

WAKHCAN Executive Committee
Hereafter referred to as AKHCAN
Meeting Minutes
10/21/15

Members Present:

Jan Chamness
Harold Brown
Andrew Bledsoe
Kellie Warren

Karen Cooper
Keisha Cornett
Gina Brien
Maria Hardy

Fran Feltner
Kay Hoffman
Sue Thomas Cox

AKHCAN meeting schedule for remainder of grant period distributed. Tentative meeting schedule is as follows:

12/1/15	Full network
March 2016	Executive Committee
June 2016	Full network
September 2016	Executive Committee
December 2016	Full network
March 2017	Executive Committee
June 2017	Full network
September 2017	Executive Committee
December 2017	Full network

Draft bylaws presented and reviewed by members present. Motion was made and accepted to present the bylaws with edits (see attached) to the full network during the December meeting. The revised draft bylaws will be distributed to the network in advance of the December meeting.

Draft CHW program brochure presented and reviewed by members present. Recommendations were noted regarding adding data, creating an introductory brochure with more thorough information being provided upon request. Additional discussion surrounded the use of a website and social media to market CHW programming by connecting individuals to CHW information, data, available training and available technical assistance.

Network functioning – How are we doing? Discussion led by Kay Hoffman regarding the return on investment (ROI) process. The ROI will be conducted on the network and will reveal investment of time and resources made by members and benefits received in return. Members were asked to commit to the process.

Memorandum of Agreement (MOA) was drafted by members present. The draft MOA (see attached) will be presented to the full network during the December meeting.

**Appalachian Kentucky
Health Care Access Network (AKHCAN)
DRAFT CHW Program Promotion Plan**

The goal of AKHCAN is to increase the number of Community Health Workers (CHWs) in Kentucky and develop training centers and a certification process for all CHWs. Promotion of the benefits of CHWs to medical providers, medical institutions, social services agencies and other stakeholders will assist in moving the expansion of CHW programming forward. Therefore, the AKHCAN will make CHW Program Promotion a network priority.

Action	Purpose	By who	Timeframe
Create marketing brochure	Introduce the concept and benefits of CHW programming. Include supportive data to pique interest of providers and direct them to additional information and support.	MCHD CHES	In progress
Identify audience	Gather contact information for medical providers within the 32 county region identified by the grant.	MCHD	Done
Create an information pamphlet	Provision of more specific information of CHW programming including supporting data and cost benefit.		
Create a “tool kit” presentation	Prepare a “pitch” to be delivered during face to face meetings. Include information regarding trainings and technical assistance available.		
Create a social media source	Provision of a place for network members to share information regarding CHW programming, including, success stories; trainings; resources; etc.		
Create promotional templates for network members to share via their organization’s communique.	Broadens audience to include network member’s organizations for information such as posts, announcements, invitations, etc.		
Create website for the Network	Provides a location for all network and CHW information to be efficiently and easily located.		
Cross link AKHCAN website with network member’s websites	Broadens audience to include network member’s organizations and in turn will mutually support and expose network member’s organizations.		
Seek opportunities to promote CHW programming at professional conferences, etc.	Broadens audience and thereby interest and increases credibility and exposure of the AKHCAN.		

**Appalachian Kentucky Health Care Access Network (AKHCAN)
MOA return and Meeting Attendance**

EXECUTIVE COMMITTEE

AGENCY	MEMBER	FULL MEETINGS	EC MEETINGS	MOA	SURVEY
Montgomery County Health Department	Jan Chamness, MPH	✓ ✓ ✓	✓	✓	
CHES Solutions Group	Kay Hoffman	✓ ✓ ✓	✓	✓	
KY Department for Public Health	Sue Thomas-Cox	✓	✓		
Sterling Health Solutions	Harold Brown	✓ ✓ ✓	✓	✓	✓
Kentucky River District Health Department	Karen Cooper	✓ X X	✓		
Ashland-Boyd County Health Department	Maria Hardy,	X ✓ ✓	✓	✓	✓
Kentucky Homeplace	Fran Feltner	X X ✓	✓	✓	
Northeast Kentucky AHEC	David Gross	✓ ✓ ✓	X	✓	
NKRHIO	Andrew Bledsoe	✓ ✓ ✓	✓	✓	
Floyd County Health Department	Thursa Sloan	X X X	X		

Full Network

AGENCY	MEMBER	FULL MEETINGS	MOA	SURVEY
St. Joseph Mt. Sterling Hospital	Cinda Fluke Sister Janet Carr	X X ✓		
A.M. Vollmer III	A.M. Vollmer III	X X X		
Pathways, Inc.	Sie Powell	X X X		
Montgomery Co. Cooperative Ext.	Ron Catchen	✓ X ✓		

Montgomery County Industrial Authority	Sandy Romenesko	✓ X X		
Mt. Sterling Public Library	Melissa Smathers-Barnes	X X X		
Montgomery County Council of the Arts	Cay Lane	X X X		
Montgomery County Schools	NEED NEW MEMBER DR. CULROSE			
University of Kentucky AHEC Program	Carlos Marin	✓ X ✓	✓	✓
S.O.A.R.	Jared Arnett	X X X		
Kentucky Health Information Exchange	Polly Mullins-Bentley	✓ X X	✓	
Department for Public Health	Connie White			
St. Claire Regional Medical Center	Charlotte Walker	✓		
Maysville Community College	Rebecca Morton	X X ✓		
KPHI and Three Rivers Health Department	Georgia Heise	✓ ✓ X	✓	
Three Rivers Health Department	Jennifer Thurman-Humphrey	✓ ✓ X	✓	
KPHI	Cynthia Lamberth	X ✓ ✓	✓	
DPH Office of Health Equity	Vivian Lasley-Bibbs	X X X	✓	
DPH Chronic Disease	Bonita Bobo	✓ X X	✓	