

**REVIEW AND APPROVAL COMMITTEE
MINUTES (approved 5/12/2010)**

GROUP: RAC		Chaired by: John Everson		
DATE: February 10, 2010		RECORDED BY: Michelle Hall		
MEMBERS PRESENT: Nancy Reed, Dan Thomas, John Everson, Cheryl DeBose, Michelle Hall, Heather Koponen, Margene Andrus				
OTHERS PRESENT: Bill Schreiner,				
ABSENT: Debra Reed, Elsie Dexter				
EXCUSED:				
CALL TO ORDER: 1:08 pm		ADJOURN: 4:10 pm		
pages in length 3		AGENDA REVIEW/CHANGES: Add discussion about new NP in Nome.		
AGENDA ITEM	DISCUSSION/CONCLUSION	RECOMMENDATION	ACTION	EFFECTIVENESS/ FOLLOW UP
Quorum present Welcome/Introductions	Introduction of new members Margene Andrus and Heather Koponen			
Review of the minutes from last meeting (12/9/09)	Minor changes made via e-mail prior to meeting.		Approved as amended by Dan Thomas and seconded by Cheryl DeBose. Amended minutes sent to Torie Heart.	Unanimous.
Review of the Agenda			Approved as amended by Michelle Hall and seconded by Dan Thomas.	Unanimous.
Membership	1. Two new members: Margene Andrus filled one CD position and Heather Koponen filled the Field position.			

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2010 NSHC Site Review	Site Review will be 4/13-15/2010 Notebooks being reviewed by team.		E-mail Team Leader and TC with problems/missing information by 3/19/10.	
New Business				
Site Review Process	Chair distributed "Ten Commandments" for the Program Director, the Accrediting Body Staff and the Site Visit Team.	Read and familiarize yourselves with material before site review.		
NSHC HAT Center	Reports new NP CHAP Instructor.			

**REVIEW AND APPROVAL COMMITTEE
MINUTES (approved 09/15/10)**

GROUP: RAC **Chaired by: John Everson**

DATE: May 12, 2010 **RECORDED BY: Michelle Hall**

MEMBERS PRESENT: Deb Reed, Dan Thomas, Cheryl DeBose, Marshall Van Scoyk, Margene Andrus, Nancy Reed, Michelle Hall, John Everson, Elsie Dexter

OTHERS PRESENT: Sheila Gregg

ABSENT:

EXCUSED: Heather Koponen

CALL TO ORDER: 1:05 pm ADJOURN: 4:40 pm **AGENDA REVIEW/CHANGES: Add Certification Board Standards to New Business**

pages in length 3

AGENDA ITEM	DISCUSSION/CONCLUSION	RECOMMENDATION	ACTION	EFFECTIVENESS/ FOLLOW UP
Quorum present Welcome/Introductions Review of the Agenda	Introduction of new member Marshall Van Scoyk and guest Sheila Gregg		Approved as amended by Dan Thomas and seconded by Elsie Dexter.	Unanimous.
Review of the minutes from last meeting (2/10/10)	Minor changes made via e-mail prior to meeting.		Approved as amended by Dan Thomas and seconded by Elsie Dexter. Amended minutes sent to Carol Odinzoff/Torie Heart	Unanimous.
Membership	1. Margene Andrus transitioning into Behavioral Health and leaving CHAP. Need a		1. CD to choose a member to fill this slot.	

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<p>Report/Direction from CHAP Directors</p>	<p>replacement. 2. CD Bylaws call for a change in RAC membership. It will now consist of 3 CHAP Director Members, 3 Field members and 4 Training Center members.</p>	<p>2. Allow AD Hoc member to remain in this position until the end of the year.</p>	<p>2. Transition to CD Bylaws by the end of the 2010.</p>	<p>1. Changes approved by CD.</p>
<p>Unfinished Business</p>	<p>1. Program Evaluation checklist changes. Discussion: some members feel reports should be done more often than quarterly.</p>	<p>1. VIc: Remove Didactic 1:6-8. VIIIc: Add make available for review and give it an E. IXa: Add quarterly to match current CHAPCB.</p>	<p>2. Information only.</p>	<p>1. Changes approved by CD.</p>
<p>2010 NSHC Site Review</p>	<p>2. Marshall Van Scoyk gave update on evaluating software to track distance ed, Distance SI, and EHR. Onsite review was done 4/13-15/10. Draft report written by team leader and discussed with committee members. A few minor changes were made to draft.</p>	<p>Recommend approval NSHC Training Center.</p>	<p>Motion to accept as amended to approve NSHC review by Elsie Dexter and seconded by Michelle Hall.</p>	<p>Unanimous. Attach checklist and submit to CD for approval. John Everson officially thanked the onsite review team.</p>
<p>Annual Self Evaluation Reviews</p>	<p>1. YKHC 2009 evaluation complete.</p>		<p>1. Approved by Deb Reed and seconded by Marshall Van Scoyk.</p>	<p>1. Letter went to CHAP Dir for forwarding on to CHAPCB.</p>

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<p>New Business CHAPCB Standards</p>	<p>2. SEARHC 2009 evaluation complete.</p> <p>3. ANTHC 2009 evaluation unfinished.</p> <p>Status of RAC Bylaws, Standards.</p>	<p>3. Communication between Deb Reed and Cheryl DeBose to ensure that it is complete by Sept 2010 RAC mtg.</p> <p>Still waiting to obtain a copy of CHAPCB Standards that affect RAC.</p>	<p>2. Approved by Deb Reed and seconded by Dan Thomas.</p> <p>CHAPCB meets in June for approval. Print Standards by August in time for Sept RAC mtg so we can work to align our guidelines with the Certification Board Standards.</p>	<p>2. Letter went to CHAP Dir for forwarding on to CHAPCB</p> <p>Process should not conflict with Certification Board Standards.</p>
<p>On-Site Review Document</p>	<p>Proposed changes on several stages of review process.</p>	<p>Marshall Van Scoyk will make changes and bring back to RAC for Sept mtg.</p>		