

Minutes: June 20, 2023

Community Health Worker (CHW) Regulatory Advisory Panel

Heather Board, Virginia Department of Health, Chaired the meeting, which was held in person.

Attendees included:

- Stephanie Toney, CHW Strength
- Shanteny Jackson, Virginia CHW Association
- Patrice Shelton, CHW Workforce Development Council
- Valerie Mcallister, Institute for Public Health Innovation (IPHI)
- Michael Royster, Institute for Public Health Innovation (IPHI)
- Stephanie Carrington, Richmond/Henrico Health District, Virginia Department of Health
- Lisa Kaplowitz attended virtually as note-taker for the meeting

Ms. Board called the meeting to order at 3:30 PM.

Ms. Board explained the regulatory process. The Regulatory Advisory Panel has been convened to provide initial input into the draft Community Health Worker regulations.

The Virginia Administrative Process Act provides a legal framework for the regulatory process. Key players in the regulatory process include the Virginia Executive Branch, the Legislative Branch and the public. There are 3 stages to the regulatory process. Stage 1, including the publication of the Notice of Intended Regulatory Action (NOIRA) has been completed and the Virginia Department of Health has drafted the CHW Regulations. In Stage 2, the draft regulations are presented to the Board of Health. The Regulatory Advisory Panel will provide input to the draft regulations prior to the presentation to the Board of Health. The Regulatory Advisory Panel includes representatives of key CHW organizations in Virginia.

For Stage 2, once the Board of Health has approved the draft regulations, they are sent to the Executive Branch for review. After Executive Branch review, the draft regulations are published for a 60 day public comment period. During the public comment period, anyone can comment on the draft regulations. The VDH staff then will develop the final regulations, after considering input from the public comment period.

For Stage 3, the final regulations are presented to the Board of Health and then go again to the Executive Branch for review. This is followed by a 30 day public comment period prior to publication of the final regulations. Regulations are reviewed on a periodic basis at least every 4 years.

After a full explanation of the regulatory process, there was extensive discussion of the draft regulations, which mainly focused on clarification of the number of supervised hours required for certification as well as training requirements for recertification. Once these few changes are made by Ms. Board, she will distribute the modified draft regulations to members of the Regulatory Advisory Board. The CHW organizations will get any additional comments to Ms. Board by June 30, 2023. This is an opportunity for key CHW organizations to have initial input into the draft regulations. This is not a public comment period; the public comment period will follow Board of Health and Executive Branch approval of the draft regulations, at which time anyone can comment on the draft regulations.

Next steps:

- Organizations will return comments on the draft regulations to Ms. Board by June 30, 2023
- The Regulatory package is then prepared, which includes an economic review and cost benefit analysis
- The package is then submitted to the VDH Office of Governmental and Regulatory Affairs
- The goal is to present the draft regulations to the Board of Health at the September 14, 2023 meeting

The meeting was adjourned at 4:45 PM.