

Association of Alaska Community Health Aide Program Directors Meeting Minutes – February 11-12, 2010 Anchorage, AK

CHAIR			Tara Ferguson (EAT)		
VICE-CHAIR			Sue Steward (Chugachmiut)		
SECRETARY			Margene Andrus (KANA)		
PAST-CHAIR/ADVISOR			Chrystal Stordahl (TCC)		
RECORDER			Shae Aliu (ANTHC)		
Member / Organization			Member / Organization		
George Peter	Akiachak Native Community	A	Nora David	Mt. Sanford Tribal Consortium	P
Annette Siemens	Aleutian/Pribilof Islands Assoc.	E	Etta Ahkinga	Native Village of Diomedede	P
Marshall Van Scoyk	Bristol Bay Area Health Corp.	P	Fannie Hernandez	Native Village of Kwinhagak	A
Lisa Wade	Chickaloon Village Trad. Council	A	Crystal Moon	Native Village of Tyonek	P
Jody Hatch	Chitina Trad. Village Council	A	Helena Bock	Ninilchik Traditional Council	P
Sue Steward	Chugachmiut	P	Grace Ng	North Slope Borough	A
Donna Hicks	Copper River Native Association	P	Shirley Thornton	Norton Sound Health Corp.	E
Lona Ibanitoru	Council/Athabaskan Tribal Gov.	A	Dr. Martha Cotten	Southcentral Foundation	A
Tara Ferguson	Eastern Aleutian Tribes	P	Steve Gage	SEARHC	P
Alicia Lynn Reft	Karluk Tribal Council	A	Crystal Stordahl	Tanana Chiefs Conference	P
Margene Andrus	Kodiak Area Native Association	P	Josephine Grant	Tanana Tribal Council	A
Cindy Lincoln	Maniilaq Association	A	Leslie Jones	Yakutat Tlingit Tribe	A
Rita Foley	Metlakatla FMC/AISU	A	Bill Schreiner	Yukon Kuskokwim Health Corp.	P

Guest / Organization		Guest / Organization	
Torie Heart	ANTHC - Dir. CHAP/Rural Health	Grace Kirk	Maniilaq Association
Carol Odinzoff	ANTHC - Asst. Dir. CHAP/Rural Health	Shae Aliu	ANTHC - CHAP Statewide Services
Dr. Ken Glifort	AANHS-DD/CMO	Charles Fagerstrom	ANTHC - Health System Networking
Wendy Perrell	ANTHC – Dir. Learning & Employee Development		

8:37 AM	CALL TO ORDER, REVIEW OF AGENDA, MEMBER INTRODUCTIONS
DISCUSSION	
<ul style="list-style-type: none"> o Meeting called to order by Chair Tara Ferguson. Members introduced themselves. Dr. Ken Glifort introduced himself and briefly described his role as the Chair of the CHAP Certification Board. The Board is making an effort to meet with all the working committees that interact with health aides. 	
RESOLUTIONS	
<p>Marshall Van Scoyk moved to meet in executive session. 2nd by Sue Steward. Approved. Torie Heart, Carol Odinzoff and Wendy Perrell approved as guests.</p>	

1:42 PM	MEETING MINUTES	TARA FERGUSON
TOPICS		
<ul style="list-style-type: none"> o Sue Steward moved, Marshall Van Scoyk 2nd to end executive session. Approved. Group came out of executive session. o Minutes from the December 10-11, 2009 were reviewed. Edits were made. 		
RESOLUTIONS		
Motion by Crystal Stordahl to approve the edited December minutes, seconded by Margene Andrus. All in favor. Motion passed.		
FOLLOW-UP		
Minutes from December 10-11, 2009 AACHAPD Minutes will be posted on CHAP website, www.akchap.org .		

2:09 PM	RAC REPORT	MARGENE ANDRUS
TOPICS		
<ul style="list-style-type: none"> o RAC wants to increase the membership of RAC from 8 to 10. The proposed membership is 4 training center, 2 field, 2 CHAP Directors, 1 CHA from the CHAA, 1 AdHoc o Bill Schreiner is not going to continue membership on RAC. o Discussion of representation of training centers. The pros and cons of having representation from 2 or 4 training centers were discussed. o CHAP Directors proposed 10 RAC members: 1 from each of the training centers (4) and 6 appointed by CHAP Directors, made up of field staff, CHAPDs or others. 		
RESOLUTIONS		
<ul style="list-style-type: none"> o Motion was made by Bill Schreiner to approve 10 RAC members, 4 TC and 6 appointed by CHAPDs. Seconded by Marshall Van Scoyk. All in favor, approved. o Motion by Bill Schreiner to approve RAC report with the noted changes. Seconded by Sue Steward. All in favor, approved. 		
FOLLOW-UP		
RAC and CHAPDs will change their bylaws to reflect the changes.		

	CHAPCB	HELENA BOCK
TOPICS		
<ul style="list-style-type: none"> o Helena Bock, CHAP Directors' representative to the Board, submitted a written report of CHAPCB meeting held January 19-20, 2010. Report attached. 		
FOLLOW-UP		

EMS REPORT	JEAN ROUNDS-RILEY
TOPICS	
<ul style="list-style-type: none"> o Jean Rounds-Riley submitted a written report of EMS Training Committee meeting that was held January 13-15, 2010. Attached was December 2009 GAP Analysis of Alaska Training Regulations and the National Agenda for the Future. o State of Alaska is taking comments about how the proposed changes will impact emergency training and care. o Items discussed included time allotted for EMS training, cost and availability of EMS instructors, use of other EMS responder personnel in rural villages, specific skills at each level of certification and testing method/locations. 	
FOLLOW-UP	
<ul style="list-style-type: none"> o Considered at top priority for CHAP Director comment. Teleconference scheduled March 9, 2010, 9-11 am to discuss CHAP Directors' position. Toll free number will be provided. Each member should review GAP analysis and be prepared discuss local concerns. 	

CHA-CLINICAL ASSISTANT	STEVE GAGE
TOPICS	
<ul style="list-style-type: none"> o Steve Gage presented a concept paper entitled Community Health Aide – Clinical Assistant, which proposes another level of health aide training. o SEARCH feels that this level of provider is necessary to help operate clinics in their region. o Several organizations agree that some type of trained clinical assistant is needed, but questioned whether it should fall under CHAP umbrella. 	
FOLLOW-UP	
<ul style="list-style-type: none"> o Individual organizations will review concept paper and be ready for discussion at May meeting. o Steve Gage requested that the concept paper be mentioned in a bullet in the CHAP Directors' report to the Tribal Health Directors. Note: 1/25/10 report to THDs updated 2/17/10 to include request. 	

February 12, 2010

CALL TO ORDER	SUE STEWARD
TOPICS	
<ul style="list-style-type: none"> o Tara Ferguson was unable to attend. Sue Steward, Vice Chair, chaired the meeting. 	
RESOLUTIONS	
Empty space for resolutions	

8:30 AM	MEDICAL SERVICES NETWORKING COMMITTEE	CHARLES FAGERSTROM
TOPICS		
<ul style="list-style-type: none"> ○ Charles Fagerstrom provided an update on what the MSNC is doing and how to coordinate with CHAP Directors. He suggested that CHAP could use the website meeting software to facilitate communications. 		
FOLLOW-UP		
<ul style="list-style-type: none"> ○ Carol Odinzoff will follow-up with Val Warzewick regarding use of website meeting software. 		

EXECUTIVE SESSION
TOPICS:
<ul style="list-style-type: none"> ○ Bill Schreiner moved to meet in executive session. 2nd by Donna Hicks. Approved. Torie Heart, Carol Odinzoff, Wendy Perrell approved as guests. ○ Marshall Van Scoyk moved to come of executive session. 2nd by Crystal Strodahl. Approved. ○ Summary of executive session: <ul style="list-style-type: none"> • R&R of AACHAPD • Ground rules for the future • Strategic planning calendar • Initiative to explore Learning Management System • AACHAP DLN Task list 2/11/10 Attached

ADJOURN:	Marshall Van Scoyk moved. 2 nd by Bill Schreiner. Approved
RESOURCE PERSONS:	
AGENDA ITEMS:	

Approved minutes will be posted on the CHAP website: www.akchap.org/library/CHAP_Directors. For more information contact the CHAP Statewide Services Office at Alaska Native Tribal Health Consortium at 907-729-4492.

AACHAPD Task List February 11, 2009

Task	Who	Deadline	Notes
Explore learning management content system: cost startup, cost maintenance-time/place, capacity, server, ownership of content, accessibility, tools, student record. Partnerships-other health stream users	M. Van Scyok	3/19/2010	email to executive committee. On 3/19 teleconference with exec and Marshall
Human Resources - content expert	C. Odinzoff, G. Kirk	3/19/2010	
Human Resources - program expert	C. Odinzoff, G. Kirk	3/19/2010	
Human Resources - system administration. Who is going to take care of the system	C. Odinzoff, G. Kirk	3/19/2010	
Human Resources - curricula development into online format. How long would it take, what it would cost	C. Odinzoff, G. Kirk	3/19/2010	
Explore ANTHC contracts. What do we get? what are the costs?	T. Heart	3/19/2010	ANTHC owns. Content housed on server. 1000 seats/year
Review THD directive to explore distance learning technology	T. Heart	3/19/2010	Review minutes-documentaion to demonstrate leadership directive
Standards and competencies.	T. Ferguson, S. Steward, M. Andrus, C. Stordahl, B. Schreiner	3/5/10, 3/19/10, 4/21/10	3/5-work group meets - initial review of compare RAC and certification board standards...what prevents us to provide distance delivered education
Best Practices			On Hold
Explore technology to link members - shared drive for AACHAPD.	D. Hicks, C. Odinzoff	3/19/2010	
Executive committee review summary/recommendations	T. Ferguson, S. Steward, M. Andrus, C. Stordahl	3/25/2010	
Distribute to AACHAPD-Review of task list assignments and information gathered to date.	AACHAPD	3/30/2010	Solicit questions concerns to M. Andrus by 4/9/10
Compile questions/concerns from aachapd re: task list, send to T. Ferguson for Agneda prep.	M. Andrus	4/16/2010	
May 13, Agenda to AACHAPD	T. Ferguson	4/28/2010	
Prepare EMS packet and questions for regionals to assess	T. Heart, C. Stordahl	3/2/2010	
March 9, Teleconference Agenda to AACHAPD	T. Ferguson	3/33/10	
draft - Compile EMS training concerns issues			
draft - Meet with state of AK to convey concerns			
draft - Prepare CHA/P radiology training/competency			
draft - Present CHA/P radiology training to clinical directors/legal if necessary			
draft - Finalize CHAM funding script			
draft - Convocation agenda			
draft - CHA/P workload data capture recommendation			
draft - Bylaws revision			
draft - GPRA data capture recommendation			
draft - CHAM-midlevel providers authorizing CHA/Ps to dispense controlled substances			