



**Promotor(a) or Community Health Worker
 Training and Certification Advisory Committee
 Approved Meeting Minutes
 Wednesday, January 24, 2024
 10:00 a.m.**

Agenda Item 1: Welcome and Introductions

Dr. Carolina Gonzalez Schlenker, Chair, called the Promotor(a) or Community Health Worker (CHW) Training and Certification Advisory Committee meeting to order at 10:00 a.m. and welcomed members and attendees. Dr. Gonzalez Schlenker, 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. Dr. Gonzalez Schlenker introduced Ms. Jessica Arevalo to provide logistics and call roll.

Ms. Jessica Arevalo, Advisory Committee Coordination Office (ACCO), Health and Human Services Commission (HHSC) read the logistical announcements and stated the meeting was being conducted in accordance with the Texas Open Meetings Act. Neither pre-registered requests for public comment nor written public comments were received. Ms. Arevalo conducted the member roll call and announced the presence of quorum.

Table 1: The Community Health Worker (CHW) Advisory Committee member attendance at the CHW Advisory Committee Meeting on January 24, 2024.

MEMBER NAME	IN ATTENDANCE
Ms. Jessica Arriola	Yes
Ms. Minerva Garcia	No
Ms. Otila Garcia	Yes
Dr. Carolina Gonzalez Schlenker, Chair	Yes
Ms. Jometra Hawkins	Yes
Ms. Monica Hughes	Yes
Ms. Marlen Ramirez	Yes

Ms. Ashley Rodriguez	Yes
Mr. Jose L. Rucobo	Yes

Dr. Gonzalez Schlenker, Chair, and asked the Department of State Health Services (DSHS) staff attending in person to introduce themselves – Ms. Raiza Ruiz, Manager of the Community Health Workers and School Health Branch, Health Promotion Unit; and Mr. Frank Luera, Program Coordinator of the Community Health Workers Program.

Agenda Item 2: Consideration of October 27, 2023, draft meeting minutes

Dr. Gonzalez Schlenker, Chair, introduced on Ms. Arevalo who reminded members that the October 27, 2023, draft meeting minutes were provided and asked for any edits or comments to the minutes as presented. Ms. Arevalo requested a motion to approve the minutes as presented.

MOTION:

Ms. Otila Garcia motioned to accept the draft minutes as presented, seconded by Ms. Ramirez. Ms. Arevalo conducted a roll call vote of the committee members. With a unanimous vote of the committee, six approvals, no disapprovals, and no abstentions, the motion has passed.

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

Dr. Gonzalez Schlenker, Chair, introduced Ms. Raiza Ruiz, Manager, DSHS Community Health Worker and School Health Branch, to provide updates to the committee.

Highlights included:

- Dr. Jennifer Shuford, DSHS Commissioner, has approved the appointments of three new members for committee positions with terms ending in December 2023.
 - Appointments consists of two CHW members and one professional working with CHWs. The CHW program will notify these members by the end of the week and look forward to formally introducing them in the next meeting scheduled in April 2024.
- DSHS has begun a 4-year rule review in collaboration with the CHW Committee, as required by Government Code, Section 201.039(b).
 - CHW Advisory Committee (CHWAC) rules are in Texas Administrative Code, Title 25, Chapter 146.

- The Notice of Rule Review of this chapter was published in the December 22, 2023, issue of the Texas Register. No public comments were received concerning this review.
- Ms. Otila Garcia, Rule Subcommittee Chair, will share additional information as part of the Rules Subcommittee Updates
- DSHS' timeframe for completing the rule review is the second quarter of Fiscal Year (FY) 2024 which is January through March.
- CHW Program Certification updates
 - 17 curriculums under review, totaling 41 credit hours.
 - 27 new curriculums were approved from October 1 – December 31, 2023, totaling 98 credit hours.
 - 811 newly certified CHWs from October 1 – December 31, 2023.
 - 116 newly certified CHW instructors (CHWI) from October 1 – December 31, 2023.
 - Total certified CHWs in Texas: 6,493
 - Total certified CHWIs in Texas: 566
- Confirmed dates for CHWAC meetings in 2024.
 - April 22, 2024,
 - July 22, 2024, and
 - October 30, 2024.

Agenda Item 4: 2024 CHW Advisory Committee Officer Nominations

Dr. Gonzalez Schlenker, Chair, welcomed Mr. John Chacon, to conduct the election of officers. Mr. Chacon reminded the committee members that the Officer Election Procedure, adopted in October 2022, will be used for the election in this meeting. Mr. Chacon provided a brief overview of the procedure and opened the floor to any questions prior to the election.

Ms. Ruiz provided clarification that the members serving and participating during this meeting are still members and can vote until the new members join. Mr. Chacon confirmed Ms. Ruiz's clarification.

- Presiding Officer
 - Ms. Otila Garcia was nominated by Ms. Hughes and Dr. Gonzalez Schlenker. Ms. Garcia accepted the nomination. Before proceeding, Mr. Chacon opened the floor for any other nominees for Presiding Officer. None were presented. Mr. Chacon asked Ms. Garcia to provide her qualifications to serve as the Presiding Officer.

MOTION:

Mr. Chacon called a motion for Ms. Otila Garcia to be voted in as the Presiding Officer for the Promotor(a) or CHW Training and Certification Advisory Committee.

Dr. Gonzalez Schlenker motioned to accept, seconded by Ms. Hawkins. Mr. Chacon 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 has passed.

- Assistant Presiding Officer
 - Ms. Jometra Hawkins was self-nominated. Mr. Chacon confirmed the self-nomination. Before proceeding, Mr. Chacon opened the floor for any other nominees for Assistant Presiding Officer. None were presented. Mr. Chacon asked Ms. Hawkins to provide her qualifications to serve as the Assistant Presiding Officer.

MOTION:

Mr. Chacon called a motion for Ms. Jometra Hawkins to be voted in as the Assistant Presiding Officer for the Promotor(a) or CHW Training and Certification Advisory Committee.

Ms. Rodriguez motioned to accept, seconded by Ms. Otila Garcia. Mr. Chacon 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 has passed.

Agenda Item 5: Migrant Health Promotion (MHP) Salud update

Dr. Gonzalez Schlenker, Chair, welcomed Ms. Marlen Ramirez. Ms. Ramirez is no longer affiliated with the MHP and will be representing Better Futures Forever, a training center in Region 8.

Highlights included:

- Ms. Ramirez provided information and background about Better Futures Forever.
- Working High School Students- a program for high school students to help them receive their CHW certification. Students are selected that would fit the CHW role.
- Support Better Futures forever by sharing resources/opportunities, following them on social media platforms, and connecting with them at betterfuturesforever@gmail.com.

Agenda Item 6: Promotores/CHWs Contributions to Quality in Healthcare

Dr. Gonzalez Schlenker, Chair, will be sharing experiences with CHWs in Family Care in San Antonio.

Highlights included:

- Dr. Gonzalez Schlenker reminded that managed care organizations can now bill Medicaid for work done by CHWs as a quality improvement cost.

- Information on the metrics of quality and models of science and healthcare.
- Non-Medical Drivers of Health (NMDH) is a large factor that impacts the health of people. Introducing the NMDH information in healthcare models will require multilevel, dynamic, and local innovations that CHWs can contribute to.
- CHWs are a health resource that bridge the information between patients and clinicians and create trust. CHWs make sure the information is comprehensible, manageable, and meaningful to those involved.
- 5 As from the Consensus Study Report: Integrating Social Care into the Delivery of Healthcare
 - Begins with Awareness – CHWs bring information from unique stories of care to create awareness. Then, the other As can be reached.
 - Adjustment – clinicians can adjust their plan of care to the circumstances or provide tangible assistance such as providing a bus pass or grocery card or link to social services.
 - Alignment – clinics can align their protocols with other agencies that care for that population.
 - Advocacy – looking at larger structures of society and culture that are causing harm that need to be changed.
 - CHWs can practice advocacy in two ways:
 - Aside from the issue at community level, they can oppose issues that are legal but not ethical, or
 - They can – selectively and carefully – aspire ethical ideas that are not yet legal.
- CHWs bring the dialogue of NMDH with their voice, experience, and their ethics and inspires the healthcare system.

Agenda Item 7: DSHS CHW Core Competencies/C3 update

Dr. Gonzalez Schlenker, Chair, welcomed Ms. Ashley Rodriguez, CHW and CHWI, Region 2/3 CHW Advisory Member, to begin the discussion.

Highlights included:

- Brief background of the CHW Core Competencies.
- Ad-hoc Workgroup/Stakeholders presented.
- C3 Core CHW Competencies, C3 Core CHW Roles, and DSHS Core CHW Competencies.
- Proposal from October 2023: align language with the DSHS core competencies for CHWs and CHWIs
 - Proposed changes:
 - “Interpersonal Skills” to “Interpersonal Skill and Relationship-Building” with minor edits to sub skill descriptions.
 - “Service Coordination Skills” to “Service Coordination Skills and Navigation” with minor edits to sub skill descriptions.

- “Teaching” to “Teaching and Education” with minor edits to sub skill descriptions.
 - Add once new competency for “Evaluation and Research.” DSHS does not currently have this competency.
- Additional Information on Proposal and reasons of importance for C3.
- TAPCHW hosted 6 listening sessions in December 2023
 - Total of 25 CHW and CHWIs
 - One listening sessions with CHW Training Centers
 - Presented background on C3, feedback questions/discussion, and CHW Q&A (post survey).
 - Findings
 - Total of 20: 16 CHWs, 4 dual certified CHW instructors
 - Average number of years of experiences as CHW: 12 years
 - Overall positive impression of the concept/proposal of incorporating new language and additional competency.
- Proposed DSHS Actions to Support Workgroup:
 - Host webinar on proposal and follow up with a survey of training centers.
 - Incorporate questions TAPCHW recommends based on input from meetings/listening sessions.
 - Prepare action memo for DSHS requesting alignment of DSHS core competencies with C3, including findings from listening sessions and surveys.
- The floor was opened for comments and questions.
 - More advisory members are invited to support. There will be opportunities to help with the listening sessions to help with building surveys.
 - CHWs and other participants of the research have complained that they do not have access to the products that come from the research.
 - The workgroup or competencies is not dictated by the stakeholders, instead feedback from CHWs is considered.
 - There is no control over participatory research or how it is shared.
 - The draft and details of the language in the proposals can be shared with the advisory committee.
 - Include more groups and CHW associations in listening sessions.

Agenda Item 8: DSHS Core Competencies/C3 vote

Dr. Gonzalez Schlenker, Chair, welcomed Ms. Rodriguez to present the vote to submit a formal recommendation to DSHS to enact the changes and updates to the Texas DSHS CHW Core Competencies.

MOTION:

Dr. Gonzalez Schlenker called a motion to approve the DSHS CHW Core Competencies with the edits.

Ms. Rodriguez motioned to approve, seconded by Ms. Ramirez.

Ms. Arevalo announced that Ms. Jessica Arriola has joined the meeting virtually.

Ms. Arevalo conducted a roll call vote of the committee members. With a unanimous vote of the committee, eight approvals, no disapprovals, and no abstentions, the motion has passed.

Agenda Item 9: Advisory subcommittee updates

Dr. Gonzalez Schlenker, Chair, reminded and encouraged members who are not yet part of a subcommittee to join one.

Highlights included:

- Workforce Solutions and Employment Opportunities Sub-Committee
 - Ms. Hawkins, Sub-Committee Chair, has not yet had a formal meeting with the sub-committee. Ms. Hawkins has been working with non-profit, corporations, and healthcare systems on developing better strategies for integration of CHWs and solutions on how we can better accommodate CHWs in the economic and work statuses.
 - Ms. Hawkins had provided her email in the meeting chat.
- Communication and Outreach Sub-Committee
 - Ms. Arriola, Sub-committee Chair, is currently working on a template for the newsletter.
 - Ms. Arriola and Mr. Luera met to review the format required by DSHS.
- Rules Sub-Committee
 - Ms. Otila Garcia, Sub-Committee Chair, reminded that the CHW Rules, Texas Administrative Code, Chapter 146) was sent prior to the meeting.
 - DSHS has begun the rules review for FY 2024 with advice from the Rules Sub-Committee. A separate rule amendment project will be done if the committee recommends changes to the rules.
 - Members are asked to consider the items identified by the rules sub-committee to review and provide recommendations for the revision of CHW Rules.
 - Promotor(a) or CHW Training and Certification Advisory Committee – Proposed changes
 - Add two new members which will increase the committee from 9 to 11 members. The new members can be one CHW and one professional working with CHWs, and
 - Amending the committee meeting frequency from 4 to 3, or every four months.
 - Eligibility Requirements and Application Procedures for CHW and CHWI
 - Add a reference link to the new rules for Senate Bill (SB) 422 which authorizes certain military service members and their

spouses to work as CHWs using an equivalent certification from another state.

Agenda Item 10: Committee member sharing

Dr. Gonzalez Schlenker, Chair, opened the floor for members to share information from their regions.

Highlights included:

- Dr. Gonzalez Schlenker shared that in San Antonio, CHWs are in full training to be detecting ICD-Z codes as they bring their work into EPIC. Dr. Gonzalez Schlenker is cautious on how they will be documenting the contributions of CHWs in electronic medical records and how their performance will be evaluated. For anyone interest on how they dialogue the EPIC metrics, please contact Dr. Gonzalez Schlenker.
- TAPCHW's next meeting is February 9, 2024. More details and events can be found on their website at www.tapchw.org/events.
- Houston area: The Health Equity Collective and University of Texas Houston School of Public Health is pulling together a CHW network. Membership is free and want to engage CHWs to collaboratively develop strategies and roadmaps to achieve outcomes outlined in the purpose of the network, and advocate educating organizational leaderships and stakeholders that employ CHWs.
- The African American Health Coalition will host The State of African American Health Power Summit on February 29, 2024. It is open to all health professionals and CHWs. Please reach out to Ms. Hawkins for more information.

Agenda Item 11: Public Comment

Dr. Gonzalez Schlenker, Chair, opened the floor for public comment. Ms. Arevalo announced that there no pre-registered requests for comments and no written comments were received. None on-site for public comments.

Agenda Item 12: Agenda items for next meeting

Dr. Gonzalez Schlenker, Chair, asked members if they had any action items for the next meeting.

- Suggestion to have different agencies present their intervention models.
- Dr. Gonzalez Schlenker reminded the committee members of the next meeting dates for 2024 that were mentioned earlier.

Agenda Item 13: Adjournment

Dr. Gonzalez Schlenker, Chair, thanked all in attendance for joining the meeting and adjourned the meeting at 11:40 am.

Below is the link to the archived video of the January 24, 2024, 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.](#)