition. Mr. Dickerson suggested that by the next call the group could possibly vote on one of the logos.
- Catherine Howard then navigated the participants through the new Florida Community Health Worker Coalition Website (www.floridachw.org). This was the first general membership call that used an interactive webinar format.
- The next Networking and Sustainability call will be held on Thursday, October 19, 2011 from 2:00pm – 3:00pm.

Curriculum Development Subgroup

- Jessi Bishop Royse provided the update for the curriculum group. Ms. Royse encouraged those who have not taken the core competences survey to please take it. Ms. Royse indicated that the group would be building upon the survey results, by building a tool that will look at various existing curriculums from other states. The information will be broken down into a

standardized format in order to compare and contrast: core competencies, content areas, and structural examination.

Research Subgroup

- Dr. Folakemi Odedina recapped the group's last call that took place on September 19, 2011. During the call the participants identified the research subgroup's mission and priorities.
- The next Research Subgroup call will take place on October 18, 2011.

Practice Subgroup

- Jan Daly provided the update for the Practice subgroup's inaugural call. Ms. Daly indicated that fifteen people participated, they are looking to identify an outside lead, and looking to identify what assistance is needed statewide to aid community health workers.
- Many of the participants were interested in joining the coalition. They will be surveying participants to identify the best day and time to meet for future calls.

Other Business

- Laura Lenhart provided the update for the Year-End-Review Report. Ms. Lenhart reported that the group would have a copy by the next call. The document continues to evolve with the accomplishments of the group and will serve as a historical perspective.

The next meeting will be held on Thursday, November 10, 2011 from 10:00am – 11:30 am.

Community Health Workers Coalition Meeting

<http://www.FloridaCHW.org>

November 10, 2011

10:00am until 11:00am

Introduction

Susan Fleming welcomed everyone on the call and Catherine Howard explained to those on the call that rather than taking a traditional roll call, the participants should type their name and organization into the chat box on the webinar page. For those participants who were only participating via telephone, they were asked to send Amanda Hunt an email with their name and organization, and they would be added to those in attendance. Ms. Fleming went on to briefly discuss the CHW conference she attended in Miami the previous day and especially thanked Brendaly Rodriguez for her help at the conference. Ms. Fleming asked the group if they approved of the meeting minutes from the last call, the group had no amendments, and the meeting minutes were approved.

Policy Sub-Group Update

Denise Kerwin was unable to join the call; as a result Susan Allen provided the policy sub-group's update by making the group aware that the community health worker bill has been filed. Sen. Jones filed SB 886; a House companion has not been filed yet. Ms. Allen reviewed the bill and notified the group that the bill will be posted on the CHW website. The next call for the policy sub-group will be held on Friday, November 18, 2011 at 1pm.

Networking and Sustainability Sub-Group Update

Sean Dickerson provided the update for the Networking and sustainability sub group. Mr. Dickerson reviewed the draft charter, and indicated that the document is meant to be fluid by evolving with the needs of the group. Coalition members on the call provided feedback. Mr. Dickerson asked the group how to assess active membership. The group decided that Networking and Sustainability should be in charge of assessing membership by providing two designations: member at large and active member. Susan Allen suggested that there be a yearly option available to those who are participating. If the member feels they are unable to participate, they can opt out, putting the responsibility on the individual rather than the group. The group agreed to revisit this once the draft charter is completed. It was also suggested that the titles of the participating sub groups be added to the document.

Clifton Skipper introduced the updated CHW Coalition brochure and indicated to the group that the brochure would be available on the website. Ms. Skipper also thanked Catherine Howard for creating the brochure. Susan Fleming advised the group that the CHW website is being reevaluated to be more user friendly and accessible.

Mr. Dickerson communicated to the group that three possible logos have been identified and that an email would be going out to the group in the next week and a half to two weeks for a vote.

Curriculum Sub-Group Update

Jessi Bishop Royse began the curriculum update by letting the group know that this would be her last day participating on the calls, and introduced Brandi Knight as the new Department of Health lead. Ms. Royse reviewed the final outcome of the core competency survey results. She indicated that the survey had eighty-seven respondents and that the decision was made to stick to core competences that received 80% or greater response.

Next steps for the curriculum group will be to complete the curriculum matrix, a tool that will be used to outline, compare, and evaluate available curricula.. The research sub-group will be assisting with research and documentation.

The date and time for the curriculum sub-group to meet has changed to the second Thursday of each month, the next call will be on Thursday, December 8, 2011 at 3pm.

Research Sub-Group Update

Dr. Folakemi Odedina gave the research sub-group update. Dr. Odedina updated the group on the progress of the UF CHW project selection of quality of care indicators, as well as the research companion for the CHW survey.

Practice Sub-Group Update

Jane Daley provided the practice subgroup update. They have not met since the last call, and are currently searching for an external lead for the subgroup, as well as looking to identify a time for the next meeting.

Other Business

The welcome letter is working toward completion and will be available soon.

Susan Fleming prompted to the group for any other items that needed to be addressed and reminded anyone who joined the call late to sign in using the webinar chat box or email Amanda Hunt.

The next call will be held on December 8th @ 10-11:30AM.

Community Health Workers Coalition Meeting Minutes

<http://www.FloridaCHW.org>

December 8, 2011

10:00am until 11:30am

Please visit our website to join the webinar: <http://www.floridachw.org>

Conference Line: 1-866-233-5216

Conference Code: 896 405 7024

Introduction

The call began with Susan Fleming instructing all webinar participants to sign in using the chat box, and all callers participating via conference call line to email their information to Amanda Hunt. Technical difficulty with the line caused the call to be delayed, and participants had to call in to a back-up line. Once the call resumed, Ms. Fleming shared some “Hot Topics” with the group.

The first topic was the proposed dates that the policy group identified for the next face-to-face meeting. The dates identified are March 29 and 30, 2012. The Coalition will be receiving an email regarding the meeting soon.

The second topic was a call for members to identify sub-group leads, or “strategic partners” outside of the Department of Health including a chair for the coalition. Members are invited to identify strategic partners for any of the positions and discuss the work with the person before alerting the group. The contact information of anyone who may be interested can then be forwarded to either Ms. Fleming or Amanda Hunt.

The meeting minutes from the previous call were approved.

Curriculum

Brandi Knight made the group aware of the Curriculum group’s call that would be happening that afternoon (12/8/11). The group planned on reviewing the matrix made by the previous curriculum lead, Jessie Bishop Royce. They would also be strategizing on different ways to obtain data and how to review curriculums from different states. Susan Fleming let the rest of the Coalition know that anyone can join these calls, even if you have not in the past. Joe Mendoza inquired as to whether or not anyone from the Florida Certification Board was participating on Coalition calls. Catherine Howard answered his questioning by saying that invitations have been sent to the Florida Certification Board, however they have not responded. Mr. Mendoza said that he would reach out to the Director of Certification, Amy Pelliquin.

Research

Catherine Howard began by informing the group that the research sub-group is actually a spin-off of policy, and that the goal of the research group is to develop outcome indicators for CHWs in Florida. The research group is now meeting on a quarterly basis. Members of the research group are encouraged to join the Curriculum group as they begin reviewing and researching other states curriculum.

Practice

The Practice group is working on a welcome package to invite CHWs to join the Coalition. The package will include, background information, invitations for new members and old interest, a guide to subgroups and activities, which will make it easier for participants to decide where they want to be, and also a flyer which describes the program to help generate new interest.

Policy

Susan Allen presented the Policy group update. The Coalition's bill is filed in the House and Senate, however it is not moving through the various committees that will review it eventually. Ms. Allen continued by informing the group of a grant opportunity from the Altarum Institute. Eight projects have the potential to be awarded up to \$100,000 to expand and advance community health workers, including four curriculum that could be used for outreach to Hispanic, African American, American Indian, and Phililpino communities using the corresponding culturally appropriate curricula developed by the National Health, Lung and Blood Institute (NHLBI). Ms. Allen informed the Coalition that questions and inquirers should be submitted by December 9, 2011. Responses would be provided by December 15, 2011, and the application due date is January 28th.

Networking

Clifton Skipper provided the coalition with the Networking group update. She began by thanking everyone for their input regarding the Coalition charter, and that changes have been made. Ms. Skipper went on to tell the coalition that there would be changes made to the website in order to make it more user friendly. In addition, a new brochure tailored to promoting community health workers to the business community is in the works, as well as a logo that is being developed by Bethune-Cookman's graphic design department. Ms. Skipper also asked that the Coalition please submit ideas to her regarding the ideas to make the website more accessible.

The next Coalition call will be on January 12, 2012 at 11:00am – 12:30am.