

Foothill College
Community Health Worker Advisory Board Meeting Minutes
Meeting Date: July 19, 2023
Meeting Location: Zoom

Call to Order: Rebecca Ryan called to order the regular meeting of the Foothill College Community Health Worker Advisory Board meeting on July 19, 2023, at 12:03pm.

Roll Call: There were sufficient members for a quorum.

Members Present

1. Rebecca Ryan (Foothill College)
2. Teresa Ong (Foothill College)
3. Leigh Howell (FHDA Foundation)
4. Joselyn Perez (Foothill College)
5. Aaron Asilo (Second Harvest Food Bank)
6. Nancy Cheung (Foothill College)
7. Cathy Draper (Foothill College)
8. Dolores Alvarado (Community Health Partnership)
9. Jessica Bautista (Santa Clara Family Health Plan)
10. Cody Putz (Foothill College)
11. Justin Greene (CHW Alumni)
12. Alejandra Gutierrez (Community Health Partnership)
13. Daniel Kokoski (Community Health Partnership)
14. Gerard Manuel (AACI)
15. Miloni Gandhi (Foothill College)
16. Raji Visvanathan (FUHSD Adult School)
17. Kristen Colchico (Diablo Valley College)

Members Not Present:

18. Nanette Solvason (BACCC/HWI)
19. Shirley Treanor (Foothill College)
20. Jesse Tarango (Community Health Partnership)
21. Annie Wu (Santa Clara County Public Health Department)
22. Sally Baldwin (Foothill College)
23. Wei-ting Chen (Stanford University)
24. Kelly Chew (Second Harvest Food Bank)
25. Lety Serna (Foothill College)
26. Mike Gonzalez (First 5)

Meeting Outline/Notes:

1. **Minutes from Dec 7, 2022, meeting.** Nancy Cheung motioned to approved minutes, Rebecca Ryan seconded the motion. Motion approved.
2. **Reviewed agenda.** Miloni Gandhi made a motion to approve the agenda, Cathy Draper seconded the motion. Motion approved.
3. **Topics of Discussions:**
 - a. *Appreciation Ceremony Recap:* Pictures and an overview of the June 2023 Appreciation Ceremony were shared. The board recommended another Appreciation Ceremony likely to take place Wednesday, June 26, 2024, at the Hearthside Lounge as long as there are no conflicts with other program celebrations like EOPS, Transfer, etc. based on a suggestion by Leigh Howell (FHDA Foundation) to check in with Simon Pennington. At the time of reporting these minutes, the site was approved; notification

of any other events still forthcoming.

- b. *Status of First Year Cohort:* Reviewed the status of the CHW program: 10 completions with 1 incomplete from the 2022-2023 cohort. Justin Greene served as CHW Ambassador and will continue the role until December 2022.
- c. *Upcoming Cohort:* Info session occurred in May 2023. Current status: 18 enrollees; more projected. Community Health Partnership will be funding two sections of HLTH 101 (Intro to CHW) course, one hybrid in-person and one fully synchronous online.
- d. *Curriculum Discussion:* Dolores Alvarado (CHP) asked if our curriculum had trauma-informed care using ACEs as part of the curriculum. Justin Greene (CHW Alumni) spoke to the curriculum covering trauma in HLTH 101; room for improvement. This will be addressed with the HLTH 101 instructor (Angelina Michael) in an upcoming meeting. Dolores offered assistance; work with Jesse's staff to build into it. Opportunities in the curriculum and/or live presentations.
- e. *HCAI CA Statewide CHW Certificate Update:* Foothill College will be applying to HCAI in late 2023 to become an officially recognized training site for CHW programs. Students who are from an approved training program can submit an application to receive a state issued CHW certificate beginning in 2024.
- f. *Program Changes:* Students who have prior experience as a CHW will be able to finish the program in Winter if they start in Fall rather than having to wait until Spring. ITRN 51, according to Prof. Miloni Gandhi, will be able to have CHW students in Fall and/or Winter in addition to Spring. Students have a reduced workflow for that class if they receive credit for prior experience. Students finishing in Winter are invited to the Appreciation Ceremony in June.
- g. *Program Caps Student Load:*
 - i. **HLTH 101 Class:** Student capping is available for HLTH 101 since Community Health Partnership is funding the classes for the next few years. Classes will be capped at 30 students each section.
 - ii. **Program Cap (60 students/yr):** The CHW program will allow 20 students in need of internships to join the cohort each year in addition to 40 students who have at least 300 hours of experience working as a CHW (paid or volunteer).
- h. *Internship Discussion:*
 - i. **Hours:** Some organizations cannot support a 72-hour internship. We will allow individual organizations to set their minimum number of hours a student needs to complete their internship above 72 hours to ensure they can host.
 - ii. **Job Description:** Justin Greene (Foothill College) and Dolores (CHP) had a great idea about creating a booklet of job descriptions so student interns can

see what is available. Rebecca Ryan will work with internship organizations to create job descriptions in Fall presenting to students in late December.

- iii. **Internship Fair:** An internship fair was discussed with ideas presented by Daniel (CHP) and Justin (FH) as a great idea to merge students and organizations in one place. An internship fair (virtual) is scheduled for Weds, Jan 17 @ 7pm.
- iv. **ACCI:** Gerard from AACI noted that they may increase their internship positions to potentially 5.

b. Internship Timelines:

- 1. **Fall Quarter:** Students will review job descriptions.
 - 2. **Winter Quarter:**
 - a. Internship Fair in Jan
 - b. Match interns and sites in late Jan
 - c. Students will initiate an in-person meeting with potential site supervisor in late Jan/early Feb to complete internship planning form (upload to Canvas).
 - d. Students will complete onboarding with intern site in Feb/Mar.
 - e. Final deadline: Planning form and onboarding must be complete no later than March 31.
 - 3. **Spring Quarter:** Student internships begin in April and end in June.
- i. *Orientation for new cohort:* Foothill will host a virtual orientation meeting on September 19th for all new students. Cathy Draper (Foothill College) suggested having psych services in addition to other resources on campus to help promote services available to students.
 - j. *FUHSD Medical Interpreting/CHW Connection:* Raji from FUHSD Adult School discussed a possibility of gaining students enrolled in the medical interpreting program as a possibility.

Next Meeting:

- a. *Advisory Board:* We will most likely have our next meeting in Nov/Dec of 2023 to prepare for Winter quarter and review internship issues.
- b. *Appreciation Ceremony:* Mark your calendar for June 26, 2024, to attend our Appreciation Ceremony!