



**Promotor(a) or Community Health Worker  
Training and Certification Advisory Committee  
FINAL DRAFT Meeting Minutes  
Tuesday, February 14, 2023  
10:00 a.m.**

**Teams Live Events Virtual and** Texas Health and Human Services, North Austin Complex (NAC), Room 1.401, 1st Floor, 4601 W. Guadalupe Street, Austin, Texas 78751

**Agenda Item 1: Welcome and Introductions**

Ms. Minerva Garcia, Chair, called the meeting to order at 10:02 a.m. and welcomed members and attendees. Ms. Garcia, Chair, reminded committee members to turn on video camera and unmute their mics and state their names each time before offering a comment or asking a question so members of the public know who's speaking.

Ms. Tessa Buck-Ragland, Advisory Committee Coordination Office, Facilitator, provided meeting logistics and announced the meeting was being conducted in accordance with the Texas Open Meetings Act in a Teams virtual platform and on-site at the North Austin Complex (NAC), Room 1.401. Ms. Buck-Ragland called roll and asked each member to briefly introduce themselves. A quorum of members was established with seven members in attendance.

Table 1: Promotor(a) or Community Health Worker (CHW) Training and Certification Advisory Committee February 14, 2023, meeting attendance.

MEMBER NAME	IN ATTENDANCE
Ms. Jessica Arriola	Yes
Ms. Minerva Garcia	Yes
Dr. Carolina Gonzalez Schlenker	Yes
Ms. Monica Hughes	Yes
Ms. Marlen Ramirez	Yes
Ms. Ashley Rodriguez	Yes
Mr. Jose L. Rucobo	No
Dr. Elizabeth M. Vaughan-Cardenas	No
Ms. Tasha Whitaker	Yes

"Yes" indicates attended meeting.

"No" indicates did not attend meeting.

Ms. Garcia, Chair, asked the Department of State Health Services (DSHS) staff to introduce themselves. Mr. Frank Luera, and Ms. Raiza Ruiz, and Mr. Brett Spencer introduced themselves to the committee.

## **Agenda Item 2: Consideration of October 28, 2022, draft meeting minutes**

Ms. Minerva Garcia, Chair, announced that the October 28, 2022 minutes were provided to members and for them to locate them in the electronic packets. Ms. Garcia asked for any edits or comments to either sets of minutes. Hearing none, Ms. Garcia asked for a motion to accept the minutes as presented.

### **MOTION:**

Dr. Carolina Gonzalez Schlenker made the motion to accept the minutes as presented with a second from Ms. Monica Hughes. Ms. Tessa Buck-Ragland conducted a roll call vote of the committee members. With a unanimous vote of the committee, seven approvals, no disapprovals, and no abstentions, the motion carried

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

Ms. Garcia, chair, introduced Ms. Raiza Ruiz, DSHS, Manager, Community Health Worker and School Health Branch to provide an update to the committee.

### **Highlights of updates included:**

- Committee Recognition
  - Ms. Tasha Whitaker and Dr. Elizabeth M. Vaughan-Cardenas are departing advisory committee members.
  - Ms. Whitaker was recognized in-person for her service with a certificate of appreciation and Dr. Vaughan-Cardenas will receive her certificate of appreciation via mail.
  
- DSHS Updates
  - Executive Commissioner Cecile Young named Dr. Jennifer Shuford as the DSHS Commissioner. Dr. Shuford had been serving as interim commissioner since September when former commissioner, Dr. John Hellerstedt, retired from state service.
  - DSHS recently did a website redesign and as a result has observed errors in functionality. The program is working to fix any issues that arise due to these improvements. Please email CHW at [chw@dshs.texas.gov](mailto:chw@dshs.texas.gov) to find assistance with locating resources.
  - The 88th Texas Legislative Regular Session began January 10, 2023 and will end on May 29, 2023. As of 2/14/23, DSHS analyzed 3 bills related to CHWs and determined that only one would impact the DSHS CHW Program:
    - SB 510: Bill directs state agencies to treat the following information as confidential if requested in writing or electronically by the applicant - information related to home or business address, place of work, telephone number, electronic mail address, social security number, date of birth, driver's license or state identification number, passport number, emergency contact information, license application, and/or criminal history record information.
  - Curriculums under DSHS review: Currently, the CHW Program has 7 curriculums under review totaling 12.5 credits hours.
  - Newly approved curriculums: Since the last CHW Committee meeting in October, 2022, the Program has approved 8 curriculums totaling 17.5 credit hours
  - CHW certifications updates presented include:
    - Newly certified CHWs (Oct. 22-Jan. 23): 367
    - New certified CHWIs (Oct. 22- Jan 23): 23
    - Total certified CHWs in Texas: 4,950
    - Total certified CHWIs in Texas: 504

- Advisory Committee Vacancies: The application period for CHW committee vacancies ended in December 2022. The Department of State Health Services-CHW program received a total of 32 applications for membership on the Promotor(a) or Community Health Worker Training and Certification Advisory Committee.
  - Twenty (20) for certified promotor(a) or CHW
  - Eight (8) for public member
  - Four (4) professional working with promoters or CHWs in a community setting.
- DSHS anticipates new members can be announced during the April 27, 2023, committee meeting.
- 2023 meeting dates have been confirmed:
  - April 27, 2023
  - July 28, 2023
  - October 27, 2023

#### **Agenda Item 4: Consideration of Amendments to Advisory Committee Bylaws**

Ms. Garcia, chair introduced Ms. Jennifer Nguyen, legal counsel for the Promotor(a) or CHW Training and Verification Advisory Committee to review and discuss the amendments to the Advisory Committee Bylaws.

Amendments that were proposed:

- All Sections: Replaced "Program Staff" with "Committee Liaison"
- Amend Section 3
  - Added definition of the following terms: conflict of interest, high level of integrity, private or personal interest and SME, Subject Matter Expert. TAC, Texas Health and Safety Code
- Amend Section 5
  - Member Terms Added "Members shall be appointed for staggered terms so that the terms of three members will expire on August 31st of each year to ensure continuity of committee work."
- Amend Section 7
  - Added "In compliance with Texas Government Code § 2110.003, Committee members elect a Presiding Officer and Assistant Presiding Officer." "
  - Officer Terms
  - Added "A Presiding Officer or Assistant Presiding Officer may serve no more than one term in that office and may serve one term in the other office, if elected.
  - Regardless of the expiration of the term, the Presiding Officer and Assistant Presiding Officer shall serve until the Committee elects a successor; however, a Presiding Officer may not remain in office past his or her membership term."
- Amend Section 8
  - Revised as "The Committee meets during regular business hours to conduct committee business four (4) times per year in Austin, via webcasting, or Microsoft Teams, or another location, at the call of the Presiding Officer."
- Amend Section 9
  - Revised
    - 2. "Submit travel expenses no later than 30 days after the meeting" from 14 days to 30 days.
    - 12. Added "In addition, the member must confirm that he or she will require the member's interpreters, attendants, or other support persons if any, to comply with this requirement."

- A. Committee member may not:
    - Added
    - 1 "Claim or appear to represent HHSC, DSHS, or the Committee in any legislative or advocacy activities." and "A member is not prohibited from discussing a report that has been formally adopted by this Committee, so long as he or she does not purport to represent HHSC or DSHS.
    - Added 3 "Members cannot disclose information using any form of communication including written, verbal, and social media.
- Amend Section 10
  - Revised E. "A member claims or appears to represent HHSC, DSHS, or the Committee in a legislative or advocacy activities.
  - Added "A member is not prohibited from discussing a report that has been formally adopted by this Committee, so long as he or she does not purport to represent HHSC or DSHS. However, members may represent themselves or other entities in the legislative or advocacy process.
  - Added H: A member fails to require his or her interpreter, attendant or other support person, if any, to keep confidential any information or draft information acquired through the member's participation on the Committee as required by the Bylaws."
- Amend Section 13
  - Added "The DSHS Committee Liaison shall coordinate as needed to provide reasonable accommodations and supports needed by a committee member requiring accommodations to enable him or her to fully participate in Committee and subcommittee meetings and activities."
  - Added "Assistant Presiding Officer
  - Staff is expected to perform the following tasks:
    - Develop agenda in collaboration with the Presiding Officer or Assistant Presiding Officer and support materials for each meeting
  - Added "F. Coordinate as needed to provide any accommodations and supports required for a committee member who has a disability to enable the member to fully participate in Committee meetings and activities"
- Amend Section 14
  - Added "making reservations"
  - "Staff will assist members in making reservations and requesting reimbursement."
  - meeting
- Statement by Members
  - Revised "The Committee and its members may not claim or appear to represent HHSC, DSHS or the Committee in any legislative or advocacy activity"
  - Added "Committee members are not prohibited from discussing a report that has been formally adopted by this Committee, so long as members do not purport to represent HHSC or DSHS" and "In addition, the member must confirm that he or she will require the member's interpreters, attendants or other support persons, if any, to comply with this requirement"

Discussion:

- Dr. Carolina Gonzalez-Schlenker asked if the DSHS Executive Commissioner appointed the advisory committee presiding officer, and if this was a new action listed in the Bylaws.
- Brett Spencer responded that the DSHS Executive Commissioner has always made presiding officer appointments. Also, that this was not a new activity listed in the

Bylaws. Committee members may appoint the assistant presiding officer through voting process which is then approved by the DSHS Executive Commissioner.

- Mr. Spencer stated the Bylaws were updated so that there is consistency of definitions, and to clarify Rules.
- Ms. Jennifer Nguyen stated there was more information listed in the Bylaws about membership term limits, and diversity on the committee.

**MOTION:** Ms. Minerva Garcia made the motion to approve the by-laws with the proposed amendment with a second by Dr. Carolina Gonzalez Schlenker. Ms. Buck-Ragland conducted a vote tally. The motion passed by a unanimous vote of seven in favor.

#### **Agenda Item 5: CHW Statewide Association Update**

Ms. Garcia, chair, introduced Ms. Roxana Lopez, CCHW, CCHWI Texas Association of Promotores & Community Health Workers to provide a statewide update on the Texas Association of Promotores & Community Health Workers and referenced a PowerPoint titled "Texas Association of Promotores & Community Health Workers."

Highlights of the update included:

- Ms. Lopez discussed current TAPCHW board members and recently appointed new members with the committee.
- Information about upcoming projects, partnerships, and collaborations was shared with committee members.
- An overview of TAPCHW regional services was provided.

#### **Agenda Item 6: Training Center Overview - Empowering the Masses**

Ms. Garcia, chair, introduced Ms. Tammy Johnson, Founder & Executive Director of Empowering the Masses to present to members an overview of her training center

Highlights included:

- Ms. Johnson spoke on activities conducted in South Dallas specific to CHWs, including the empowerment of CHWs through education and advocacy.
- The challenges to address hunger include various underlying issues, such as lack of access to education. Her organization assists with basic needs, such as food from their food pantry, transportation and workforce development.
- Organization:
  - CHW certification assistance and CEUs. Currently, they have assisted with 22 CHWs gaining their status, 10 applicants are pending, and have a 99% completion rate.
  - Promotes core values, shared experiences, and walking the same path as the people she works with.
  - Uses data to direct her organization activities.

Discussion:

- Tasha Whitaker congratulated Ms. Johnson for the great work in Region 2/3, and a continued presence on social media platforms. She also remarked that this organization was nominated and won the DFWCHW "Organization of the Year" award.
- Dr. Schlenker offered praise to Ms. Johnson on her continued efforts in her area.

#### **Agenda Item 7: Discovering the Ethics of the Heart**

Ms. Minerva Garcia, Chair, introduced Dr. Carolina Gonzalez Schlenker to present to members

Highlights included:

- Dr. Schlenker spoke on the ideal of the “Ethics of the Heart” and proposed the addition an ethics core competency for CHW certification in the state of Texas.
- The definition of the word Promotor is: “working from the heart.” Promotores/CHWs are “storytellers” that reach their community through their experiences.
- Dr. Schlenker presented as the Chair for the Training and Certification Subcommittee within the CHW advisory committee. The full curriculum was developed in conjunction with South Texas Promotores Association (STPA).
- This is a linguistic competency that would allow Promotores/CHWs to:
  - To effectively articulate to themselves and to others, the nature of the moral engagement they establish with those they care about that results in earning their trust.
  - To sustain their trust-building tasks in the context of their employment by health organizations.
  - To produce valuable information needed to strengthen the humanitarian mission of health organizations.
- Curriculum consists of 8 modules that can be taught in two hours with homework (total of 16 hours /hybrid virtual and in-person). If approved, it will need additional work to refine and enrich it.
- Dr. Schlenker acknowledged prior work related to ethics principles, including the CHW core consensus C3 project.
- Legal vs ethical morals.
- Dr. Schlenker discussed Maslow’s Hierarchy of Needs, and how we must promote health to gain trust; social determinants of health; the moral agenda and our healthcare system.
- There are models that can work in the healthcare system.
- Dr. Schlenker asked members of the committee to consider a vote during the meeting on the C3 competency.

### **Agenda Item 8: Ethics Core Competency discussion**

Dr. Carolina Gonzalez Schlenker led further discussion on her proposal of an additional module to the core competency

- Tasha Whitaker asked Dr. Schlenker to provide additional information on C3. Dr. Schlenker responded with a description of the content curriculum.
- Ashley Rodriguez, Region 2/3, “strongly urged” the committee to adopt the C-3 competencies which are more nationally used, instead of the Ethics of the Hearth. Adopting new competencies will change the CEUs landscape and carries cost for training centers.
- Raiza Ruiz, DSHS, asked for confirmation if the curriculum would be available to training centers at no cost. Dr. Schlenker confirmed it would be provided at no cost. Ashley added that there is cost association with making changes to the training platform and other implementation cost.
- Tammy Johnson commented that this curriculum would merge medicine and humanities in the space of CEUs, which is needed.
- Tasha Whitaker spoke about the cost barrier, and curriculum applicability to the African American vs the Latino communities. She believes this “competency is a lot” and does not support changing the current competency instruction to add this one. Jessica Arriola argued that the concept “is a lot” and doesn’t address institutions that place the CHWs in moral dilemmas. She recommended this training would be best

suited for institutions to be applied on a top-down approach. Tammy Johnson agreed and suggested this could be an additional training vs a core competency.

- Dr. Schlenker argued that this competency raises critical awareness and institutions can be changed in response to the people; Promotores are in a unique position to change institution and move to a culture of solidarity.
- Dr. Schlenker made a motion to move forward with the additional ethic competency as a core competency required for CHW certification, and Minerva Garcia seconded that motion.
- Ms. Buck-Ragland called for roll call to identify how committee members voted: Jessica Arriola (Against), Minerva Garcia (For), Dr. Carolina Schlenker (For), Monica Hughes (Against), Marlen Ramirez (left platform), Ashley Rodriguez (Against), Jose Rucobo (not present), Dr. Elizabeth Vaughan-Cardenas (not present), Tasha Whitaker (Against). The motion failed by a vote of 2 in favor and 4 votes against.

### **Agenda Item 9: Advisory Sub-Committee updates**

Ms. Minerva Garcia, Chair called for advisory committee sub-committee updates from members.

#### **Highlights of the updates from sub-committees included:**

- a. Workforce Solutions and Employment Opportunities  
Ms. Ashley Rodriguez, Sub-committee member, provided the Workforce and Employment update.
  - Committee member, Marlen Ramirez has joined the subcommittee
  - Have not yet conducted a meeting.
  - Can have 5 members and may be off the committee.
  - Wishes to work with the DSHS Commissioner to approve Medicaid funding for CHWs.
  - Workforce solutions: DSHS-CHW does a fabulous job promoting jobs for CHWs.
  - Will work to recruit new members.
  - If interested in this committee, please reach out to Ms. Rodriguez.
- b. Communication and Outreach  
Ms. Tasha Whitaker, Sub-committee Chair, provided the update on the communication and outreach sub-committee.
  - Subcommittee still does not have new members.
  - Produced a newsletter for CHWs.
  - If someone would like to join or lead this committee, please let Frank Luera know.
- c. Training and Certification  
Dr. Carolina Gonzalez Schlenker, Sub-committee Chair, did not have any additional updates on the training and certification sub-committee.
  - Dr. Schlenker stated she spoke earlier in the meeting on their activities.

### **Agenda Item 10: Committee Member Sharing**

Ms. Minerva Garcia, Chair, opened the floor to members for sharing information from their region.

Ashley Rodriguez, Region 2 & 3

- Provided update about quarterly meeting on February 17, 2023, for DFW-CHW members.

- TAPCHW is providing 1 hour of CEs on the topic on a US Surgeon General content: "Misinformation Toolkit" on February 17, 2023.
- Future opportunity: EMS-CHW Training provided by TAPCHW and DFW-CHW, in collaboration with DSHS-Office of Emergency Management.

Ms. Minerva Garcia, South Texas Promotor(a)'s (STPA)

- Conference March 24, 2023, Laredo TX
- Familia health fairs: February 18, 2023, and February 25, 2023
- South Padre Island CHW conference October 1-2, 2023.

### **Agenda Item 11: Public Comment**

Ms. Minerva Garcia, Chair, opened the floor for public comment. Ms. Tessa Buck-Ragland announced that no one pre-register for public member and there was no one in the Public Hearing Room to provide Public Comment.

### **Agenda Item 12: Agenda items for next meeting**

Ms. Minerva Garcia, Chair, asked members and Mr. Luera if they had any action items for the next meeting.

- Members did not offer future agenda items.
- Ms. Tasha Whitaker thanked the members for her time on the committee.
- Bylaws are an action item for next meeting.
- Ms. Raiza Ruiz asked for members to consider serving on subcommittee.
- Ms. Minerva Garcia stated she would like STPA to present on the Border during the next meeting.

### **Agenda Item 13: Adjournment**

Ms. Minerva Garcia, Chair, thanked all in attendance for joining in and adjourned the meeting at 12:30 p.m.

Below is the link to the archived video of the February 14, 2023 Community Health Worker Advisory Committee meeting to view and listen for approximately, two years from date meeting is posted and in accordance with the DSHS records retention schedule.

(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](#)