

**Foothill College**  
**Community Health Worker Advisory Board Meeting Minutes**  
**Meeting Date: November 8, 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 November 8, 2023, at 12:04pm.

**Roll Call:** There were sufficient members for a quorum.

**Members Present**

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|---|--|
| 1. Rebecca Ryan (Foothill College)                    | 9. Gerard Manuel (AACI)                          |
| 2. Sally Baldwin (Foothill College)                   | 10. Raji Visvanathan (FUHSD Adult School)        |
| 3. Leigh Howell (FHDA Foundation)                     | 11. Wei-ting Chen (Stanford University)          |
| 4. Aaron Asilo (Second Harvest Food Bank)             | 12. Shirley Treanor (Foothill College)           |
| 5. Nancy Cheung (Foothill College)                    | 13. Trinh Nguyen (SCFHP)                         |
| 6. Jessica Bautista (SCFHP)                           | 14. Sarah Davila (Chaffey College)               |
| 7. Alejandra Gutierrez (Community Health Partnership) | 15. Angelina Michael (Foothill College)          |
| 8. Daniel Kokoski (Community Health Partnership)      | 16. Yuko Kawasaki (West Valley College)          |
|   | 17. Jesse Tarango (Community Health Partnership) |

**Members Not Present:**

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|---|--|
| 18. Nanette Solvason (BACCC/HWI)                    | 21. Lety Serna (Foothill College)            |
| 19. Annie Wu (SCCPHD)                               | 22. Mike Gonzalez (First 5)                  |
| 20. Kelly Chew (Second Harvest Food Bank)           | 23. Kristen Colchico (Diablo Valley College) |
| 24. Joselyn Perez (Foothill College)                | 27. Cathy Draper (Foothill College)          |
| 25. Justin Greene (CHW Alumni)                      | 28. Cody Putz (Foothill College)             |
| 26. Dolores Alvarado (Community Health Partnership) | 29. Miloni Gandhi (Foothill College)         |
|   | 30. Teresa Ong (Foothill College)            |

**Meeting Outline/Notes:**

1. **Minutes from July 19, 2023, meeting.** Gerard Manuel motioned to approved minutes, Daniel Kokoski seconded the motion. Motion approved.
2. **Reviewed agenda.** Shirley Treanor made a motion to approve the agenda, Sarah Davila seconded the motion. Motion approved.
3. **Presentation Notes:**
  - a. Status of CHW program:
    - i. **Student success/attrition:** 22 start of Fall, 19 continuing, 18 in good standing.
    - ii. **New students in Winter:** 6 potential, 1 confirmed of the 6. Aiming to have 20 complete by Spring (up from 10 last year).

- iii. **Caps on students in need of internships:** No more than 20-25/year. 22 is the max for 2023-24.

b. **General Announcements:**

- i. **Scheduling Updates:** HLTH 101: No longer providing 2 sections (virtual and in-person). Aiming to combine them and offer Saturdays from 10a-1250p hyflex if room is available. Otherwise fully virtual.
- ii. **HCAI CHW Certificate Update (Training site):** HCAI has not finalized instruction or the application process yet; will apply to be a state-certified training site as soon as possible.
- iii. **CHW Ambassador:** Justin Greene finishes his 1-year tenure in December; will be seeking a new CHW ambassador this month.
- iv. **Student Stipends:** As part of Community Health Partnerships HRSA grant, students are receiving a \$1,000 stipend for Fall 2023
- v. **Future Partnerships:** Interest continues to develop for Foothill to be a pipeline as a training site for CHW's. Difficulty lies in internship placement as interest is minimal/placements are minimal compared to interest. State requires internship.

c. **Internship Announcements:**

- i. **Internship Handbook:** Brief screenshots were shared. Handbook will be provide to CHW students and used in HLTH 101 for job and internship prep. Questions will be created by students to ask during internship fair.
- ii. **Internship Fair:** January 17, 2024 @ 7pm (Virtual): [Please register by clicking here](#) if you are an intern site hosting a CHW student.
- iii. **Internship class** will be ITRN 51 rather than ITRN 50 requiring students to complete a minimum of 72 hours.
- iv. **HCAI CHW Certificate Update:** Only 10 hours of internship required though this may change. Foothill will not reduce required hours as we have the lowest across all colleges already due to the quarter system.

- d. **Advisory Board Poll:** Start time that is more accommodating: *10am most favorable.*

4. **Questions and Discussion**

- a. **Trinh Nguyen, SCFHP:** Asked about attrition related to the program. Rebecca Ryan discussed attrition as a common issue in the CHW programs statewide (after long discussions with the CA statewide CHW program director's collaborative). Reasons include scheduling, ESL, funding, loss of interest, etc. Sarah Davila also discussed similar attrition issues at Chaffey College. Rebecca shared the use of Foothill Connect and resource navigation that the CHW program provides students to be connected to tutoring, financial aid, mental health, basic needs, etc. resources at Foothill. Getting students to finish the connection and get support is often a challenge across campus, not just with the CHW program.
- b. **Raji Visvanathan (FUHSD Adult School):** enquired about which English class would be a good prep for prospective CHW students who are higher level ESL students. English 1A or a composition class would according to Rebecca Ryan. Raji also asked about smaller unit classes

(lower than the 4/5 that CHW classes are) that may be a good stepping stone into college. Rebecca answered that there are some classes within the [Counseling department's offerings](#) that are a great transition to college including CNSL 1: College Success, CNSL 5: Introduction to College, CNSL 56: Lifelong Learning Strategies, CNSL 90: Introduction to Online Learning. Additionally, students can opt to take classes in Art, Kinesiology, Music, or any special interest prior. Students may also take HLTH 21 or CNSL 6 well ahead of the year they start. The courses will still apply to the program. The sequence for the year they start (Fall 2024) would be one at a time until they reach Spring. (HLTH 21 in Fall, HLTH 101 in Winter, and CNSL 6 and ITRN 51 in Spring).

- c. ***Appreciation Ceremony Update:*** Rebecca Ryan announced that the appreciation ceremony may not be held in person this year.
- d. ***Students Seeking Internships:*** Rebecca Ryan addressed the issue of students finding their own internship with Sarah Davila in agreement that it is not a best practice that is recommended. Even being connected to the county or within the field, internships are incredibly difficult to organize and it may set students up for failure to expect them to organize/find their own internship.

**Next Meeting:**

- a. ***Advisory Board: July 24, 2024 @ 10am-11am.*** The consensus was 10am was a better fit and a reduction of time for the meetings.