



**Promotor(a) or Community Health Worker
 Training and Certification Advisory Committee
 APPROVED Meeting Minutes
 July 31, 2020
 10:00 a.m.**

Teams Live Events Virtual Meeting

Table 1: Promotor(a) or Community Health Worker (CHW) Training and Certification Advisory Committee July 31, 2020 meeting attendance.

MEMBER NAME	IN ATTENDANCE
Kim Bush	Yes
Minerva Garcia	Yes
Dr. Carolina Gonzalez Schlenker	Yes
Linda McMurry	Yes
Costa Ndayisabye	Yes
Ibeth Parra	No
Alma G. Swisher	Yes
Dr. Elizabeth M. Vaughan-Cardenas	Yes
Tasha Whitaker	Yes

Agenda Item 1: Welcome and Introductions

Mr. Costa N. Ndayisabye, Vice-Chair, called the meeting to order at 10:07 a.m. Mr. Ndayisabye requested members introduce themselves.

Mr. John Chacón, Advisory Committee Coordination Office (ACCO), HHSC, announced the meeting was being conducted in accordance with the Texas Open Meetings Act in a Teams Live Events virtual platform and noted that a quorum was present for the meeting.

Agenda Item 2: Approval of January 30, 2020 Meeting Minutes

Mr. John Chacón requested a motion to approve the January 30, 2020 meeting minutes.

MOTION: Ms. Minerva Garcia made a motion to approve the January 30, 2020 meeting minutes. Ms. Alma Swisher seconded the motion. A roll call vote was taken for members over the phone. The Committee members by a majority vote approved the minutes by a roll call vote, with six approves, no disapproves, and two abstentions from Dr. Carolina Gonzalez Schlenker and Dr. Elizabeth Vaughan-Cardenas.

Agenda Item 3: Health Promotion and Chronic Disease Prevention Section Update

Mr. Brett Spencer, DSHS, Manager, Community Health and Wellness Branch provided the update. Highlights of update included:

- Mr. Spencer welcomed new appointed committee members.
 - **Dr. Elizabeth Vaughan-Cardenas** – Professional Member working with Promotoras/CHWs (Health Service Region 6/5 South)
 - **Tasha Whitaker** (reappointment) – CHW Member (Health Service Region 2/3 North)
 - **Silvia Garcia** – CHW Member (Health Service Region 11)
- Mr. Spencer stated that the 2019 CHW Program Annual Report was now posted on the CHW Program website.
- Mr. Spencer stated that the Online 2020 Statewide Survey of Employers of CHWs to be released later this summer due to additional COVID duties within DSHS.

Agenda Item 4: Legal Overview

Ms. **Jennifer Nguyen**, J.D., Attorney, DSHS, Legal Services Division, provided the overview and referenced the PowerPoint entitled "Community Health Worker Advisory Committee – HSC 48 Background". Highlights of overview included:

- "Advisory Committee" means Promotora and Community Health Worker (CHW) Training and Certification Advisory Committee. HSC 48.001(1)
- DSHS has a duty to establish and operate a program designed to train and educate persons who act as CHWs. HSC 48.051
- DSHS also has a duty to establish and operate a certification program for those acting as CHWs. HSC 48.052
- DSHS must consider the advisory committee's recommendations in its operation of its training and certification program. HSC 48.051
- CHW is a person who, is paid or unpaid, acts as a liaison between health care providers and patients such as:
 - assisting in case conferences, providing patient education, making referrals to health and social services, conducting needs assessments, distributing surveys to identify barriers to health care delivery, making home visits, and providing bilingual language services. HSC 48.001(7)
- Certification is not required for practicing CHWs who are unpaid. Certification is required if acting as a CHWs and are getting paid for services. HSC 48.052(b)
- Purpose (25 TAC § 146.3(c); HSC 48.101):
 - Advise the DSHS and HHSC on the implementation of standards, guidelines, and requirements relating to the training and regulation (certification) of persons working as CHWs.
 - Advise DSHS on matters related to the employment and funding of CHWs.
 - Provide DSHS recommendations for a sustainable Program for CHWs.
- CHW Advisory Committee Composition:
 - 5 certified CHWs
 - 1 one public member

- 1 member from the Higher Education Coordinating Board, or a higher education faculty member
 - 2 professionals who work with CHWs in a community setting
- CHW Advisory Committee Terms:
 - 3-year terms
 - Can apply to be reappointed for up to 1 additional term.
 - If a vacancy occurs, a person shall be appointed to serve the unexpired portion of that term.
 - Members shall be appointed for staggered terms so that the terms of three members will expire on August 31st of each year.
- CHW Advisory Committee Officers:
 - The DSHS Commissioner must appoint the presiding officer each year after August 31 25 TAC 146.3(f)
 - The assistant presiding officer may be elected by the committee
 - Each officer must serve until another officer is appointed
 - A member shall serve no more than 2 consecutive terms as an officer of the committee
- CHW Advisory Committee Meetings:
 - The committee must meet quarterly
 - The committee is not a "governmental body" as defined in the Open Meetings Act. Meetings may be conducted in person, through conference call, or by means of other technology.
 - Each committee must be informed of a meeting at least 5 working days before
 - 5 committee members must be present to constitute a quorum
- CHW Advisory Committee Attendance:
 - Members must attend committee meetings
 - Members must attend subcommittees meetings that they are assigned to
 - The committee member must notify the presiding officer or appropriate staff that they cannot attend
 - Grounds for removal:
 - Absent from 3 consecutive meetings
 - Absent for more than half of committee and subcommittee meetings in a given year
 - The member's duties cannot be discharge for a substantial part of the term due to disability or illness
- CHW Advisory Committee Procedures:
 - Committee bylaws shall be the basis for decisions except where law or rule is present
 - A committee action must be approved by majority vote
 - Each member shall have 1 vote
 - The committee shall make decisions in the discharge of its duties without discrimination based on any person's race, creed, gender, religion, national origin, age, physical condition, or economic status.
 - The department staff will take minutes of each committee meeting and the committee will review the minutes for possible approval at the next scheduled meeting.

- CHW Advisory Committee – Subcommittees:
 - The presiding officer shall appoint members of the committee to serve on subcommittees and to act as subcommittee chairpersons.
 - The presiding officer may also appoint nonmembers of the committee to serve on subcommittees.
 - Subcommittee members shall serve for a term of one year expiring August 31.
 - Subcommittees shall be composed of no more than four members of the committee and no more than three nonmembers. The committee shall maintain a roster of each subcommittee.
 - Subcommittee chairperson shall call meetings and make regular reports to the advisory committee

Agenda Item 5: Texas Association of Promotoras or Community Health Workers (CHW) Update

Dr. Julie St John, MA, MPH, DrPh, Texas Tech University Health Sciences Center, provided the update. Highlights of the update included:

- Dr. St. John provided a brief history of the Texas Association of Promotoras or Community Health Workers and stated that the Association formally launched in August of 2019 and directed committee members to website at www.tapchw.org.
- Dr. St. John stated that the upcoming events would be a Quarterly CHW Certified Training scheduled for August 28, 2020 from 12:00 noon – 1:00 pm, and their 1st Annual Conference – “New Decade, New Normal” that will be hosted virtually on September 28, 29, 30, 2020 for a cost of \$10.00 dollars. She stated that 9 Continuing Education Units (CEUs) would be provided for attending the conference.
- Committee member asked about Call for Presenters and Dr. St. John will provide the information regarding submitting proposals to present to Ms. Beatrice Smith, so she can send information to all committee members who might be interested.

Agenda Item 6: Promotoras 1st

Ms. Merida Escobar, South Texas Promotor(a) Association, Inc., provided a presentation on Promotoras 1st and referenced a PowerPoint entitled “Promotora 1st – Promotoras Invest in People Not Profit – Grassroot Promotora Workshop”. Highlights of the presentation included:

- Promotoras Experience:
 - Addressing social injustice
 - Endure culture discrimination, mistrust
 - Understanding –Promotoras expertise in Family centered care
 - Trust Honesty, Humility, Patience and Courage
 - Respect, Empathy, Value in Humanity
- Promotoras experience and positive impact with the community/families was the foundation of the community health worker certification.
- Ms. Escobar stated that the workshop will explain what this foundation is and will prove to strengthen the value of building strong relationships and network with families and communities in addressing and advocating for social justice, equity, access to health care.
- Ms. Escobar stated that the South Texas Promotora Association, Inc. (STPA) is the first and largest Bi-national Promotor(a) Association and that STPA is successful because it is based on trust.

Agenda Item 7: Appointment of Member and Non-Member Subcommittee Members

Mr. Costa N. Ndayisabye, Vice- Chair, stated for the record the following:

- Reminded members that once a year the Presiding Officer (PO) or Assistant Presiding Officer (APO) of the committee appoints the members of the committee and nonmembers (members of the public) including the chairs to the subcommittees for a one-year term of Sept. 1, 2020 to August 31, 2021 per the Bylaws of the Sub-Committee, section 11-Sub-Committees.
- To align with the updated Texas Administrative Code, Subcommittees shall be COMPOSED of no more than four members of the committee and no more than three nonmembers. The PO or APO of the full committee will appoint the subcommittee members and nonmembers to serve for a one-year term of Sept. 1, 2020 to August 31, 2021 according to the Texas Administrative Code.
- Reminded members they were asked to review the list of sub-committees and express their interest in joining one of the three sub-committees by e-mail by July 24.
- Announced the new committee members of each sub-committees including the chairs appointed to serve for a one-year term of Sept. 1, 2020 to August 31, 2021.
- Announced the new non-members of each subcommittee appointed to serve for a one-year term of Sept. 1, 2020 to August 31, 2021.

The following are the assigned members and non-members:

- Workforce Solutions and Employment Opportunities
 - Ms. Kim Bush, Chair, Member
 - Dr. Julie St. John, Non-member
 - Dr. Charles Begley, Non-member
 - Dr. Debra Flores, Non-member
- Communications and Outreach
 - Ms. Tasha Whitaker, Chair, Member
 - Ms. Ibeth Para, Member
 - Ms. Delphine Thompson, Non-member
 - Dr. Maudia Gentry, Non-member
 - Dr. Julie St. John, Non-member
- Training and Certification
 - Dr. Carolina Gonzalez Schlenker, Chair, Member
 - Ms. Merida Escobar, Non-member
 - Ms. Otila Garcia, Non-member
 - Dr. Julie St. John, Non-member

a. Communication and Outreach

Ms. Tasha Whitaker, Subcommittee Chair, provided the update. Ms. Whitaker stated the subcommittee met on July 14, 2020 and discussed sub-committee 2020 activities. She stated that the next meeting date is yet to be determined.

b. Workforce Solutions and Employment Opportunities

Ms. Kim Bush, Subcommittee Chair, provided the update. Ms. Bush stated the subcommittee met on July 17, 2020 and discussed 2020 activity strategy. She stated that the next meeting was scheduled for September 18, 2020.

c. Training and Certification

Dr. Carolina Gonzalez Schlenker provided the update. Dr. Gonzalez Schlenker stated the subcommittee met on July 27, 2020 and discussed situating promotoras/CHWs need of knowledge and skills in the current health crises and sub-committee 2020 activities. She stated that the next meeting date is yet to be determined.

Agenda Item 8: CHW Virtual Summit: Impact, Outcomes, and Lessons Learned

Ms. Quisha Umemba, MPH, BSN, RN, CDCES, CHW Instructor, Umemba Health, LLC, provided an overview of CHW Virtual Summit: Impact, Outcomes, and Lessons Learned and referenced a PowerPoint entitled "Virtual CHW Summit: Impact, Outcomes, and Lessons Learned". Highlights of the overview included:

- Ms. Umemba provided an agency overview and stated that their mission is to improve the health of individuals and communities by equipping the healthcare and public health workforce through continuing education and professional development training.
- Ms. Umemba discussed the COVID-19 (Coronavirus) topic at the Summit and the challenge regarding misinformation, anxiety and fear, and it being an opportunity to share information and resources, dispel myths, and reduce fear and anxiety.
- Ms. Umemba shared the impact and outcome results of the Summit, reviews, lessons learned, suggestions for improvements, and next steps.

Agenda Item 9: Committee Member Sharing

Mr. Costa N. Ndayisabye, Vice- Chair, opened the floor to members for sharing information from their region.

- Ms. Tasha Whitaker stated that in region 2 and 3, the DFWCHW Association will be having a quarterly meeting in August 13, 2020 from 6:30 – 8:30 pm featuring a conversation presented by a school nurse regarding children returning to the classroom and how to prepare the students and being safe in this COVID environment. She also stated that the DFWCHW Association recently hosted a COVID Back in English and in Spanish. Ms. Whitaker added that the National Association of Community Health Workers have a conference coming up on August 27, 2020.
- Ms. Minerva Garcia stated that the South Texas Promotoras were initially making face masks for the elderly in their community but recognized the need to make face masks for children and adults as it was apparent that not everyone in the community could afford face masks. Ms. Garcia stated that the distribution of these face masks was well received by the community.
- Ms. Kim Bush from region 4 and 5, stated that the UT Health Science Center at Tyler for the Northeast Texas region normally offers a conference in July but due to COVID-19 they were not able to host a conference but are working on some virtual opportunities for one-hour CHW trainings monthly.
- Dr. Elizabeth Vaughan-Cardenas stated that she works with diabetic patients in Houston where Promotoras have direct contact with the patients on a weekly basis and she can visit with them via Tele-health and Tele-mobile to assist in filling their prescriptions and bridging continuity of care that includes starting diabetic classes by practicing and putting in place the safeguards around COVID-19. Dr. Vaughan-Cardenas added that looping CHWs to medical treatment is essential in the treatment plan.

- Dr. Carolina Gonzalez Schlenker stated that the Promotoras in San Antonio encompassing with the UT Health System developed a video on social determinants of health to educate the incoming residents to all specialties. She stated that the office of graduate education of UT Health asked the promotoras what would they tell these doctors so that they can continue to be compassionate to these population. She stated that the video was looking at the segregation of ethnic and economics segregation in San Antonio from the historical roots. She stated that looking at the future to have doctors practice what they have learned to inform them of the challenges patients face and have faced. She stated that other communities should reach out to the medical schools and offer this education to graduate medical students throughout the state.
- Ms. Alma Swisher stated the Lonestar College, Houston Community College, and the University of Houston is having online classes starting in August for CHWs. She stated that the city of Houston and area hospitals are offering training opportunities for CHWs. She reminded CHWs to remember selfcare, stay safe, and encourage other colleagues to practice selfcare. She also stated that Time Texas has excellent CHW classes from August 4, 2020 – October 29, 2020.

Agenda Item 10: Public Comment

Mr. John Chacón announced that there was written public comment submitted and no one had signed up to provide oral comment.

Agenda Item 11: Agenda items for next meeting

Mr. Ndayisabye, Assistant Presiding Officer, opened the floor to discuss meeting topics for the October 30, 2020 meeting.

Agenda items:

- Ms. Kim Bush suggested that an agenda topic be added about compiling and sharing a list regarding funding and employment for CHWs around the state.
- Mr. Ndayisabye, Assistant Presiding Officer, noted that elections for Presiding and Assistant Presiding Officers would be conducted at the October 30, 2020 meeting. Mr. John Chacon, ACCO Facilitator, noted that due to Ms. Alma Swisher resigning from her position of Presiding Officer was the reason for conducting the elections.
- Mr. Brett Spencer confirmed that the start time for the CHW meeting for October would be from 10:00 am – 12:30 pm to be consistent with start times from previous meetings.
- Mr. John Chacón, ACCO Facilitator, announced the next meeting of October 30, 2020 would be conducted in a virtual platform.

Agenda Item 12: Adjournment

Mr. Ndayisabye, Assistant Presiding Officer, adjourned the meeting at 12:18 p.m.

Below is the link to the archived video of the July 31, 2020 Community Health Worker Advisory Committee meeting.

(To view and listen to the entirety of the meeting click on the link below)

[Promotor\(A\) Or Community Health Worker \(CHW\) Training and Certification Advisory Committee](#)