

**VIRGINIA CHW WORKFORCE DEVELOPMENT COUNCIL**  
**DRAFT MINUTES OF THE MEETING OF OCTOBER 28, 2020**  
**CONFERENCE CALL**

*Attendees were asked to place their name and affiliation in the chat function to generate a roster of attendants. Any person who attended and whose name is not listed below is requested to indicate your attendance at [cnye@institutephi.org](mailto:cnye@institutephi.org).*

**Abby Charles**, IPHI; **Valerie McAllister**, VDH; **Martina Tatum**, C-CHW; **Brita Allen**, Virginia Health Catalyst; **Michelle White**, HQL; **Shanteny Jackson**, C-CWH, Richmond City Health District (RCHD); **Stacey Stevens**, VDH ; **Marian Turk**, Outreach Coordinator, Virginia Community Health Worker Association (VACHWA); **Patrice Shelton**, Council Vice Chair, C-CHW, RCHD; **Anjanette Farmer**, AHEC Center Director, Danville; **Saraya Perry**, Virginia Center for Health Innovation; **PerCilla Zeno**, C-CHW, Zeno Wellness Group; **Malvina Sandidge-Penn**, C-CHW; Dept. of Aging and Rehabilitative Services; **Amanda Young**, Institute for Advanced Learning and Research; **Pam Blankenship**, VDH; **Benjamin Barber**, VCU; **Ellie Rest**, James City County DSS; **Amanda Young**, Institute for Advanced Learning and Research; **Pam Blankenship**, VDH; **Cindy Warriner**, Virginia Pharmacists Association; **Willie May Gray**, Thomas Jefferson Health District; **Mike Royster**, IPHI; **Teneysa Goodwin**, C-CHW, IPHI; **Brenden Rivenbark**, Sr. Policy Analyst, VDH; **Lisa Brown**, C-CHW; Birth Services of Charlottesville; **Putnam Ivey de Cortez**, Thomas Jefferson Health District; **Christopher Nye**, IPHI; **John Morgan**, Clinical Innovation Officer, DMAS; **Michelle Taylor**, VA Association of Free and Charitable Clinics; **Stephanie Toney**, RN, CHW Supervisor, RCHD; **Kenya Elliott**, C-CHW, Danville; **Kimberly Dyke-Harsley**, CHW; **Katelynn Powell**; **Alante Cannon**, C-CHW, RCHD

The meeting began at approximately 2:05 and after welcome and Introductions, Amanda Young, Chair, asked for approval of the minutes of the July 22, 2020, Council meeting.

**Approval of Minutes of the July 22, 2020 Meeting**

There were no additions or corrections to the minutes of the Council meeting of July 22, 2020. Therefore, the minutes were adopted by consensus.

**Re-opening the Legacy Period for CHW Certification**

Amanda Young introduced the topic of extending the CHW certification legacy period. Abby Charles provided background on the history of the legacy period for certification of CHWs in Virginia. In April, the Council approved the beginning of new certification requirements that included core competency training requirements, 2,000 experiential hours, and 120 practicum or shadowing hours. COVID-19 has played a large role in disrupting timelines and priorities. As a result, no training entities have submitted their curriculum to-date to the Virginia Certification Board for approval. More time is needed for interested organizations or entities to complete a curriculum for submission. The Committee on Curriculum, Training, and Certification met before today's meeting and recommended that the legacy period be extended. Abby invited comments regarding re-opening the legacy period and how long the re-opening should be extended. The Richmond City Health District anticipates submitting a core competency training curriculum to the VCB by the end of 2020. The Thomas Jefferson Health District, in partnership with the Piedmont Virginia Community College, also hopes to submit their CHW curriculum to VCB by the end of the current year. A key consideration in ending any legacy period is how

many training providers and their capacity.

**CONSENSUS:** The legacy period will be re-opened until April 1, 2021, with the option to extend the legacy period for a more extended period.

### **Council Membership**

To date, the Council and its charter have not defined what it means to be a Council member. There is a need to formalize membership, for example, through a form or application. The current Charter for the Council emphasizes that decisions impacting CHWs have to be made in consultation with the Virginia CHW Association and their membership. The VCHWA, in consideration of CHW participation, prefers that any Council decisions have the approval of 51% of participating CHWs. Council membership should address the process for ensuring that there is a majority CHW leadership in reaching decisions. The recommendation placed before meeting participants was the formation of a workgroup to examine Council membership that will consider issues of CHW participation and the process for how Council decisions are made. A request for persons to serve on the workgroup was made and persons self-identified as wishing to participate in workgroup meetings. The workgroup's goal is to bring recommendations to the January 27, 2021 meeting of the Council.

**ACTION ITEM:** The Council approves a workgroup's formation to examine Council membership, including a process for ensuring CHW leadership in reaching decisions and a procedure employed for decision-making.

Christopher Nye will schedule the necessary meetings before the next Council meeting.

### **Reports**

**Virginia CHW Association** - Shanteny Jackson, C-CHW, introduced Marian Turk, Outreach Coordinator for the VCHWA. The State Corporation Commission and the IRS requested modification to the VCHWA's Article of Incorporation. A link was sent to VCHWA membership to approve proposed language changes to the Articles of Incorporation. Efforts to reach CHWs and community-based organizations are ongoing to promote the VCHWA and membership in the Association.

Stephanie Carrington mentioned that the Association had received notice from the IRS that the VCHWA had been designated as a 501 (c) (3) non-profit organization! Efforts to secure the designation had been ongoing.

**Virginia Department of Health** – VDH has been working with IPHI and the VCHWA to complete two surveys. One will target CHWs, and the second will target CHW employers. Comments are being collected to finalize the survey. The goal is to reach as many CHWs and CHW employers in Virginia as possible.

VDH is also coordinating a CHW program standards initiative that includes the Penn Center for CHWs. Standards are designed to assist employers in identifying elements that constitute best practices for hiring CHWs. Note: A link to the standards presentation on November 30, 2020, can be found on the Council website at this [link](#).

Committee on Curriculum, Training, and Certification – Christopher Nye presented recommendations from the Committee based on a re-examination of several issues related to CHW certification requirements and two issues that the Council had not considered for certification. The re-examined issues are whether the minimum hours for each of the seven core training domains should stay in place (totaling 60 hours) and should the 120-hour supervised internship or practicum remain in place. New issues included whether a high school or GED should be required and a minimum age of 18 to apply for certification. These issues were sent to CHWs and others via a SurveyMonkey survey link. A significant majority of respondents were CHWs. Results of the survey had been previously sent to Council members before the meeting. The Committee had a considerable discussion regarding the age requirement. Several persons had recommended persons age 16 be eligible for certification. The Committee also talked about the maturity level of persons under the age of 18. There was an emphasis on the importance of younger persons being interested in performing CHW roles. It was noted that there is nothing that prevents persons younger than 18 being recognized as a CHW (versus applying for certification). It was also pointed out that persons younger than 18 could be preparing for certification through formal and informal pathways. The Committee's consensus was that there be an age requirement of 18 and that the age requirement could be revisited in the future.

**CONSENSUS:** Based on survey results and discussion, the Council upheld minimum hours for the seven core training domains, that there be a 120-hour supervised practicum that can run concurrent to the experiential hour requirement, that a high-school diploma or GED not be required for certification, and that there be a minimum age of 18 to apply for certification.

**CHW Certification Regulations Update** – Brenden Rivenbark gave a brief update on CHW regulations. A Notice of Intent for Regulatory Action has been submitted that will ultimately be posted for public comment. Once the comment period expires, the Board of Health will take up the regulatory language. The projection is that this will occur in March 2021.

**Strategic Plan Workgroup** - Christopher Nye reviewed the Strategic Plan developed by the Strategic Plan Workgroup. A link (see/download the plan [here](#) – click Word icon) to the plan had been communicated to the Council before the meeting. Chris indicated that the Strategic Plan would be an evolving document. The plan covers the present to June 2022.

**CONSENSUS:** The Council adopted the Strategic Plan as recommended by the Strategic Plan Workgroup

#### Other/Sharing of Information

PerCilla Zeno of [Zeno Wellness Group](#) announced a series of summits designed to bring "community together in calm" and emphasize the need for self-care during the stressful times we live in.

Christopher Nye mentioned a program presented by the Department of Behavioral Health and Rehabilitation Services on November 17, 2020, that will address caregiver training. The training will recognize seven fatal conditions that significantly impact persons with behavioral and developmental disabilities. CHWs may be working with informal caregivers for who this information would be valuable.

IPHI is sponsoring a webinar on Social Determinants of Health and their impact on diabetes. Note, the webinar is available on the Council website at this [link](#) (persons will have to register to access the archived presentation).

### Adjournment

The meeting was adjourned at approximately 3:25 p.m.