

Foothill College
Community Health Worker Advisory Board Meeting Minutes
Meeting Date: from June 22, 2022 from 12:00-2:30pm
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 June 22, 2022 at 12:00pm.

Roll Call: There were sufficient members for a quorum.

Members Present:

1. Rebecca Ryan (Foothill College)
2. Teresa Ong (Foothill College)
3. Kurt Hueg (Foothill College)
4. Mike Gonzalez (Santa Clara Family Health Plan)
5. Jesse Tarango (Community Health Partnership)
6. Rhonda McClinton-Brown (Santa Clara County Public Health Department)
7. Leigh Howell (FHDA Foundation)
8. Nanette Solvason (BACCC/HWI)
9. Shirley Treanor (Foothill College)
10. Sally Baldwin (Foothill College)
11. Dorothy Alvarado (Community Health Partnership)
12. Sarah Davila (Chaffey College)
13. Darouny Somsanith (CCSF)
14. Adrienne Saxton (Cabrillo College)
15. Roosevelt Charles (Foothill College)
16. Valerie Fong (Foothill College)
17. Jorel Sarmiento (SJSU Student)

Members Not Present:

18. Ram Subramaniam (Foothill College)

Background: The CHW Certificate program is currently in the development phases. We anticipate the first Intro to CHW class will be held in Winter 2022 and the certificate approved in 2023.

Meeting Outline/Notes:

- 1. Reviewed agenda**
- 2. Introductions and greetings from all board members**
- 3. Course Pathway: Finalization and Input**
 - a. Throughout the meeting, the course pathway had a fruitful discussion. Due to the reality of enrollment issues, being able to offer enough classes without overwhelming students, the following was finalized:

- 1. CHW Certificate Courses:** 14 credits - 4 required classes:

- a. *Fall*: Contemporary Health Concerns HLTH 21 (4 units)
 - b. *Winter*: Introduction to Community Health Work HLTH 101 (5 units) – will simultaneously be onboarding students and prepping them (resume, interviews, etc.) for their Spring internship
 - c. *Spring*: Internship ITRN 50 (1 credit). Students must have 72 working hours complete (12 weeks, 6 hours/week estimated).
 - d. *Any quarter* –Exploring Leadership CNSL 6: (4 credits)
- b. Other issues: Enrollment
- i. Shirley: Get enough students strategically knowing that some will drop. Incompletes will be followed up on by Miloni since she is FT with internships.

4. CHW Program Modality: Finalization and Input

- a. Modality of courses:
 - i. All existing HLTH classes have asynchronous options.
 - ii. Spanish 51, 3 unit class, meets 3 hours per week with expectation 6 homework hours. May be offered async, Valerie will discuss with her department: completely open to options including evening, fewer days/week for more time, (on-campus, hybrid, remote, etc.). Although this class will not be added to the certificate at this time, the option remains for the future.
 - iii. CNSL classes (Leadership, Stress) are flexible per Roosevelt
- b. Recommendations from other schools regarding modality:
 - i. Darouny Somsanith (CCSF): Synchronous via Zoom cohort. Students love the flexibility in synchronous in Zoom for CHW classes and elective that are asynchronous. The core classes they want to continue synchronous via Zoom.
 - ii. Adrienne Saxton (Cabrillo College): Continuing to provide in-person learning for core coursework. Asynchronous for electives, but some that are changing to in-person. Hybrid/hyflex for core coursework.
 - iii. Sarah Davila (Chaffey College): All are asynchronous except for last CHW course which is synchronous. Hybrid for the second section, able to interact, ensure they are able to complete core competencies. Options for hybrid, fully in-person, fully synchronously. Students like flexibility.
- c. Intro to CHW course options:
 - i. Teresa Ong (Foothill College): Recommended a Saturday class that is somewhat hybrid. Not every weekend, every other Saturday or every 3 weeks. Mike Gonzalez (Santa Clara Family Health Plan) shared that

SCFHP holds trainings on weekend mornings. Urges Foothill to support people who are in the field who want to certify themselves. Given the working class community, evening or weekend.

- ii. Shirley Treanor (Foothill College): Nothing in the schedule that would stop Foothill from offering it hybrid. Give students flexibility for asynchronous, then have some bigger meetings with formative agenda in-person, then go back and work asynchronously, then return for evaluative work.

5. Staffing for CHW Certificate Program: Intro to CHW Instructor and Support Staff

- a. Shirley Treanor (Foothill College): If you make Intro to CHW a HLTH class, you have to meet the minimum requirements, and it's falling under the health departments and must meet the requirements (MPH or similar; see standards).
- b. Adrienne Saxton (Cabrillo College): Their CHW instructors have MPH. Noncredit is a way to bring in someone with lived experience rather than an MPH.
- c. Darouny Somsanith (CCSF): Struggle with the minimum qualifications, too. All instructors have MPH. If they bring on someone else, they'd have to be a contractor. For student success, having a staff person. Systems are so complicated, barriers push student off for registration. Provide some type of wraparound services, whether a counselor specific to the program such as a block on financial aid. Support students through barriers, goes a long way to help people to successfully complete program. So important; in their program helps students finish.
- d. Sarah Davila (Chaffey College): Chaffey does not have support staff; faculty provide. They want a CHW internship site at their college and have some of the CHW students be support for incoming CHW students.

6. CHW Internship Requirement: Input on hours that will be most advantageous for students and employers:

- a. Discussion about the minimum number of hours needed to have students meet core competencies without being too much that we lose students along the way.
 - i. No minimum exists with Medi-Cal benefit. Many noted it would be worth meeting with HCAI to help set a minimum. Darouny noted that there was a lack of response from HCAI thus far; Sarah noted that its vital for community college to work together to help influence HCAI.
 - ii. Nanette Solvason (BACCC/HWI): Concern: Foothill will limit their enrollment and limit clinical providers the higher the numbers they require for the certificate. Set it low, nothing magical about 120 hours that the other programs have done. If it's too low – they will tell you, this is not enough clinical hours, go back and raise them. Don't start high; will make

it difficult to find clinical partners, you will not have enrollment. You will not have a big class if you can't get clinical partners.

b. Other Colleges: Internship Minimum Requirements

- i. Darouny Somsanith (CCSF): CCSF has a 2-unit internship requirement. Students need 120 hours for an unpaid internship, 150 hours for a paid internship. 17 ½ weeks to complete since they're semester. By the time students solidify internship agreements they have about 12 weeks. Most students finish in time, some get incomplete (mostly due to hours).
 1. Issues: Onboarding takes a long time, important to start ahead of time. Resume development begins in the first semester, especially CBO's and department of public health (drug testing, background checks). Really important to work with students to prepare them well in advance for their internships.
- ii. Sarah Davila (Chaffey College): Internship requirement is 180; employers are asking for 120-180 hours. CHW course is two separate classes: resume development is within the first semester. Second semester is focused on internship making additional hours more manageable. Onboarding begins first semester which gives them a buffer (drug tests, background check). Can take an incomplete and complete when they're finished then apply for certification.

c. Credit for Prior Experience in lieu of Internship:

- i. Mike Gonzalez (Santa Clara Family Health Plan): Many working CHWs don't have a certificate but are actively working as CHWs, don't have the luxury to take extra classes, complete extra hours but knows there is a balance in meeting the requirements for the new benefit. Don't want to neglect the current workforce in being certified. IF there is an opportunity, can they be evaluated on experience, where they worked, tenure, etc. so they can forgo needing additional hours based on what they bring based on some sort of material (waived out).
- ii. Teresa Ong (Foothill College): Foothill can determine the standards for prior learning for internship and have the students prove they've met the criteria, then we would award the credit. Have to build it in, something we need to do as we work with counselors and evaluation department. We have a general internship program, for students that find their own, then they can earn credit. This is what we've placed in our certificate for CHW; whole curriculum behind it, resume writing, issues at work, etc. This doesn't prevent faculty from being the point person for overseeing the internships for CHWs.

d. Other issues:

- i. Jesse Tarango (Community Health Partnership): Been having conversations with CBOs and health centers to get CHWs placed. Applying for HRSA grant. CBO's expressed concern on how many hours they need to commit to for interns; his response was based it off Mission College with 54 hours. Concern over how much capacity they have to provide an internship, must have a preceptor, make sure work is quality, patients are provided for, definitely a consideration to have (what are the partners capacity like).
- ii. Rebecca Ryan (Foothill College): Question: Should a preceptor have an MPH?
 - 1. Darouny Somsanith (CCSF): No, for their program, they don't need an MPH, just needs to supervise the CHW and sign off on their paperwork and evaluate student.
 - 2. Sarah Davila (Chaffey College): Due to issues with ensuring supervisors effectively know what they're helping student with, Chaffey has an adjustable competencies checklist/guidelines for sites. Someone with an advanced degree can utilize checklist.
 - 3. Darouny Somsanith (CCSF): Before the internship sites start, agreement between CHW and site (paperwork), learning objective component. For CHWs that are already working and have a job, this is a way for an opportunity to negotiate new skills.
- iii. **Internship Hours Decision:** Advisory group agreed minimum of 8 hours a week for internship would be beneficial.
 - 1. After consulting with our internship faculty, Miloni Gandhi, she suggested that we should, "stick with the unit number of the class with the required minimum you are guaranteed to reach. Your students are always able to go over! But you don't want them to be in a position where they can't meet their hours because that impacts their grade."
 - 2. Final course decision: ITRN 50: Requires a minimum of 72 hours to complete, but students can increase to 8 hours/week. Students would finish with a minimum of 72 internship hours for the certificate.

7. Grant and Apprenticeship Opportunities

- a. Community Health Partnership applied for a HRSA grant and is interested in partnering with Foothill.
 - i. Community Health Partnerships has a job classification that students could start immediately into at a low level and complete an apprenticeship simultaneously through Foothill. CHP is having a hard time finding people for CHW positions. 60-70 applications, they don't come close to what

they're interested in. Applicants are afraid of working with people, just want to work on Zoom. There is a market, a lot of clinics have CHW positions but they're vacant. They took MA's or front desk folks and put them in Mission College pathway. Wasn't productive, but it worked. EWC program, and now whole community engagement project for CHW positions open as we speak. Willing to put students in a CHW position while they're in school. Can do because they're not a health care provider. In near future, may be possible I SCFHP – lot of work in navigation, Amigos in Guadalupe.

- b. Nanette Solvason (BACCC/HWI): Foothill College should consider a CAI grant for community health workers to supplement even if CHP doesn't get HRSA grant. Low class numbers, get a CAI grant to pay for the course to allow for low enrollment. If we have clinics, community health partners, send a base number of students that we know.

8. Medi-Cal Benefit – info to note for future:

- a. Mike Gonzalez (Santa Clara Family Health Plan): Santa Clara Family Health Plan is the primary health plan for the county so they will be managing it.

Approval of the Agenda: Rebecca Ryan called a vote to approve the agenda. Shirley Treanor made a motion to approve, Jesse Tarango seconded the motion. The agenda was unanimously approved.

Approval of the CHW Certificate Courseload: In addition to the approval of the 4 courses for the first-level Community Health Worker certificate (see below) during the meeting, Rebecca Ryan sought out a confirmation of this approval via email on October 7, 2022 to clarify the vote after detailing the course outline for the CHW certificate. Through email, we had a total of 13 members, a majority (out of the 17 members present at the June 22, 2022 advisory board meeting) vote for the courses needed to earn a CHW certificate. The breakdown of votes are as follows: 13 yes (yay), 0 no's (nays), and 0 abstentions.

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Next Meeting:

We will most likely have our next meeting in November of 2022.