



**Promotor(a) or Community Health Worker  
 Training and Certification Advisory Committee**  
**Approved Meeting Minutes**  
**Friday, July 28, 2023**  
**10:00 a.m.**

**Teams Live Events Virtual and** Texas Department of State Health Services (DSHS), Bernstein Building, Public Hearing Room K-100, First Floor, 1100 West 49th Street, Austin, Texas 78756

**Agenda Item 1: Welcome and Introductions**

Ms. Minerva Garcia, Chair, called the meeting to order at 10:43 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 is speaking. Ms. Garcia introduced Ms. Tessa Buck-Ragland, to provide logistics and call roll.

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. Ms. Buck-Ragland called roll and asked each member to briefly introduce themselves. A quorum of members was established with six members in attendance at roll call.

Table 1: Promotor(a) or Community Health Worker (CHW) Training and Certification Advisory Committee July 28, 2023, meeting attendance.

MEMBER NAME	IN ATTENDANCE
Ms. Jessica Arriola	Yes
Ms. Minerva Garcia	Yes
Ms. Otila Garcia	Yes
Dr. Carolina Gonzalez Schlenker	Yes
Ms. Jometra Hawkins	No
Ms. Monica Hughes	No
Ms. Marlen Ramirez	No
Ms. Ashley Rodriguez	Yes
Mr. Jose L. Rucobo	Yes

"Yes" indicates attended meeting.

"No" indicates did not attend meeting.

Ms. Buck-Ragland introduced Ms. Jessica Arevalo, new ACCO staff to the members. Ms. Jessica Arevalo and Ms. Jacqueline Thompson will assume the role of Facilitator and back up facilitator for the Promotor(a) or Community Health Worker Training and Certification Advisory Committee. Ms. Buck-Ragland

turned the floor over to Ms. Garcia.

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

### **Agenda Item 2: Consideration of April 27, 2023, draft meeting minutes**

Ms. Tessa Buck-Ragland, Advisory Committee Coordination Office, reminded members that the April 27, 2023, draft meeting minutes were provided and for them to locate them in the electronic packets. Ms. Buck-Ragland asked for any edits or comments to the draft meeting minutes and stated that the amended February 14, 2023 approved minutes were also in the member packets. Ms. Buck-Ragland requested a motion to approve the draft April 27, 2023 meeting minutes as presented.

#### **MOTION:**

Ms. Ashley Rodriguez made the motion to accept the draft minutes as presented and seconded by Dr. Carolina Gonzalez Schlenker. Ms. Tessa Buck-Ragland conducted a roll call vote of the committee members. With a unanimous vote of the committee, six approvals, (Arriola, M. Garcia, O. Garcia, Gonzalez Schlenker, Rodriguez, Rucobo) 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, Manager, Community Health Worker and School Health Program, DSHS.

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

- Welcomed new committee members.
  - Jometra Hawkins
  - Otila Garcia
- Congratulations to Ms. Minerva E. Garcia for continuing to serve an additional term.
- Preparations for the next solicitation for applications with terms ending in December 2023. Solicitation includes:
  - Two positions for Community Health Workers (CHW) members, and
  - One position for a professional working with CHWs.
  - Members in these positions eligible to serve an additional term must reapply if they are interested in continuing to serve in the committee.
- Rule review by the department to begin later in the year in collaboration with CHW Committee per the Government Code, Section 2001.039(b).
  - Ms. Minerva Garcia will lead agenda item 5 to discuss the need for a rule subcommittee.
  - Committee members received a copy of the rules and a summary of the rule changes made in 2019 prior to the meeting in preparation for the discussion.
- CHW Program Certification Updates
  - Curriculums currently under review: eight, totaling 26.5 credit hours.
  - Approved curriculums: 73, totaling 242 credit hours as of July 15, 2023.
  - From January 1, 2023, through July 15, 2023, Texas has:
    - 1,286 newly certified CHWs and 94 newly certified CHW Instructors,
    - A total of 5,549 certified CHWs and 569 certified CHW Instructors.
- Legislative Updates- Bills passed in the 88<sup>th</sup> Legislative Session
  - HB 113 – expands Medicaid coverage for CHW services.
    - Signed on June 13, 2023, by Governor Abbott and effective immediately.
    - Implementation is under the purview of the Health and Human Services (HHS) Commission.

- HB 1575 by Rep. Hull - was passed for the purposes of enrollment as a provider and reimbursement under Medicaid. The HHS Commission must establish a separate provider type for a CHW who provides case management services under the Case Management for Children and Pregnant Women Program.
  - Signed on June 2, 2023, by Governor Abbott and effective on September 1, 2023.
  - Implementation is under the purview of the HHS Commission.
- SB 422 by Sen. Paxton – authorizes a military member to engage in a business or occupation for which a license is required without obtaining the applicable license if the member is currently licensed in good standing by another jurisdiction (e.g., another state) that has licensing requirements that are substantially equivalent to the requirements for the license in Texas. It requires state agencies to issue the applicable licenses within 30 days of receiving an application for the military service member or military spouse. The bill applies only to an application for a license submitted on or after the effective date.
  - Signed on June 18, 2023, by Governor Abbott and effective on September 1, 2023.
  - DSHS will amend rules under 25 Texas Administrative Code (TAC) Chapter 1, Subchapter F to include military service members.
- HB 3130 by Rep. Guerra – prohibits governmental entities from releasing under certain circumstances the name and other identifying information of certain human trafficking victims who hold, previously held, or are applicants for a license. This bill applies to CHW AND CHW Instructor certifications. This will allow a governmental body to redact a person’s identifying information from a response to request a list or director of license holders, former license holders, or license applicants without requesting a decision from the Attorney General.
  - Signed by Governor Abbott on June 11, 2023, and effective on September 1, 2023.
  - DSHS will provide a form created by the Office of the Attorney General and make it available online for CHWs and CHW Instructors who meet the criteria listed in the bill.
- The next CHW Advisory Committee meeting is October 27, 2023.

**Agenda Item 4: Newly Appointed CHW Committee Members**

Ms. Garcia, introduced Ms. Jometra Hawkins & Ms. Otila Garcia

- Ms. Otila Garcia introduced herself.

**Agenda Item 5: Discuss the need for a Rule Subcommittee**

Ms. Garcia, Chair, led the discussion regarding the creation of the Rule Subcommittee

**Highlights of the discussion included:**

- Members should have received the CHW Rules (TAC Chapter 146) prior to the meeting.
- CHW Rules were last revised in 2019 and are due for review as state law requires all state agency rules to be reviewed every four years.
- Plans to start the rule review in the second quarter of fiscal year 2024. A separate rule amendment project will be done if the committee recommends changes to the rules.
- Rule changes will not be decided during this meeting but ask if members see it beneficial to form an ad hoc subcommittee to review and provide recommendations

for the revision of CHW rules.

- A Rules subcommittee could review, and address needed changes to the CHW Advisory Committee and make recommendations to DSHS.

Discussion:

- Mr. Spencer clarified that the rules review is required every four years and not necessarily related directly to legislation. This subcommittee would look more broadly at the rules to see if the rules need to be adjusted to make the program operate more efficiently.
- Ms. Rodriguez made a comment for consideration to shift it from an ad hoc subcommittee to a workforce development as a project due to members already taxed with other subcommittees and advisory work.
- Four volunteers will be needed to form the subcommittee. Non-members can volunteer to join.

**MOTION:** Ms. Minerva Garcia made a motion to form a fourth subcommittee recommended by members and request that members join the new committee.

- Ms. Garcia has appointed Otila Garcia, advisory member, and Merida Escobar, non-advisory member; and Dr. Schlenker and Ms. Arriola, advisory members, have volunteered to join.

### **Agenda Item 6: Updates from the Texas Association for Promotores/Community Health Workers**

Ms. Garcia, chair, introduced Ms. Roxann Lopez, CCHW, CCHWI, Texas Association of Promotores & Community Health Workers and referenced a PowerPoint titled "How TAPCHW Supports The Texas CHW Workforce?."

#### **Highlights of the update included:**

- Quarterly meetings in February, May, August, and November to offer opportunities for continuing education (CE), knowledge, and resources that may be beneficial to the population that a CHW supports.
  - Quarterly meeting Spanish pilot on July 21, 2023, had a great outcome and hopes to be implemented moving forward.
- Open Statewide Meetings to assist collaboration with associations and foundations.
  - Upcoming Meetings
    - October 27, 2023 – Cancer Basics CE
    - December 8, 2023 – Financial Toxicity (Spanish)
- Annual conferences in-person or virtually with local training centers to offer CEs.
  - Upcoming Meetings (virtual)
    - September 22, 2023 (English)
    - September 29, 2023 (Spanish)
- Members and non-members of TAPCHW are invited to join committees.
- Benefits of joining TAPCHW: building skills, networking, representation, and mentoring opportunities.
- Upcoming TAPCHW Events
  - Meet and Greet for TAPCHW in Austin – email will be sent out with more details.
  - Plans to launch AmeriHealth Caritas Scholarship for Dallas, Tarrant, Northeast Tyler, Beaumont, Harris, Galveston, Bexar, or El Paso for Promotores that would like to be certified as CHWs for the first time.

- CHW Preparedness Response- in-person orientations across different regions in Texas.
- TAPCHW to meet with Episcopal Health Foundation for HB 1575 and to gather other information and opportunities for CHW field.

**Agenda Item 7: Update from South Texas Promotores Association**

Ms. Garcia, chair, introduced Ms. Otila Garcia to present members with an update on the South Texas Promotores Association

**Highlights of the update included:**

- Ms. Otila Garcia presents an overview of STPA.
- The association has established a network of partnerships such as:
  - Faith-based organizations– provide help through churches. Currently, there are 15 churches participating. They are receptive of the activities STPA provides to their parishioners.
  - Government agencies– collaboration with several agencies by providing education through them.
  - Health care– supports the community by providing healthcare services such as medical and dental. There are about 15 members, currently.
  - Community-based organizations – any organization in the community that is willing to open their doors to or invite STPA.
  - Businesses – restaurants, supermarkets, department stores, and pharmacies. Members have donated food to provide bags of groceries to attendees and promote better nutrition.
    - During the last quarter, collaboration was established with Walmart Vision Center offering free vision screenings.
  - Education agencies – collaborations with universities, school districts, head start programs.
- STPA supports Hidalgo, Starr, Zapata, Webb, and Cameron Counties.
- Ms. Otila Garcia has invited Promotores to provide testimonials. Ms. Garcia, Chair, has approved public comments at this time for this agenda item. Ms. Buck-Ragland has read the public announcement.
  - Ms. Laura Herrejon and Ms. Rosio Rodriguez gave their testimonials. Ms. Herrejon’s testimonial was spoken in Spanish and a translation will be provided later.
- Upcoming Events
  - Get it D.O.N.E Conference from October 1-2, 2023, at South Padre Island. More information can be found at the STPA website at <https://southtexaspromotores.org/>

**Agenda Item 8: Advisory Sub-Committee updates**

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

Highlights included:

- Currently three subcommittees of the CHW Advisory Committee:
  - Workforce Solutions and Employment Opportunities subcommittee
    - Chair: Ashley Rodriguez
    - Advisory members: Marlen Ramirez and Jessica Arriola
    - Non-advisory member: Julie St. John.

- Ms. Garcia called on Ms. Rodriguez, subcommittee chair, for an update.
  - Follow up needed with Ms. St. John as she has been inactive.
  - Discussions with DSHS Commissioner to promote funding and employment for Medicaid for CHWs and how to share opportunities for employment for CHWs.
  - Engaged stakeholders to consider potential reimbursement for CHW services generally.
  - Discussions with various stakeholders across the state on how CHWs are utilized to decrease health disparities, address social determinants of health, and generally improve health outcomes.
  - Identify and share CHW services and programs that demonstrates cost avoidance, cost savings, and return on investment.
  - Annual meeting for the subcommittee was held on June 30, 2023.
    - Ms. Rodriguez extended an invitation to Dr. Jason Rosenfeld, Assistant Professor of Medicine and Director of Global Health from UT Health, San Antonio. His group was working on a series of webinars around the workforce and employment for anyone who was interested in learning about different models for employing CHWs. Ms. Rodriguez encouraged Dr. Rosenfeld to collaborate with DSHS on a future meeting.
    - Ad hoc workgroup looking at the Core Competency Project, or the C3 Competencies- Memo will be sent out to DSHS leadership. Advisory committee may need to discuss and vote in October 2023 meeting.
    - More information about UT Health San Antonio and how they support CHWs and grant funding.
    - Action items from subcommittee annual meeting: review last DSHS workforce survey, next survey tentative for 2024. Members to prepare possible priorities for the next advisory committee meeting.
- Communication and Outreach subcommittee
  - Chair: Jessica Arriola
  - Advisory member: vacant,
  - Non-advisory member: vacant.
  - Ms. Garcia called on Ms. Arriola, subcommittee chair, to give an update.
    - Ms. Arriola was appointed as subcommittee chair as of July 27, 2023.
    - Statewide Newsletter divided into four regions to provide highlights of CHWs and programs for that region. Ms. Arriola is looking for three members:
      - One member for regions 1 and 2,
      - One member for regions 4 and 5,
      - One member for regions 9 and 10.
      - Members would collect and report highlight information to advisory committee. Hopes to send out twice a year.
  - Mr. Jose Rucobo, Region 10, has volunteered to join the subcommittee. If interested, contact Ms. Arriola.

- CHW Training and Certification subcommittee
  - Chair: Dr. Carolina Gonzalez Schlenker
  - Advisory members: Minerva Garcia and Otila Garcia,
  - Non-advisory members: Merida Escobar and Julie St. John.
    - Subcommittee did not officially meet in early 2023.
    - Proposal to add ethics competency to the certification requirements was not accepted.
    - Dr. Schlenker thanked staff to edit the minutes from the meeting on February 14, 2023.
  - Dr. Schlenker has announced that she is stepping down as chair of the subcommittee and has invited Ms. Otila Garcia to consider being the chair of this subcommittee.
- Ms. Garcia, Chair, encourages all members to join at least one subcommittee to increase effectiveness.
- Non-members may participate in sub-committees. If members would like to recommend someone, please notify them of this opportunity and provide their name and contact information to the DSHS CHW Committee Liaison, Frank Luera, to extend a formal invitation.
- Members can also abolish a subcommittee if they feel it is no longer necessary or effective. New standing or ad hoc committees can also be formed, if needed.

#### **Agenda Item 9: Committee Member Sharing**

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

- Ms. Garcia, Chair, reminded the members that the Get it D.O.N.E Conference will take place in October 2023. Visit the South Texas Promotores website for more details.

#### **Agenda Item 10: Public Comment**

Ms. Minerva Garcia, Chair, opened the floor for public comment. Ms. Buck-Ragland announced that one member of the public pre-registered for Public Comment and that there was no one in the Public Hearing Room to provide Public Comment. Ms. Buck-Ragland read the Public Comment announcement and called on Ms. Tasha Whitaker, Training and Technical Assistance Associate-National Community Health Worker Association (NACHW) to address members.

- Ms. Tasha Whitaker introduced herself and invited everyone to the Unity Conference from August 3, 2023, through August 5, 2023, in Austin, TX. Registration is now closed.
  - Regional breakout sessions – to bring all Texas CHWs together to network and brainstorm possibilities for Nation CHW Week on August 28, 2023, through September 1, 2023.
    - CHW Awareness Toolkit on NACHW website <https://nachw.org/> to plan activities within organization or region.
  - Advisory board members are invited to give a welcome at the start of the Unity Conference.

#### **Agenda Item 11: Agenda items for next meeting**

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

- The next meeting is scheduled for October 27, 2023.
- Dr. Schlenker would like an update from the STPA Conference
- Ms. Rodriguez proposed two topics:
  - C3 Core Competencies update, and
  - Updates from the Unity Conference and TAPCHW Conference.

**Agenda Item 12: Adjournment**

- Ms. Minerva Garcia, Chair, thanked all in attendance for joining in and adjourned the meeting at 12:14 p.m.

Below is the link to the archived video of the July 28, 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](#)