

Review and Approval Committee September 2011

Date: 9/14/2011 Call to Order: 1:10pm Adjourn:4:45	Chair: John Everson Vice Chair: Dan Thomas Recorded by: Brenda Bowie	Minutes Reviewed: December 7, 2011 Motion to Accept: Dan Thomas Motion Seconded: Brenda Bowie Motion: Approved
Attending: John Everson, Dan Thomas, Susan Shoemaker, Herman Geffe, Chester Mark, Beverly Davis, John Pearson, Brenda Bowie, Cyndy Langmeade, Donna Hicks		
AGENDA ITEM	DISCUSSION/CONCLUSION	RECOMMENDED ACTION
Agenda approval	None	John made motion to approve, Sue Seconded Approved
May Minutes Approval	None	Dan Moved to approve Herman Geffe seconded Approved
Review Membership List	Replacement of lost ARC members : Heather Kopponen and Cheryl Debose both resigned. Herman Geffe and Chester Mark YKHC on board until 12/14	Approved
CHAPD Report	Review of DSLN report to ARC, Discussion of use of DSLN for sessions. CHAPD accepted reccomendations of the certification board to recertify YKHC.	None
RAC Training Center Site Review Schedule	Extended for the next cycle.	None
RAC Annual Calendar	Review of RAC ANNUAL CALENDAR document.	Herman moved to approve Sue seconded Approved

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Document Review website		There is now a place on AKCHAP where the documents that are being worked on will be held. Created by Carol Odinzoff. Not clear if multiple people can review them at any time. Would like all RAC Documents to be placed up there- finished ones as well. This would include the Site Review Schedule and Annual Calendar.	None
RAC Bylaw review		Bylaws of CHAPCD, RAC, ARC all being rewritten so that they are all in alignment. Dan Thomas reviewed the RAC bylaws and proposed the initial edits brought forth today. RAC bylaws were reviewed and corrected, and approved by RAC subcommittee.	To be presented to the AACHAPD for approval.
RAC Standards		Waiting for the updates and corrections to be done to the Certification Board Standards so that our standards can completely match and align. Need to keep working with Torie's office to get the Certification Board Standards to be retyped so that we can update our standards. Dan Thomas felt that he knew someone who could retype RAC Standards.	Waiting for Certification Board Standards to be completed.
Motion to Adjourn			John Everson Seconded John Pearson Approved

**Review and Approval Committee
Meeting Minutes – December 7, 2011 Approved 2/12
Anchorage, AK**

CHAIRPERSON			John Everson (SEARHC)		
VICE CHAIRPERSON			Dan Thomas (NSHC)		
SECRETARY			Susan Shoemaker (EAT)		
RECORDER			Shae Aliu (ANTHC)		
Member/Organization			Member/Organization		
Beverly Davis	Alaska Native Tribal Health Consortium	P	Sheila Stein	Maniilaq Association	P
Brenda Bowie	Bristol Bay Area Health Corporation	P	Dan Thomas	Norton Sound Health Corporation	P
Herman Geffe	Bristol Bay Area Health Corporation	A	John Everson	SouthEast Alaska Regional Health Consortium	P
Cyndy Langmeade	Chugachmiut	P	Stephannie Christian	Tanana Chiefs Conference	P
Susan Shoemaker	Eastern Aleutian Tribes	P	Chris Silva	Yukon Kuskokwim Health Corporation	P
John Pearson	Kodiak Area Native Association	P			
A = Absent E = Excused P = Present					
Guest/Organization			Guest/Organization		
Torie Heart	ANTHC				

CALL TO ORDER	John Everson
Discussion	
<ul style="list-style-type: none"> • Introductions were made around the table. • Agenda was reviewed by the group. <p><i>Motion:</i> Motion to approve the agenda by Susan Shoemaker. 2nd by Chris Silva. Approved.</p>	
REVIEW/APPROVE SEPTEMBER 2011 MINUTES	John Everson
Discussion	
<i>Motion:</i> Dan Thomas moved to accept the minutes. Brenda Bowie 2 nd . Approved.	
REVIEW MEMBERSHIP	
Discussion	
<p>Donna Hicks will no longer serve on RAC. AACHAPD appointed 3 new RAC members. Stephannie Christian, TCC, Sheila Stein, Maniilaq, and Herman Geffe, BBAHC.</p> <p>New members terms will expire on:</p> <ul style="list-style-type: none"> • Stephannie C. 2015 • Sheila S. 2015 • Herman G. 2014 	
NEW BUSINESS	
Discussion	
Letter to Training Centers requesting annual evaluations –	
<p>Letters were handed out to the Training Center Coordinators. There was discussion on what information was required. Information requested is due at the March 7, 2012 meeting.</p>	

Thank you letters to supervisors –

Members were asked to update information along with their supervisor information so thank you letters could be sent.

Officer Elections for 2012 –

Officer duties were summarized.

Susan Shoemaker was nominated as Secretary.

Motion: Dan Thomas moved to make Susan Shoemaker Secretary. Sheila Stein 2nd. Approved.

Motion: Cyndy Langmade moved to keep John Everson as Chair. Dan Thomas 2nd. Approved.

Motion: Stephannie Christian moved to keep Dan Thomas as Vice-Chair. Brenda Bowie 2nd. Approved.

Thank you letters –

Will be distributed to all RAC members' supervisors.

Annual Evaluations to Training Centers –

Distributed to each of the training centers.

CHAP DIRECTORS REPORT

Discussion

Meeting Dates –

March 5-6, 2012; September 17-18, 2012; December 3-4, 2012. May 2012 meeting dates will be discussed in ARC.

John Everson has been named as the AACHAPD Secretary.

CONTINUING BUSINESS

Discussion

Bylaws –

AACHAPD made minor changes to the RAC Bylaws and approved.

TOOLS

Discussion

Dan Thomas presented the Certification Board RAC Standards, as well as the CHA Education Program Evaluation Checklist. The CHA Education Program Evaluation Checklist has been deferred to the next meeting for review. Additionally, committee agreed to review any items that should be addressed in future meetings.

Motion: Chris Silva moves to accept the Certification Board Standards as it pertains to RAC as RAC Standards. Sheila 2nd. Approved.

ADJOURN *Motion:* Chris Silva moves to adjourn. Susan Shoemaker 2nd. Approved.