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|  | **CHW Stakeholder Group**  **Date:4/16/14**  **Time:3-5pm**  **Location: Phone** |

**Chair and Staff:** Barbara Ginley, Jim Braddick, Ben Hummel

**Member Attendance (A-Z):**

Linda Coleman, Deb Halm, Kara Hay, Vicki Foster, Dede Swan, Teresa Mudgett, Becca Matusovich, Nathan Morse, Patti Hamilton, Kolawole Bankole, Kirtsen Thompson

*Subcommittee documents available at***: (**insert web address)

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| **Agenda Item/Related SIM Objective (if applicable)** | **Obj. SST ID** | **Risk/concern discussed** | **Escalation to Steering (y/n)** |
| **Introductions & Announcements** |  | Maine Health Care Forum overly focused on nursing. Need for more discussion around care coordination and ACA. |  |
| **Common Language: CHW Definition & Roles/Responsibilities** |  | Issue of too much detail in the Roles and Requirements document from the March meetings and need for broader common language that diverse sites can use. Addressed with Minnesota model. |  |
| **Core Competencies Cross Walk** |  | What is the best way to align or combine the Competencies and Roles document to show how one supports the other and what competencies may be missing.  Issue of getting bogged down in too much of the details of the attributes, skills, and role examples when these items may need to be saved for job description phase, so we can just focus on match overarching roles with competencies. |  |
| **Meeting Evaluation** |  | Technical Difficulties with Adobe Connect.  Conference call not the best method for drafting documents. Need for smaller working groups. |  |
| **Agenda Item** |  | **Discussion Points and Decisions** | |
| **Introductions & Announcements** |  | BG: First time using adobe connect. Hope it will improve the process of drafting documents together on the phone.  BG: Maine Community Health Options is looking for CHW to work on their Multidisciplinary Care Management Committee. Any nominations?  BG: Diane Campbell of MCD-PH does most of the e-mails for this group.  TM: Attended the DOL 2014 Health Care Workforce Report (now available online). Maine Health Care Forum reactivated- representation from this group?  BG: Wishes to participate in the Forum. Yesterday most of the focus was on nursing. Hope that in the future there will be a broader discussion about team based care and the implementation of the ACA. Where are there gaps in the health care workforce and new opportunities for growth.  JB: Would like feedback on Adobe Connect at the end of the group. Issue where some participants only able to listen in. | |
| **Review of March Meeting Notes** |  | No corrections or edits. | |
| **Invitation Share Stories** |  | BG: Looking for testimonials or stories about CHWs in Maine for the website from the group. Will used as an educational tool to distinguish CHWs from other positions. Also way to celebrate the work of CHWs in the state. | |
| **Common Language: CHW Definition & Roles/Responsibilities** |  | BG: Preface: Both Portland and Bangor groups struggled with how specific vs. broad R & R should be. Too much detail can be restrict institutions from defining the work that the CHW will do at their specific site.  Therefore, Minnesota serves as a good template for Maine because they keep roles more broad. Under each role, added specific examples of practical applications. Incorporated feedback from CHWs at both Portland PH and Maine Access Immigrant.  Question for the group: Does the current document balance the macro and micro levels of R & R well?  DH, PH, VF, KH: Covers a lot but not too restrictive. More clean. Looks good.  DS KB: Both providers and community members could understand the core competencies and roles. | |
| **Core Competencies Cross Walk** |  | BG: Looking at the Core Competency Matrix, what are the competencies required to support the core roles? Is there anything missing from the matrix?  DS: Willingness to engage in continuing education?  KB: Under Knowledge Base: Could we add the ability to find information. Could we separate Attributes from Skills into two different columns?  PH: It appears that the RR and CC from the two documents match up well with how they are currently laid out.  BG Crosswalk process hard to do over the phone. Suggestions on how to best use the time to work through the document?  DS, KB: Can the two documents be aligned in an orderly fashion, lined up side by side? Could we pull the two documents together?  PH: Perhaps we can begin by listing the different competencies under each of the roles and their corresponding examples?  KB: Is each role not informed by all the competencies?  BG: For recruitment and training purposes, certain roles might place greater emphasis on certain competencies/skills. Also crosswalk is important to verify if any competencies are missing. Maybe we could put another tab in the matrix to show what are the roles that different competencies inform?  VF: Specificity may not be necessary in first step. Maybe we should address the attributes, skills, and examples of roles later when we start to write a sample job description.  BG We are looking for common ground, regardless of setting, the ways that all CHWs should be competent. Also recognize that CHWs will not perform all roles all the time necessary.  BG: Difficult doing this over the phone. There are several ways to align the documents, which is best?  1Amending the first document by listing core competencies under roles  2Adding another column to the matrix that shows the roles that the competencies inform  3Separate document that combines the two documents  DH PH BH: Consensus around the second option. | |
| **Meeting Evaluation** |  | PH, TM, DH: Adobe Connect is helpful when trying to work over the phone.  VF: Doing a group task is cumbersome over the phone even with adobe connect.  BG: Need to set up smaller working groups in different locations to complete tasks before larger meetings over the phone. | |

**New Actions**

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| **Agenda Item** | **Action Items** | **Status** | **Who** | **Due By** |
| **Introductions & Announcements** | BG will e-mail the group about the invitation for a CHW in the Multidisciplinary Care Management Committee at Maine Community Health Options.  BG will e-mail the group link to the DOL 2014 Health Care Workforce Report.  JB Will work with those people that could only listen through Adobe Connect.  Everyone include Diane Campbell in your address book so CHW e-mails do not end up in spam folder. |  |  |  |
| **Invitation Share Stories** | Everyone should think about CHW stories for the website. |  |  |  |
| **Core Competencies Cross Walk** | BG will try her hand at adding a new column to the competency matrix to show roles that the first several competencies inform and then circulate the working document to today’s participants for feedback. |  |  |  |

**Outstanding Actions**

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| **Reference** | | **Action Items** | **Status** | **Who** | **Due By** |
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