

**AKHCAN  
Meeting Minutes  
12/1/2015**

**Members**

**Present:**

Jan Chamness	Maria Hardy	Rashmi Adi
Harold Brown	Fran Feltner	Brown
Andrew Bledsoe	Kay Hoffman	Carlos Marin
Kellie Warren	David Gross	Melissa
Rebecca Morton	Sister Janet Carr	Wilkinson-
Keisha Cornett	Cynthia Lamberth	Ritter
Gina Brien	Ron Catchen	

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

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

**Proposed by laws** were presented and reviewed by members present. Motion passed to approve by laws as presented.

**Proposed MOA** presented and reviewed by members present. Motion passed to approve MOA as presented.

**An update of the ROI process** was provided by Rashmi Adi Brown and Melissa Wilkinson-Ritter. This fiscal year, an ROI study will be conducted on the CHW program. Melissa provided members present with a tool to collect data to be utilized in the study. Members were asked to provide information regarding available data by 1/29/16 with final data to be submitted by 2/29/16. An electronic version of the tool will be sent out to all members for completion.

Next fiscal year, an ROI study will be completed on the network. With network members and agencies making contributions that are quite different, the ROI process will involve a consensus approach with softer outcomes.

**A Network Scorecard** (short survey regarding the network purpose, performance, Operations and capacity) was distributed by Melissa Wilkinson-Ritter. Members completed this survey tool at the close of the meeting.

**A CHW Program promotion plan** was distributed. Members were asked to review the plan to think about areas they may be able to contribute. As an update, Fran Feltner reported the purchase of a URL to be utilized by the network. UK will serve as the webmaster to the site. The website will be able to provide data regarding number of hits, trends, etc.

Additionally, Gina Brien reported a steering committee had been formed to begin discussions regarding the creation of a CHW “alliance, association or group.” The purpose of the group would be to bring pockets of CHWs from all across the state together and give them an avenue to share and learn with and from each other. First steps may include defining the CHW, determining how many there are throughout the state and determining where they are working throughout the state. Plans are expected to be made for a statewide meeting in the fall. Oregon Community Health Workers Association was provided as an example of an existing group with a similar focus. Review of their website and information may be helpful to the network.

**Next steps** were discussed and included dialogue around the creation of a cross walk of information will be taken from all network meetings and utilized to develop specific action plans and potential subcommittees.

Additionally, the concept of a “tiered” CHW training approach was discussed. This approach may utilize the existing Home Place CHW curriculum as a first layer of training. More specialized training (mental health, Asthma, Diabetes, etc.) would create additional layers of training for CHWs. Tiers and training levels may be determined by CHW needs as well as the trends and needs of the community where they work.

**Meeting was adjourned**

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

### Executive Committee

AGENCY	MEMBER	FULL MEETINGS	EXECUTIVE MEETINGS	MOA
Montgomery County Health Department	Jan Chamness, MPH	5/6/15 6/9/15 (TA visit) 12/1/15	10/21/15 3/9/16	✓
CHES Solutions Group	Kay Hoffman	5/6/15 6/9/15 (TA visit) 12/1/15	10/21/15 3/9/16	✓
KY Department for Public Health	Sue Thomas-Cox	5/6/15	10/21/15 3/9/16	✓
Sterling Health Solutions	Harold Brown	5/6/15 6/9/15 (TA visit) 12/1/15	10/21/15	
Kentucky River District Health Department	Karen Cooper	5/6/15	10/21/15 Proxy 3/9/16	
Ashland-Boyd County Health Department	Maria Hardy,	6/9/15 (TA visit) 12/1/15	10/21/15 3/9/16	✓
Kentucky Homeplace	Fran Feltner	12/1/15	10/21/15 3/9/16	✓
Northeast Kentucky AHEC	David Gross	5/6/15 6/9/15 (TA visit) 12/1/15		✓
NKRHIO	Andrew Bledsoe	5/6/15 6/9/15 (TA visit) 12/1/15	10/21/15 Proxy 3/9/16	✓
Floyd County Health Department	Thursa Sloan			

### Full Network

St. Joseph Mt. Sterling Hospital	Cinda Fluke Sister Janet Carr	12/1/15		
Montgomery Co. Cooperative Ext.	Ron Catchen	5/6/15 12/1/15		
University of Kentucky AHEC Program	Carlos Marin	5/6/15 12/1/15		✓

Kentucky Health Information Exchange	Polly Mullins-Bentley	5/6/15		✓
Department for Public Health	Connie White			
St. Claire Regional Medical Center	Charlotte Walker	5/6/15		
KPHI and Three Rivers Health Department	Georgia Heise	5/6/15 6/9/15 (TA visit)		✓
Three Rivers Health Department	Jennifer Thurman-Humphrey	5/6/15 6/9/15 (TA visit)		✓
KPHI	Cynthia Lamberth	6/9/15 (TA visit) 12/1/15		✓
DPH Office of Health Equity	Vivian Lasley-Bibbs			✓
DPH Chronic Disease	Bonita Bobo	5/6/15		✓