

**AKHCAN**  
**Meeting Minutes**  
**6/14/16**

**Members**

**Present:**

Jan Chamness  
Harold Brown  
Andrew Bledsoe  
Kellie Warren  
Keisha Cornett  
Gina Brien

Mace Baker  
Bonita Bobo  
Missy Segress for Kay Hoffman  
Leslie Newsome for Andrew Bledsoe

**Minutes** were reviewed from December meeting. No corrections or amendments were noted.

**Review of member attendance and MOA submission.** Those members not attending meeting, responding to communication or submitting an MOA were sent an email advising them they were relieved from their duties as an AKHCAN network member. The membership list has been revised to reflect changes.

**Sub-committees** and subsequent chairs from the executive committee were described and members were asked to join a subcommittee. The current sub committees align with the state CHW workgroup sub committees and are as follows:

Training and Curriculum - chaired by Fran Feltner and Sue Thomas - Cox  
Engagement and Promotion – chaired by Gina Brien and Mace Baker  
Expansion – chaired by Keisha Cornett, Maria Hardy and Harold Brown  
Evaluation and Outcomes – chaired by Jan Chamness and Kay Hoffman

Rashmi Adi-Brown and Kellie Warren will join training and curriculum. Bonita Bobo will join engagement and promotion and Leslie will talk to Andrew Bledsoe regarding which sub-committee he would like to join.

Gina Brien updated to the group as to the creation and submission of a **business plan** for the network. The plan is a funding requirement and was submitted to the funding source on 5/31/16. The plan was distributed to those present for review. Gina further advised the group the **non-compete continuation proposal** was also submitted to the funding source.

Gina advised the group that the AKHCAN was a featured network during a recent webinar conducted by our technical assistance advisors, Rural Health Innovations. AKHCAN was one of three grantees featured.

Jan Chamness provided an update for **the state CHW workgroup**. This group took a break, however, was reconvened by Dr. White the end of 2015. Three sub-committees were identified: Curriculum, Certification and Evaluation and Outcomes. Jan is serving on the Evaluation and Outcomes committee.

Recently the state workgroup met with the Association of State and Territorial Health Officials (ASTHO) and was able to utilize some funding ASTHO had from the CDC for technical assistance. A seminar was led by Carl Rush, Terri Mason and Megan Miller regarding community health worker programming. The seminar reaffirms AKHCAN is moving in the right direction and is on target. Conversations with ASTHO will continue and follow up webinars will be scheduled. There is a current webinar and handouts available online if anyone is interested.

The state workgroup is scheduled to meet again on 6/29/16.

Gina Brien provided the network an update on the fast moving progress of the CHW steering committee. The steering committee has met three times with the last meeting held in April. A name has been chosen for the group. Mission, vision and purpose statements have been adopted.

The **Kentucky Association of Community Health Workers (KYACHW) mission** is to unify, promote and sustain the profession of community health workers in the Commonwealth of Kentucky. The **KYACHW vision statement** is: Community Health Workers are recognized as professionals and work together to improve community health. A KYACHW brochure has been developed and was distributed during the meeting. Three subcommittees have been formed: 1) website, 2) membership and 3) bylaws. The website is live. Content needs to be added.

The website is live. Content needs to be added, however, individuals are able to register for the upcoming conference via the website. There are currently 20-25 members. The membership committee is working on a member application, along with recruitment and retention. Bylaws and Articles of Incorporation have been drafted and the group is pursuing a501C3. An election process has been created. Steering committee members are currently holding officer positions until an election is held. Members have been asked to present information at the Rural Health Clinic Summit. Informational materials to be utilized at presentations and booths are being developed. The association is pursuing a table at KPHA, KRHA and KPC.

A membership kickoff has been scheduled for 6/22/16. During this meeting, A KYACHW overview will be provided, committees will report out, bylaws will be approved and the group will brainstorm ideas for the upcoming Community Health Worker Conference.

The Community Health Worker Conference has been scheduled for 9/27 and 9/28 at the Galt House in Louisville. This first annual conference will offer free registration. A networking dinner will be held on 9/27 and workshops will be scheduled for 9/28. Speakers and topics are yet to be determined, however, ideas include: Carl Rush, Bridges Out of Poverty and the ROI being conducted by CHES. A room block has been reserved for the conference. Participants, however, will need to cover their own lodging.

MCHD staff will be attending the Unity Conference in July. During this conference, there will be a breakout session regarding a national CHW alliance.

#### **Next Steps:**

The Executive committee will next meet in October. The next meeting of the full network is scheduled for 12/6/16 at 10:00AM -12:00PM.

**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**