



**Promotor(a) or Community Health Worker
 Training and Certification Advisory Committee
 Meeting Minutes
 January 30, 2020
 10:00 a.m.**

**Department of State Health Services – DSHS Central Office
 1100 West 49th Street, Austin, TX 78756
 Conference Room M-100**

Table 1: Promotor(a) or Community Health Worker (CHW) Training and Certification Advisory Committee January 30, 2020 meeting attendance.

MEMBER NAME	IN ATTENDANCE
Kim Bush	Yes Arrived at 10:34 a.m.
Merida Escobar	Yes
Carolina Gonzalez Schlenker	No
Julie St. John	Yes
Linda McMurry	By Phone Called in at 10:43 a.m. Disconnected at 11:45 a.m.
Costa Ndayisabye	Yes
Ibeth Parra	No
Alma G. Swisher	By Phone
Tasha Whitaker	Yes

Agenda Item 1: Welcome and Introductions

Ms. Merida Escobar, chair, called the meeting to order at 10:04 a.m. Ms. Escobar requested members introduce themselves. Ms. Escobar turned the floor over to Ms. Stephanie Gutierrez, HHSC, Advisory Committee Coordination Office. Ms. Gutierrez provided meeting logistics, called roll, and determined a quorum.

Agenda Item 2: Approval of October 25, 2019 Meeting Minutes

Ms. Gutierrez requested a motion to approve the October 25, 2019 meeting minutes.

MOTION: Ms. Tasha Whitaker made a motion to approve the October 25, 2019 meeting minutes. Mr. Costa Ndayisabye seconded the motion. A roll call vote was taken for members over the phone. A voice vote was taken for members in the room. The motion carried by unanimous vote with no objections and one abstention by Dr. Julie St. John.

Agenda Item 3: Adoption of Amendments to Advisory Committee Bylaws and Election of Advisory Committee Officers

Ms. Gutierrez reviewed, with members, the changes to the revised bylaws based on updated rule.

Members discussed:

- Having one additional Promotor(a) on the committee
- Having non-members on the committee based in statute
- Members serving on a subcommittee for a one-year term and this not limiting a member's ability to serve on another subcommittee

Ms. Gutierrez requested a motion to adopt the revised bylaws.

MOTION: Dr. Julie St. John made a motion to adopt the revised bylaws. Ms. Alma Swisher seconded the motion. A roll call vote was taken for all members. The motion carried by two thirds vote with no objections and no abstentions.

Ms. Gutierrez read the Officer Election Procedure to members in its entirety and requested a motion to adopt the Officer Election Procedure.

MOTION: Dr. Julie St. John made a motion to adopt the Officer Election Procedure. Ms. Merida Escobar seconded the motion. A roll call vote was taken for all members. The motion carried unanimously with no objections and no abstentions.

Ms. Gutierrez notified members of the nomination forms by their name tent. Ms. Gutierrez opened the floor to nominations for Presiding Officer. Ms. Gutierrez announced members who are not eligible to be nominated for an officer position:

- Ms. Merida Escobar
- Ms. Tasha Whitaker
- Dr. Julie St. John

Ms. Gutierrez collected the nomination forms and verified acceptance or declination of nomination for Presiding Officer. Nominees for Presiding Officer:

- Mr. Costa Ndayisabye – Declined
- Ms. Alma Swisher – Accepted
- Ms. Kim Bush – Accepted

Ms. Swisher and Ms. Bush each gave a two-minute speech regarding their qualifications and why they would like to be the Presiding Officer.

Ms. Gutierrez requested a motion as to which method members would like to use to vote for the Presiding Officer.

MOTION: Ms. Kim Bush made a motion to use the ballot method. Ms. Alma Swisher seconded the motion. A roll call vote was taken for all members. The motion carried unanimously with no objections and no abstentions.

Ms. Gutierrez notified members a ballot for Presiding Officer is located next to their name tent. Ms. Gutierrez requested members write their candidate on the ballot for collection. Ms. Gutierrez tallied the votes from members. The 2020 Presiding Officer for the Promotor(a) or Community Health Worker (CHW) Training and Certification Advisory Committee is, Ms. Alma Swisher.

Ms. Gutierrez opened the floor to nominations for Assistant Presiding Officer. Ms. Gutierrez collected nomination forms and verified acceptance or declination of nomination for Assistant Presiding Officer. Nominees for Assistant Presiding Officer:

- Dr. Carolina Gonzalez Schlenker – Unknown
- Ms. Alma Swisher – Accepted
- Ms. Linda McMurry – Accepted
- Mr. Costa Ndayisabye - Accepted

Ms. Gutierrez noted, as per the updated rule and revised bylaws, one of the officers must be a CHW. Since Ms. Swisher, the newly elected Presiding Officer is not a CHW, the only eligible candidate for Assistant Presiding Officer is, Mr. Costa Ndayisabye.

Ms. Gutierrez requested a motion to approve Mr. Ndsaysiabye by acclamation.

MOTION: Ms. Kim Bush made a motion to elect Mr. Costa Ndaysiabye by acclamation of a single nominee vote for Assistant Presiding Officer. Ms. Alma Swisher seconded the motion. A roll call vote was taken for all members. The motion carried unanimously with no objections and no abstentions.

Agenda Item 4: Health Promotion and Chronic Disease Prevention Section Update

Ms. Escobar introduced and turned the floor over to Mr. Brett Spencer, DSHS, Manager, Community Health and Wellness Branch.

Mr. Spencer informed members of vacancies in the committee; two CHWs and one professional working with a CHW. Forty-one applications have been received. A scoring tool is being used to make recommendation to Commissioner Dr. John Hellerstedt. Commissioner Dr. Hellerstedt appoints new members of the committee. Mr. Spencer stated the goal is to have positions filled by the next meeting.

Mr. Spencer stated the CHW Training Certification annual report is in progress. The document is no longer required by rule but it answers a lot of questions and is a great resource so will be published by April 30, 2020. Focus will be on programmatic activity however; all previous pieces of the report will still be included.

Mr. Spencer recognized Ms. Escobar, Ms. Whitaker, and Dr. St. John for their service and work to the committee.

Mr. Spencer introduced Esmerelda Gomez, Program Specialist III, and announced the approval of the position, Program Specialist VI, team lead. Applications are being screened now and the goal is to have the new hire on board by March 1, 2020.

Agenda Item 5: Texas Association of Promotores or Community Health Workers

Ms. Escobar introduced and turned the floor over to Ms. Denise Martinez, Texas A&M University, National CHW Training Center. Ms. Martinez referenced the PowerPoint and handout, *Texas Association of Promotores & Community Health Workers*.

Members discussed:

- The first newsletter will be published and disseminated in February 2020
 - Provides contact information for the community to reach out about topics
 - Members in the community will be able to access information through Facebook and their website
- Improving outreach to the community
- Ensuring representation across Texas
- Their annual conference being open to all participants not just community health workers

Agenda Item 6: CHW Certification in Texas Public High Schools

Ms. Escobar introduced and turned the floor over to Ms. Debbie Wieland, Assistant Director, Career and Technical Education and Ms. Avery Barrera, Texas Education Agency. Ms. Wieland and Ms. Barrera referenced the PowerPoint and handout, *Human Services Program of Study Community Health Worker Certification*.

Members discussed:

- Students having access to certification hours in high school
- Each school district determines which programs of study for their school district
- Teachers have CHW instructor certification and are passionate
- Students are directed to the website: <https://www.onetonline.org/>, a federal website for resources on how to choose a career pathway

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

Ms. Escobar stated for the record the need to comply with the Texas Administrative Code regarding non-members assigned to subcommittees.

Ms. Escobar assigned non-members:

- Workforce Solutions and Employment Opportunities
 - Dr. Julie St. John - still an active member of the Advisory Committee until her position is filled
 - Dr. Charles Begley
 - Dr. Debra Flores
- Communications and Outreach
 - Ms. Delphine Thompson
 - Dr. Maudia Gentry
 - Dr. Julie St. John - still an active member of the Advisory Committee until her position is filled

- Training and Certification
 - Ms. Merida Escobar - still an active member of the Advisory Committee until her position is filled
 - Ms. Otila Garcia
 - Dr. Julie St. John - still an active member of the Advisory Committee until her position is filled

Mr. Spencer made a point of clarification by stating that non-members have no voting power, nor can they provide recommendation. Non-members serve to provide objective independent information.

a. Communication and Outreach

Ms. Escobar turned the floor over to Ms. Tasha Whitaker, subcommittee chair. Ms. Whitaker stated last year the newsletter was released. The subcommittee would like to have a spring newsletter translated into Spanish. The subcommittee has not met recently.

b. Workforce Solutions and Employment Opportunities

Ms. Escobar turned the floor over to Ms. Kim Bush, subcommittee chair. Ms. Bush stated the subcommittee met on December 12, 2019 to discuss peer support services through behavioral health. The subcommittee also discussed sustainable funding sources for CHWs.

c. Training and Certification

Ms. Escobar stated the subcommittee has not met but a meeting will be scheduled in February.

Agenda Item 8: 2019 and Proposed 2020 Subcommittee Activities for Annual Report

Ms. Escobar opened the floor to discussion. Members had no discussion. Ms. Gutierrez requested a motion to approve the 2019 activities and proposed 2020 activities.

MOTION: Mr. Costa Ndayisabye made a motion to approve the 2019 activities and proposed 2020 activities. Ms. Kim Bush seconded the motion. A roll call vote was taken for all members. The motion carried unanimously with no objections and no abstentions.

Agenda Item 9: Committee Member Sharing

Ms. Escobar opened the floor to members for sharing information from their region.

- Ms. Swisher stated the University of Houston is having a conference in May 2020. The University of Houston has also included more courses in behavioral and mental health education.
- Ms. Bush stated on April 8, 2020 the University of Texas Science Center at Tyler for the Northeast Texas region will host a six-hour community health worker summit related to community health workers. Ms. Bush stated the subcommittee is wanting to provide a brief presentation for community health worker supervisors. In July the Northeast Texas CHW Coalition will host their sixth annual conference. Mental Health First Aid will be provided to the first 25 individuals who sign up and Continuing Education Units (CEU) will be provided for CHWs and CHW Instructors.

- Ms. Escobar stated the association is hosting their Soy Unica South Texas Women's Border conference in Hidalgo County. There will be 100 women with a focus on the history of Promotoras and their mission. The conference will be organized and managed by Promotoras.
- Ms. Whitaker stated the program she works with is expanding to reach more young adults on drug and alcohol prevention and traffic safety. A class just opened in Austin, Texas.

Agenda Item 10: Public Comment

Ms. Gutierrez announced there is public comment. Ms. Gutierrez read the public comment logistical announcement then opened the floor.

- Mr. Ray Calloway addressed members regarding his passion for the poor to middle class working class citizens. Mr. Calloway stated state and federal law is not being enforced and he wants to help with mental health to address labor law issues. Mr. Calloway requested this topic be on the agenda at the next meeting. Mr. Calloway would like to create a committee that looks at the health of working Texans.
- Ms. Ludivine Coronado addressed members regarding the lack of employment for Promotoras. Promotores do not get reimbursed or compensated for their time or work in the community. Promotoras need more support.
- Ms. Esther Valdez addressed members regarding the lack of opportunity for Promotores.

Agenda Item 11: Agenda items for next meeting

Ms. Escobar opened the floor to discuss meeting topics for the April 17, 2020 meeting.

Members discussed:

- Revisit the National C3 recommendation competencies for CHWs
- Having Promotores share their experience after training
- Hearing more about mental health and health in general
- Discussion on how to reach the community more
- Have a presentation from people in different public health sectors

Ms. Escobar announced the next meeting is April 17, 2020 located in M-100. Ms. Escobar stated the new officers will be charging future meetings.

Agenda Item 12: Adjournment

Ms. Escobar adjourned the meeting at 12:20 p.m.

Webcast Archive of the meeting: <https://texashsc.swagit.com/play/01302020-871>