Meeting notes:

- April begins the meeting and asks the Steering Committee to Stand:
Carol gives remarks before resenting the Steering Committee members with certificates of appreciation.
  - Remarks include the history of THWs in the State and the legislative process.
  - Acknowledges Alberto Moreno’s work with Promotores de Salud.
  - Acknowledges passing the baton to April Johnson.
- Megan presents Carol with an Appreciation Plaque from the Committee.

The Committee and commission members introduce themselves to each other.

Members of the Public introduce themselves.

April announces the open Oregon Medical Association seat on the Commission.
  - April also acknowledges the missing areas of Oregon that do not have representation on the Commission (Southeast and Eastern Oregon) and asks for recommendations from those areas.

April touches on the expertise and wealth of skills within the room. She expresses delight at the well-rounded Commission expertise.

Break

April reviews the logistics for the meeting.
  - Edna asks for additional time for workforce
  - Ralph asks for adding the topic of adjudicated populations
  - Medicaid billing is also added

Updates:
  - The rules have been permed and the deadline is Thursday to submit them.

THW Registry
  - Omar updates the Commission on the registry:
    - Updates on the background check process
    - The registry is expected to up and running by April
    - Paper applications will be available by next week
      - Omar will update the backend of the registry when the digital version becomes available
      - The THW Commission will have an opportunity to view the digital version of the registry before it goes live.
      - April expands upon the process of background checks with ACCBO
      - Ralph raises a question about populations that do not have internet access using the registry.
        - Meghan addresses the issue by pointing out training programs have access to the internet.
        - Omar says the paper application will be used still during online registration.
      - Once the website is up, the address will be given to the Commission members.

Workforce Committee
  - Edna proposes having a THW workforce subcommittee to outreach to organizations that will use THWs.
    - April agrees and suggests modeling itself after the Medicaid program for doulas.
  - Eric suggests not focusing on competencies.
    - Eric suggest using job duties and allow the national level for competencies since that will give concrete language.
    - Ralph agrees stating that that language could prove very helpful for the CCOs and help with Medicaid billing processes.
- Cheryl says that job recruitment uses “job skills” instead of duties.
  - Ralph suggests utilizing Multnomah County as a model.
- Roxanne says that the draft list of Medicaid budget does not specify THWs.
  - April states that the workers are billed by worker type.
  - April also suggests doing by type to move the work forward in regards to billing.
- Roderick brings up the issue of Medical Process Identification Number
  - April says that could be covered in the workforce development subcommittee.
  - Roxanne suggests contacting DMAP to begin understand how Medicaid billing works for THWs.

- Logistics:
  - Meeting frequency:
    - April suggests that the last Monday of the month.
    - Everyone agrees on the 4th Monday of the month, in the morning.
    - Next meeting is set for February 27th in Wilsonville.
  - Charter and Bylaws:
    - Suggests using the charter from the Committee and Looking at bylaws from other organizations.
      - April suggests using the Bylaws from the Committee
      - Alaiyo suggests sending out an e-mail with the Committee bylaws and rules created
      - Meghan suggests looking at having a formal meeting structure
        - April says she will send out public meeting law to the members.
      - The next meeting will devote to time to working on bylaws of the Commission.
  - April points out that the subcommittees listed on the application also need to begin.
    - April says that because of the timeline of the Commission and the timetable of the legislative session, there will be a huge influx of work.
    - April will develop a process of getting all the subcommittees up and running, and gathering information from interested parties.
    - Alaiyo says that people should be placed in expertise areas and not in their areas of interests.
      - April discusses the boundaries of each subcommittee group and conflict of interest vs. areas of expertise.
  - Subcommittee:
    - Ralph recommends appointing someone to scope of practice committee.
    - Eric suggests using a model that ACCBO adopted, Knowledge, Skills, and Abilities, that came were adopted by Community Colleges.
    - April suggests creating a subcommittee that will focus on employment opportunities for THWs.
      - Ralph suggests having ad-hoc committees to help.
      - Ralph also suggests bringing some notes/rules into the meeting.
        - Alaiyo says that some people will need time to reflect at home.
        - April also points out that she has developed a meeting timeline to get materials to the Commission in a timely manner.
- The materials will be posted on the website 10 days in advance.
- Ralph suggests having a 7-day comment on meeting materials, online, so people can comment on them at home.
- April will compose meeting materials and help get them out this week for the Commission members.
- April will look at the conversations that need to happen at the subcommittee level.
  - Meghan brings up that everyone will need background materials from the Committee.
  - Connie says that bylaws, background documents, and subcommittee materials will be needed for next meeting.
- Meghan says that getting better technical assistive devices for the meeting.
  - Rosa suggests webinar set up.
- April reiterates that she will be a support on the Commission and the Committee that will drive the work.
- Keesha asks about reimbursement.
  - Many members asks about mileage reimbursement for the Commission meetings.
- Alaiyo asks for descriptions of the members appointments, and the chairperson duties.
  - Roderick suggests an ad hoc committee to develop role descriptions.
  - Alaiyo will send out example descriptions of roles.
  - Shawn will send out the reimbursement forms that are used at AMH.
  - April will look at the webinar and the other technical formats.
    - April suggests using track changes when looking at documents.

- Public comment
  - Lizzie Fussell:
    - Excited to see everyone.
- Meeting adjourn