

**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 17<sup>th</sup> from 1 – 3 PM at the Maryland Department of Health, 201 West Preston Street, Room L3.