
Community Action Board Meeting Minutes
Date: Friday September 6th 2019 Time: 9:00 am –2:00pm
Location: La Posada Lodge & Casitas Tucson Arizona

CAB Members Present: Yanitza Soto, Cynthia Espinoza, Rosemary Wright, Rebecca O'Brien, Floribella Redondo, Maria Velasco, Cassalyn David, Alma Valles, Roberto Guerrero, Martha Ochoa, Mark Gallegos, Rhonda Gonzalez, Brook Bender, Lorena Verdugo, Susan Kunz, Gloria Coronado, Erica Smith, Andres Yubeta, Susan Lange, Emma Torres, Sally Holcomb, Judith Gilligan

UA: Abby Lohr, Maia Ingram, Scott Carvajal, Ramses Sepulveda, Jill DeZapien, Ada Wilkinson-Lee, Kathryn Tucker, Mary Contreras*

*Retired

Meet and Greet- 9:00 am to 9:15 am

Welcome and Opening Remarks 9:15-9:30 am:

- Facilitated by CAB Co-Chairs Yanitza Soto and Maria Velasco.
- Introduction and affiliation of all members present.
- Opening remarks from Maria Velasco and Yanitza Soto
-

Approval of Minutes

- Motion to approve minutes from March 2019 meeting by Robert Guerrero and second by Maria Velasco
- Minutes Approved

Research Results Presentation #1 9:30-10:15am

- The presentation was facilitated by the CAB research committee. There was a review of the 2014-2019 research intervention as a whole, the types of data that was collected and a summary of both the qualitative and quantitative results.
- Full videos of the presentation can be found here:
- https://www.youtube.com/watch?v=3QDSiBGEms&list=PLLIITDgUXKaS731qzMZQACDB_OZy4ujwA&index=2&t=5s
- https://www.youtube.com/watch?v=lxzjnUrfitE&list=PLLIITDgUXKaS731qzMZQACDB_OZy4ujwA&index=2
- https://www.youtube.com/watch?v=V1gQk3B5K10&list=PLLIITDgUXKaS731qzMZQACDB_OZy4ujwA&index=3
- https://www.youtube.com/watch?v=EfU141AVubE&list=PLLIITDgUXKaS731qzMZQACDB_OZy4ujwA&index=5
- https://www.youtube.com/watch?v=R4Orlc7WMmE&list=PLLIITDgUXKaS731qzMZQACDB_OZy4ujwA&index=6
- https://www.youtube.com/watch?v=Sxrh2vx9bV4&list=PLLIITDgUXKaS731qzMZQACDB_OZy4ujwA&index=7

Wheel of Wellness 10:15-10:45 am (facilitated by Maria Velasco)

- Members took turns spinning the wheel of wellness doing physical activities, naming favorite fruits, and winning prizes.

Research Results Presentation #1 10:45-11:35-am

- The presentation was facilitated by the CAB research committee. There was a review of the 2014-2019 research intervention as a whole, the types of data that was collected and a summary of both the qualitative and quantitative results.
- The presentations continued into the qualitative portions of the research.
- Full videos of the presentation can be found here:
- https://www.youtube.com/watch?v=V6eB_yjujaU&list=PLLIITDgUXKaS731qzMZQACDB_OZy4ujwA&index=12
- https://www.youtube.com/watch?v=SbJ2GmUFIBw&list=PLLIITDgUXKaS731qzMZQACDB_OZy4ujwA&index=13

Lunch 11:35am to 12:30pm**CHW Program Approval for Voluntary Certification 12:30pm-1:00pm**

- Any agency or institution that offers a CHW Training Program can submit an application. The Training Program Approval Process focuses on the Core Competencies of a CHW and whether or not a program offers sufficient training to ensure an informed and skilled workforce.
- The Training Program Approval Review has two components: an application outlining the program and how it prepares CHWs in the core competencies, and a site visit to discuss the training program and provide opportunities for technical assistance.
- The Training Program Review will take place within three months of submission of the application. The Training Program Approval process is outlined in the following flowchart: Once the application is submitted to AzCHOW, a point person will be assigned to help the training site with any technical questions or concerns.
- AzCHOW will form the training program review committee, made up of 3 individuals: 1 CHW representative from AzCHOW, 1 representative from ADHS, and 1 representative from the CHW Workforce Coalition. The Training Program Review Committee will be chosen from a list of individuals who have extensive experience working with CHWs and have been active members of the CHW Workforce Coalition.
- Once formed, the Training Program Review Committee will review the documents submitted with the site's application. If approved, the site will be notified and begin to plan for the site
- 13 AzCHOW Training Program Approval Guidelines visit.
- If more information or clarification is needed, the committee will notify the site and work with them to answer any questions. If the application is denied, the Committee will inform the site and provide a reason for denial. If denied, the Committee will offer the site ongoing technical support, and the site will have up to a year from the date of the denial notification to re-submit the application without having to pay the \$500 application fee again. The initial application review should be completed within 45 days of submission, unless otherwise specified by members of the training program review committee.

Communication/Policy Committee and Translation and Dissemination Committee 1:00pm-1:30pm:

- This time was designated to discuss the upcoming changes to the CAB committee structure for the new grant cycle (2019-2024). The latest PRC application process made it evident to the team that there has been an apparent shift in focus at the CDC to disseminate more and as a result we are consolidating committees down to two.
- The primary focus is to create more tangible outputs: manuals, posters, curricula, infographics, journals etc.

Intervention Brainstorm 1:00-1:45pm

- An open discussion took place to involve all members in the upcoming intervention. What changes do we want to see? What we want to keep etc.
- Scott discusses the new research project and how it is a continuation of sorts of what we have been doing.

Closing Remarks: 1:45-2:00pm

Proposed dates for the following CAB; potential cancellation of third meeting based on reverse site visit schedule. Communication will take place to determine a potential 3rd quarter meeting.

