

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

www.floridachw.com

October 19th, 2011
2:00pm - 3:30pm 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=15635603&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 • Legislative update meeting in Hillsborough County Action Items <ol style="list-style-type: none"> 1. Charter 2. Website update 3. Marketing materials 4. Logo 5. Welcome letter 6. Identifying stakeholders 	Sean Dickerson Sean Dickerson <ol style="list-style-type: none"> 1. Brendaly Rodriguez 2. Catherine Howard 3. Catherine Howard 4. Alma Dixon 5. Clifton Skipper 6. April Schenck
3.	Next Meeting-Proposed	All attendees
4.	Summarize and Adjourn	Sean Dickerson

Minutes

Action Items – Group Decisions

- Charter
Brendaly presented the attached charter to the group. Discussion followed on membership and whether we should have members at large and active members that are members of the subgroups. Please review the charter and send your comments to Brendaly Rodriquez.

Lead for each action item

Brendaly Rodriquez

- Website update
The new website splash page was shown and input was given on some changes to be made. It was decided we would like to have a tab which says upcoming events. Please review the page and send your comments to Catherine or Clifton. Please be as specific as possible. Go to www.Floridachw.org to view

Catherine Howard

- Marketing materials
The marketing materials that Catherine, Sean, and Rita are working on will be shown at the next networking/sustainability meeting.

Catherine Howard

- Logo

Five logos were shown and the group decided on three they liked. Changes will be made to one of the logos and all will have a colored version. These will be shown at our next networking meeting and be voted on at the next full group meeting.

Alma Dixon

- Welcome letter

Clifton presented the welcome letter that is being sent out to all new members. The group found some changes that needed to be made. Clifton will make the changes and show at the next networking meeting.

Clifton Skipper

- Identifying stakeholders

There was no report on identifying stakeholders.

Those in attendance

Brendaly Rosemond

Coni Williams

Dee Snell

Sean Dickerson

Clifton Skipper

Susan Fleming

April Schenck

Other: Our next networking call will be on November 8th at
2:00 EST

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

www.floridachw.org

November 08, 2011
2:00pm - 3:30pm 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=173335227&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. Charter 2. Website update 3. Marketing materials 4. Logo 5. Welcome letter 6. Identifying stakeholders 	Sean Dickerson <ol style="list-style-type: none"> 1. Brendaly Rodriguez 2. Clifton Skipper 3. Sean Dickerson, Rita Victoria Diaz-Kenney, Clifton Skipper 4. Alma Dixon, Dee Snell 5. Clifton Skipper
3.	Next Meeting-will be on December 6 th from 2:00-3:30	All attendees
4.	Summarize and Adjourn	Sean Dickerson

Meeting Minutes:

Action Items – Group Decisions

- Charter
Group looked at charter and suggestions were made for changes. Brendaly will make changes and charter will be presented on the full group webinar on November 9th.
- Website update
Clifton will have changes made to splash page and present to the subgroup on the December webinar. If anyone has suggestions for the splash page or the UF/CHW website please send to Clifton.
- Marketing materials
Rita and Sean will continue to work on the business version of the brochure. Clifton will send updated version of the brochure to Rita.

Lead for each action item

Brendaly Rodriquez

Clifton Skipper

Sean Dickerson, Rita Victoria Diaz-Kenney

- Logo

Dee Snell said the logo drafts have not been finalized. When completed she will send to Clifton. Clifton will send the logo drafts out to group to vote on. Plans are to have the winning logo announcement on the December webinar

- Welcome letter. Welcome letter has been updated and will be sent out to all members.

- Identifying stakeholders

April Schenck is no longer the head of this project.

Those in attendance: Brendaly Rodriguez, Coni Williams, Dee Snell, Josephine Mercado, Kathryn Eclar, Rita Victoria Diaz-Kenney, Sean Dickerson, Socrates Aguayo, Clifton Skipper

Other: Next subgroup webinar will be on December 6th from 2:00 pm-3:30 pm

Alma Dixon, Dee Snell

Clifton Skipper

**Community Health Worker Taskforce
Networking/Sustainability subgroup call Minutes**

July 14, 2011

2:00pm - 3:00pm EST

Call in number: 888-808-6959

Pass code: 0235395

Agenda Outline

	Topic	Person Discussing
1.	Roll Call – Those present were: April Schenck Fran Ricardo Josephine Mercado Sean Dickerson Jane Burgess Sarah Cawthon Clifton Skipper Catherine Howard Shannon Pressey Catherine Eclar	Clifton Skipper
2.	Updates: <ul style="list-style-type: none"> • Welcome & updates • Definition of CHW discussion & Name the Task Force Action Items <ul style="list-style-type: none"> • Bylaws • Website update • Marketing materials • Identifying stakeholders • Health Councils • Regional Meetings 	Catherine Howard Sean Dickerson and all attendees Kathryn Eclar
3.	Next Meeting-Proposed The next call will be mid-August. Please visit this link to select the date(s)/time(s) that work best for you http://doodle.com/9wey4nrfss43kr8v	All attendees
4.	Action Items – Group Decisions	Lead for each action item

Creation of Bylaws/Group Charter

A draft charter was put together by Brendaly Rodriguez. It has been uploaded into a new online file sharing platform for the group. To access this site go to:

www.google.com

Username: chwnetworking

Password: chwnetworking1

Once you're logged in, click on the 'more' drop down menu and click 'Documents'. You'll see everything there.

Multiple people are able to log in simultaneously so there should never be a conflict of getting to the documents or making edits in the same space.

Tentative: Brendaly Rodriguez (she was volunteered for this post by Catherine Howard)

Website

The Diabetes Prevention Program and the University of Florida created a website dedicated to the CHW profession in Florida. The original goal of the website was for it to be a marketing tool of the group. The URL for the website is <http://www.floridachwn.cop.ufl.edu/>.

The specific objectives of the website were to foster: [1] training for CHWs; [2] job opportunities for CHWs; [3] networking among CHWs; [4] sharing of promotional materials and resources; and [5] ongoing CHW workforce analysis.

Is being managed by Kathryn D. Eclar, MPH, and updates can be made to the site by contacting Catherine Howard catherine_howard@doh.state.fl.us.

Using the content submitted by members of the Florida CHW Taskforce, the website pages include:

1. **Home** page with a welcome message and a featured CHW program, the Rural Women's Health Project.

2. **Education and Training** page featuring the following programs: (i) UF-FAMU Community Health Worker Research & Training Institute; (ii) Collins Center; (iii) Healthy Start Coalition of Manatee County; and (iv) Healthy Start Coalition of Flagler and Volusia Counties.

3. **Research** page featuring: (i) the UF-DOH Workforce Analysis Evaluation project; and (ii) Rural Women's Health project.

4. **Workforce** page featuring: (i) job posting; (ii) list of CHW employers; (iii) CHW Network registration; and (iv) list of Florida CHW Network members.

5. **Success Stories** page featuring the Migrant Health Promotion and the Rural Women's Health projects.

6. **Resources** page featuring the Florida CHW Taskforce.

7. **Photo Gallery** featuring the Rural Women's Health project.

Clifton Skipper (lead)
Also helping:
Sean Dickerson
Catherine Howard
Katherine Eclar

The Department of Pharmaceutical Outcomes and Policy will continue to be responsible for posting materials to the website and the maintenance of the site.

The URL (web address) for this site CANNOT be changed.

Creation of Marketing Materials

The purpose of marketing materials is to help with recruiting efforts and to provide general education about what CHWs do.

Catherine Howard (lead)

Identifying Stakeholders

Purpose is to see who is currently represented in the group and then to identify and contact people/organizations who should be in the group.

April Schenck (lead)

Health Councils

There are 11 health councils in Florida.

The Department of Health has an office that works directly with the health councils.

The lead will ask this office to forward information about the Florida CHW alliance and provide them with information on how to join.

Sarah Cawthon (lead)

Regional Meetings

Purpose is to organize regional meetings to assist with determining dates, locations, funding sources, and meeting logistics for regional meetings.

Sean Dickerson (lead)

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

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

August 31, 2011

2:00pm - 3:30pm 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=168114292&UID=1286991667&RT=MIMxMQ%3D%3D>

Agenda Outline

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1.	Roll Call	Clifton Skipper
2.	Updates: <ul style="list-style-type: none"> • Welcome • Member activities with other subgroups Action Items <ol style="list-style-type: none"> 1. 501(c)3 discussion 2. Charter 3. Website update 4. Marketing materials 5. Logo 6. Welcome letter 7. Identifying stakeholders 	Sean Dickerson Sean Dickerson and All <ol style="list-style-type: none"> 1. Catherine Howard 2. Brendaly Rodriguez 3. Catherine Howard 4. Catherine Howard 5. Clifton Skipper 6. Clifton Skipper 7. April Schenck
3.	Next Meeting-Proposed	All attendees
4.	Summarize and Adjourn	Sean Dickerson
Action Items – Group Decisions <ul style="list-style-type: none"> • By law discussion • Charter • Website update • Marketing materials • Logo • Welcome letter • Identifying stakeholders Other:		Lead for each action item <hr/> Catherine Howard <hr/> Brendaly Rodriguez <hr/> Catherine Howard <hr/> Catherine Howard Clifton Skipper <hr/> Clifton Skipper <hr/> April Schenck