

**State Community Health Worker Advisory Committee
Meeting
Monday, October 22, 2018
1 PM – 3 PM
Maryland Department of Health
201 West Preston Street, L1
Baltimore, MD 21201**

Minutes

Advisory Committee Members Present

Fay L. Alexander
Rosario A. Campos
Camisha Coke
Kevin J. Contreras
Griselda C. Funn
Jude L. James
Ryan Moran

Bettye Muwwakkil
Frances Phillips (Chair)
Yana Rachinskaya
Tiffany Scott
Samantha Sailsman
Katherine H. Talbert
Bradley Tritsch

Maryland Department of Health Staff Present

Stephanie Slowly (Staff)
Pamela Tenemaza
Mariana Marques
Kimberly Hiner
Karen Gutierrez

Welcome & Roll Call/Introductions

Fran Phillips, Committee Chair, provided welcome and greetings to the Committee members. Each Committee member introduced themselves. Chair Phillips provided opening comments addressing:

- The history and background work that has taken place through the last several years that led to the formation of the CHW Advisory Committee
- Recognizing that several committee members have been involved in the historical process and others are new to the endeavor and the group as a whole will be learning from each other's experiences and knowledge as it progresses forward
- The purpose of the Committee is to provide support and advice to the Department. Comments and opinions are welcome and will be taken into consideration with the goal of strengthening the CHW workforce in Maryland

Open Meeting Act Overview

Deborah Donahue, Deputy Counsel for Boards, Maryland Department of Health presented an overview of the Maryland Open Meetings Act to the Committee. The Act ensures the accountability of the government to the citizens of the State. Ms. Donahue discussed how the Open Meetings Act is construed in favor of conducting public business openly and publicly; and allows for the observation of the performance of public officials and deliberations and decisions in making public policy with exception in special and appropriate circumstances.

Ethics Commission Overview

Michael Lord, Executive Director, Maryland State Ethics Commission, provided an overview on ethics to enable the committee members to:

- Understand the “time of appointment” exception that applies to committee candidates
- Become familiar with the Public Ethics Law as it applies to members of committee

Areas discussed that pertain to the work of the Advisory Committee addressed possible conflicts of interest and areas that conflict of interest can occur. Specifically, areas of employment and financial interests; use of participation in the committee for personal gains; post-employment restrictions; gifts; use of prestige of office; handling of confidential information; financial disclosure; and resources.

CHW Legislative Overview and Background and Review of statutory mandate and timeline

Stephanie Slowly, Advisory Committee Staff and Deputy Director of the Office of Minority Health and Health Disparities provided a CHW legislative overview to the Committee. The presentation included an overview and historical background, highlighting previous CHW legislation, and meetings and workgroups had previously been active. Ms. Slowly addressed the mandate of the Advisory Committee and focus for the next year. Topics of focus will be accreditation of training institutions, certification criteria, timelines, and implementation of the mandated requirements.

Open Discussion and Next Steps

A discussion took place regarding the work of the previous CHW workgroup and how the report and findings would be incorporated into the CHW Advisory Committee process. It was decided that the CHW Workgroup Report would be shared with the Advisory Committee for their review and further discussion at next meeting.

A comment was offered that there may be some things to learn from the Peer Recover Specialist Certification Program.

A discussion took place around how accreditation criteria and core competencies would be determined.

A discussion around the kinds and modes of training, including online programs, led to a determination that an inventory of training programs – both in institutions and on-the-job with curricula, was needed to share with the Advisory Committee. It was agreed that Committee staff would begin to survey the Committee members and research training options in Maryland to have for discussion at next meeting.

Adjournment

Chair Phillips adjourned the meeting at 3:00 PM.

The next Advisory Committee will be on December 17th from 1 – 3 PM at the Maryland Department of Health, 201 West Preston Street, Room L3.