

Florida Community Health Worker Coalition Networking/Sustainability Subgroup Webinar

www.floridachw.org

January 10, 2012

2:00pm - 3:00pm EST

Call in number: 1-866-233-5216

Pass code: 896 405 7024

To join the online meeting go to:

<https://suncom.webex.com/suncom/j.php?ED=177961692&UID=489942702&RT=MIMxMQ%3D%3D>

Agenda Outline

	Topic	Person Discussing
1.	Roll Call	Clifton Skipper
2.	Updates: <ul style="list-style-type: none"> • Welcome Action Items 1. Charter 2. Website update 3. Marketing materials 4. Logo 5. Membership of the Coalition 	Sean Dickerson <ol style="list-style-type: none"> 1. Brendaly Rodriguez 2. Clifton Skipper 3. Sean Dickerson, Rita Victoria Diaz-Kenney 4. Clifton Skipper, Alma Dixon, Dee Snell 5. Clifton Skipper and Sean Dickerson
3.	Next Meeting-Proposed	All attendees
4.	Summarize and Adjourn	Sean Dickerson

Action Items – Group Decisions

- Charter



CHWdraftcharter
December-5-2011.

Please see attachment

Brendaly presented an updated charter with changes suggested by Coalition. Brendaly asked what we thought the closing statement should be. Please send suggestions to Clifton at Clifton_Skipper@doh.state.fl.us so she can forward to Brendaly.

Lead for each action item

Brendaly Rodriguez

- Website update

Clifton has made all suggested changes to website. Please review and let her know if you have suggestions or questions on the website. Go to www.Floridachw.org

Clifton Skipper

- Marketing materials
No update was given



CHW Image
3.pdf (163 KB)

- Logo

Clifton presented the attached logo which was voted on by the group as the favorite and suggestions for changes. The logo will be presented at the next full Coalition meeting. Suggestions for changes were

- Make hands smaller and Florida larger. Connection, Caring, and Community can be smaller font (all same size and commas can be taken out)
- Make one hand more feminine than the other and make the connection, caring, and community letters just a bit larger.

The group agreed with the suggestion about making hands smaller and map of Florida bigger. Make caring, connection, and community fonts all the same size and take out commas.

Also take out watermark.

The group would like a black and white version as well.

- Membership of the Coalition

Clifton gave an update on the membership of the Coalition.

- There are approximately 148 members
- There are approximately 39 community health workers on the Coalition. The practice subgroup has been formed so we can have a voice for the community health workers in the state of Florida.
- The Coalition is made up of people from many different organizations. These include universities, community colleges, health councils, Department of Health, Department of Elder Affairs, Work Force Development, Federally Qualified Health Centers, Rural Health Projects, health care providers, health education consortiums, Center For Public Policy, rural health organizations, community based health organizations.

Clifton Skipper

Clifton Skipper

Other:

- Brendaly asked group best way to get information out about upcoming meetings. It was suggested that it would be best to have posted on CHW website as well as sending out to the Coalition Distribution list.
- Susan Fleming told the group that a face to face meeting is being planned for March and input is needed on agenda. We will be discussing curriculum and certification as well as having panel discussions. Brendaly suggested showcasing materials that have been developed

Date of next call: February 7, 2012 from 2:00-3:00 EST

Those present: Brendaly Rodriguez, Fran Ricardo, Jayne Burgess, Natali Ramirez, Susan Fleming, Patria Alquila, Connie Williams, Clifton Skipper

Florida Community Health Worker Coalition
Networking/Sustainability Subgroup Meeting Minutes
www.floridachw.org

March 07, 2012 2:00pm - 3:00pm EST
 Call in number: 1-866-233-5216
 Pass code: 896 405 7024

To join the online meeting go to:
 to <https://suncom.webex.com/suncom/j.php?ED=183838482&UID=489942702&RT=MiMxMQ%3D%3D>

Agenda Outline

	Topic	Person Discussing
1.	Roll Call	Clifton Skipper
2.	Updates: <ul style="list-style-type: none"> • Welcome Action Items <ol style="list-style-type: none"> 1. Final logo 2. Review of the Networking/Sustainability Subgroup Goals. Which goals have been accomplished and which have not? Updates will be given to full group on accomplishments and our thoughts on where to go from here. 3. CHW annual meeting 	Sean Dickerson <ol style="list-style-type: none"> 1. Clifton Skipper 2. Sean Dickerson and group 3. Clifton Skipper
3.	Next Meeting-Proposed April 4 th 2:00-3:00 EST	All attendees
4.	Summarize and Adjourn	Sean Dickerson

Action Items – Group Decisions (see minutes below)

Lead for each action item

Those in attendance:
 Jayne Burgess, Dee Snell, Coni Williams, Sean Dickerson,
 Amanda Hunt, Susan Allen, Clifton Skipper
 1. Final logo shown to group and will be shown at the next full
 Coalition meeting:



logo update
 rsion Feb 21 201

Clifton Skipper

2. The group went over the goals and list of accomplishments to date.

Networking and Sustainability subgroup goals are to:

- Increase the diversity of enrollment and participation in the Coalition.
- Investigate opportunities for in-person meetings.
- Develop an infrastructure for the Coalition (whether through bylaws, Charter, or information membership agreement)
- Develop tools to improve communication between Coalition members and non-members

Accomplishments include the following:

- Facilitated the development of Florida's consensus definition for a CHW.
- Facilitate the decision to move from a taskforce to a coalition.
- Targeted outreach to individuals and organizations to become active members.
- Developed a new website, at www.FloridaCHW.org. This website will interface with the existing website housed at the University of Florida and will include information on upcoming Coalition meetings and other Coalition business.
- Developed a brochure for recruiting new members.
- Developed a coalition logo for branding.

Work that needs to continue:

- Develop business brochure which targets potential employers (members need to recruit employers and potential employers of CHW's for input on business brochure.
- Discussion of membership levels needs to continue.
- At this time there is not a Coalition Chairperson to sign the charter that has been developed.
- Continue to update the www.FloridaCHW.org website to be more user friendly.
- Place logo on website and all brochures.
- Concerns about sustainability which will be discussed at the June meeting.

3. The next annual meeting will be June 14th and 15th in Tallahassee, Florida at the Aloft hotel. More information will be coming and will be discussing on our networking/sustainability call as well as the Full Coalition calls.

Clifton Skipper

Date of next call:

Susan told the group the next annual CHW meeting will be in Tallahassee on the 14th and 15th of June. She will be calling on coalition members to help plan the agenda. Sergio Matos who works with CHW programs in New York has been suggested as a good speaker and Susan will be calling to talk with him.

There will be an overview of the last year

We are thinking of having the coalition members do poster presentations to present at the meeting.

Those on the call were:

Coni Williams, Dee Snell, Sean Dickerson, Natali Ramirez, Josephine Mercardo, Susan Fleming, Clifton Skipper

Susan Fleming

**Florida Community Health Worker Coalition
Networking/Sustainability Subgroup Webinar Meeting Minutes**

www.floridachw.org

June 27, 2012 11:00pm - 12:00pm EST

Call in number: 1-866-233-5216

Pass code: 896 405 7024

To join the online meeting go to:

<https://suncom.webex.com/suncom/j.php?ED=197547272&UID=1446704187&RT=MiMxMQ%3D%3D>

Agenda Outline

	Topic	Person Discussing
1.	Welcome	Sean Dickerson
2.	Action Items Networking/Sustainability workplan draft <ul style="list-style-type: none"> • Website <ul style="list-style-type: none"> ○ Using other methods of networking/ social media (facebook, forum) ○ Expanding the use of website ○ Provider resources tag ○ Links to other organizations that use CHW ○ Educate the full coalition ○ Testimonials/stories page ○ Events tab • Follow up with CHW's that have joined the coalition <ul style="list-style-type: none"> ○ Automatically put in practice group ○ Review process when someone joins • Regional meetings should also be used as an educational event <ul style="list-style-type: none"> ○ Explore the possibility of creating regions (health council) ○ How do we define a region? ○ How do we identify a co-chair for this committee who is a CHW? ○ Potential of regional CHW gatherings • Investigate infrastructure accommodating CHW 	Sean Dickerson and group

	<ul style="list-style-type: none"> ○ Computer ○ Telephone ○ Transportation ● Sustainability <ul style="list-style-type: none"> ○ Develop CHW leadership to assist in sustainability efforts ○ What is the role of CHW in emergency preparedness & disaster response 	
3.	Next Meeting-Proposed	All attendees
4.	Summarize and Adjourn	Sean Dickerson
	<p>Action Items – Group Decisions</p> <p>Website</p> <p>The group is looking for a Coalition member that can take lead on updating the website to make it more user friendly. We also need this person to work with all the groups to get the meeting notices etc. in to be posted. We currently have someone here at DOH that can post changes to the front page and someone at UF that can make changes to the UF pages.</p> <p>.</p> <p>Community Health Worker subgroup lead: It was decided at the annual CHW meeting that a CHW would be a subgroup lead for each subgroup. Coni Williams who is a CHW has been asked to think about whether she would like to be this lead.</p> <p>Regional meetings: There was a discussion around having regional meetings. It was decided that Susan Fleming would talk with Collen Reinert about having regional trainings at these meetings. We will touch base with the curriculum group on this as well. Also we will look at the possibility of working with the Health Councils as helping with these regional meetings.</p>	<p>Lead for each action item</p> <p>Clifton</p> <p>Clifton and Sean</p> <p>Sean, Susan, and all</p>

**Florida Community Health Worker Coalition
Networking/Sustainability Subgroup meeting minutes**

www.floridachw.org

July 18, 2012 2:00pm - 3:00pm EST

Call in number: 888-670-3525

Pass code: 416-360-4135

Agenda Outline

	Topic	Person Discussing
1.	Welcome	Sean Dickerson
2.	Workplan Action Items (continued from last call)	
	Website	
	The group is looking for a Coalition member that can take lead on updating the website and also look at making it more user friendly.	Clifton
	Follow-up with CHW's that have joined the Coalition.	Clifton
	Community Health Worker subgroup lead:	
	It was decided at the annual CHW Coalition meeting that each subgroup should have a CHW as co-lead. We have extended an invitation to Coni Williams to take this position	Sean and group
	.	
	Regional meetings	
	Investigate infrastructure accommodating CHW	Susan Fleming
	Sustainability	Group
		Sean and group

3.	Next Meeting-Proposed	All attendees
4.	Summarize and Adjourn	Sean Dickerson
2.	<p>Action Items – Group Decisions</p> <p>Website</p> <p>Natali Ramirez volunteered to be lead on updating of the website. The Networking/Subgroup will look over website on the next webinar which is August 15th at 2:00 pm EST. The group will then present the suggestions for changes to the Coalition.</p> <p>Community Health Worker subgroup lead</p> <p>Coni Williams accepted the invitation to become the co-lead of the Coalition Networking/Sustainability subgroup.</p>	<p>Lead for each action item</p> <p>Clifton</p> <p>Sean and group</p>

**Florida Community Health Worker Coalition
Networking/Sustainability Subgroup Minutes**

www.floridachw.org

August 15, 2012 2:00pm - 3:00pm EST

Call in number: 1-866-233-5216

Conference Code: 896-405-7024

To start or join the online meeting

Go to <https://suncom.webex.com/suncom/j.php?ED=201084992&UID=489942702&RT=MIMxMQ%3D%3D>

Agenda Outline

	Topic	Person Discussing
1.	Welcome	Coni Williams Natali Ramirez
2.	Review of the Coalition Website	
3.	Next Meeting-Proposed September 5 th 2012	All attendees
4.	Summarize and Adjourn	Sean Dickerson
	Action Items – Group Decisions (see next page)	Lead for each action item Natali Ramirez and group

Attendance

Dee Snell
Sean Dickerson
Natali Ramirez
Brendaly Rodriquez

Coni Williams
Josephine Mercado
Marion Banzhaf

CHW website review

Natali Ramirez led the website updates discussion using a power point and the CHW website

SPLASH PAGE REVIEW

MAKING THE CONNECTION BETWEEN THE UF AND THE SPLASH PAGE

- Currently, a small box text appears when your cursor rolls over the links that lets you know the link will open a new window. There was a suggestion to have a small description on the splash page about the UF page so that people who went to the splash page would know why they were being redirected to a UF page.

PICTURE

- Replace picture on Splash page with a group picture (of about four) that will show the diversity of CHW's

UF HOMEPAGE REVIEW

CHW LOGO

- Add the logo to the home page
- Add the logo to all the pages; maybe place it in the box with the links
- Make the CHW logo a link that will take you back to Splash page in the upper right hand corner

HOME PAGE: ANNOUNCEMENTS

- In the home page: remove the information regarding the second CHW Coalition Summit

- Under the resources link: remove the announcement tab. Have all announcements only in the home page to avoid duplicative efforts to keep the site up to date.

EDUCATION AND TRAINING TAB

- Remove CAPE training announcement (July 19th)
- CHW Coalition Annual Summit agenda needs to be archived or removed.
- For all the past trainings on this site we need to get an update. The update would include numbers attended and if possible a success story.
 - Sean Dickerson will check on status of Cape training
 - Clifton Skipper will check on status of National Diabetes Program
 - Coni Williams will check on status of all past education events
 - Marion Banzhaf will check on status of Setting the Course: Year two Florida CHW Coalition Summit.
- Suggestion was made to have one folder for schools that have CHW related curricula, a second folder for organizations that offer training, and a third for past trainings.
- Research folder- Remove this section from the education and training part and making it its own tab at the top of the website.

PARTNERS TAB

- Take down members folder until we come up with criteria to be a member

SUCCESS STORIES TAB

- Arrange the success stories into two categories
 - CHW success stories from the field
 - Success stories of how the coalition assisted CHWs (e.g., job placements)

COALITION TAB

- Description says taskforce rather than Coalition
- Marion and Clifton will check to make sure status update is current
- Delete membership link. Both links under membership are found under materials
- Take down draft charters and put final charter somewhere on the website

Next Call

- It was decided that the subgroup would meet again before reporting to the full coalition. The next call will be September 5, 2012 at 2:00 p.m.

**Florida Community Health Worker Coalition
Networking/Sustainability Subgroup Call Minutes**

www.floridachw.org

September 05, 2012 2:00pm - 3:00pm EST


Call in number: 1-888-6703525 (US)

Attendee access code: 360 059 6201

To start or join the online meeting

Go to <https://suncom.webex.com/suncom/j.php?ED=159297387&UID=492507147&RT=MiMxMQ%3D%3D>

Agenda Outline

	Topic	Person Discussing
1.	Welcome	Coni Williams
2.	Review of the Coalition Website	Natali Ramirez and group
3.	Those in attendance; Dee Snell Lisa Jones Natoy Baker Robinson Sean Dickerson Lucila Lopez Natali Ramirez Coni Williams Marion Bانشaf Clifton Skipper	
4.	Next Meeting-Proposed	All attendees
5.	Summarize and Adjourn	Sean Dickerson
6.	Minutes attached (proposed changes to website to be presented to full Coalition on September 13th, 2012)  proposed nges for sept 5tr	Natali Ramirez

**Florida Community Health Worker Coalition
Networking/Sustainability Subgroup Minutes**

www.floridachw.org

October 17, 2012 2:00pm - 3:00pm EST

Call in number: 1-888-670-3525

Attendee access code: 621-874-5338

Agenda Outline

	Topic	Sean Dickerson
1.	Welcome	Coni Williams
2.	Update on website updates	Natali Ramirez
3.	Thoughts on having a CHW Coalition Face book Page	Marion Banzhaf
4.	Possibility of having a webinar on Sustainability	Natali Ramirez
5.	Supporting the CHWs that went through the Leadership training as they begin work in the state regions.	Marion Banzhaf
<hr/> Attending: Coni Williams, Dee Snell, Marion Banzhaf, Natali Ramirez, Sean Dickerson, Clifton Skipper APOLOGIES FOR PROBLEMS ENCOUNTERED JOINING THE CALL – we will be sure to correct the issue next meeting.		
6.	Next call date and time: November 14 th 2:00pm-3:00pm EST	
7.	Summarize and Adjourn	Sean Dickerson
	Action Items – Group Decision	Lead for each action item

2.	<p>Update on website updates Almost all changes to Splash page have been completed There needs to be one new tab added named “works in progress”. Kathryn Eclar will begin work on the UF site this coming weekend the 21st.</p>	Natali Ramirez
3.	<p>Thoughts on having a CHW Coalition Facebook page Discussion was held around having a face book page set up and one of the purposes was to post pictures. However it was decided to post pictures and story about the CHW Leadership Institute under the success story tab. Each CHW Leadership Institute graduate will be sent a picture. There will be future discussion about having a CHW Coalition Facebook page.</p>	Marion Banzhaf and group
4.	<p>Possibility of having a webinar on Sustainability Natali and Coni viewed a very good webinar on Sustainability and when it is released for viewing we will schedule a time for the Full Coalition to view</p>	Natali Ramirez
5.	<p>Supporting the CHW’s that went through the Leadership Institute as they begin work in the state regions. One of the hopes from the Institute was that the six health councils could be organizational resources for CHW regional networking activities. The first call will be the Southwest Region on 10/31. Marion will be getting call in information out.</p> <p>The group had a discussion about needing more information on the 200 members of the Coalition, and we decided to do a Survey Monkey. Some questions on the survey would include asking members what region they live in, asking what times they can be involved in a call. We are still not getting as much participation from Community Health Workers and we think it is due to their work schedules. The Networking/Sustainability workgroup will be working on survey questions on their next call</p>	Marion and group