

**Review and Approval Committee
Meeting Minutes – February 29, 2012 Approved 5/12
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	E	Sheila Stein	Maniilaq Association	P
Brenda Bowie	Bristol Bay Area Health Corporation	A	Dan Thomas	Norton Sound Health Corporation	P
Herman Geffe	Bristol Bay Area Health Corporation	E	John Everson	SouthEast Alaska Regional Health Consortium	E
Cyndy Langmade	Chugachmiut	P	Stephannie Christian	Tanana Chiefs Conference	P
Susan Shoemaker	Eastern Aleutian Tribes	T	Chris Silva	Yukon Kuskokwim Health Corporation	P
John Pearson	Kodiak Area Native Association	P			
A = Absent E = Excused P = Present T = Telephonic					
Guest/Organization			Guest/Organization		
Torie Heart	ANTHC		Rahnia Boyer	YKHC	
Paul Hager	ANTHC				

CALL TO ORDER	Dan Thomas
Discussion	
<ul style="list-style-type: none"> • Introductions were made around the table. • Announcements – Herman is not going to be here. John had to stay home and Dan Thomas will be chairing the meeting. • Agenda was reviewed by the group. <p><i>Motion:</i> Motion to approve the agenda by Chris Silva. 2nd by Sheila Stein. Approved.</p>	
REVIEW/APPROVE SEPTEMBER 2011 MINUTES	Dan Thomas
Discussion	
<i>Motion:</i> Chris Silva moved to accept the minutes. Stephannie Christian 2 nd . Approved.	
Follow-Up	
Shae Aliu will post final minutes on the www.akchap.org website. (completed 2/29/12)	
REVIEW MEMBERSHIP	
Discussion	
The Membership List was reviewed.	
REPORT/DIRECTION FROM CHAP DIRECTORS	
Discussion	
<p>Bylaws – Have been approved and are available for view on the website.</p> <p>RAC Standards – John Everson presented the Community Health Aide Program Certification Board (CHAPCB) Standards Pertaining to RAC to the Association of Alaska Community Health Aide Program Directors (AACHAPD). RAC requested formal approval; the AACHAPD does not feel it is necessary to give formal approval.</p>	

SITE REVIEW SCHEDULE
Discussion
2013 ANTHC, 2014 SEARHC, 2015 NSHC, 2016 YKHC
UNFINISHED BUSINESS
Discussion
<p>Annual Self Evaluations –</p> <p>There is a checklist with all the information included in the packets. In the past other training centers have reviewed each other's site reviews. In an effort to include field staff should help review and have training center staff review the schedules.</p> <p>Dan Thomas presented his Self Evaluation to the group as an example to the newcomers.</p> <p>CHA Education Program Evaluation Checklist –</p> <p>The CHA Education Program Evaluation Checklist should match the CHAPCB Standards Pertaining to RAC. The checklist was reviewed line by line and was discussed. The discussion was stopped on Standard IV-a and will be continued during the next meeting.</p> <p><i>Motion:</i> Sheila Stein motioned that any item on the Checklist that has the word 'Must' in it be rated as Essential. Stephanie Christian 2nd. Passed.</p>
NEW BUSINESS
Discussion
<p>Attrition reporting form –</p> <p>The concern is that Statewide Services was trying to collect this data for statistics and it was found that everyone's data was not consistent so the data was not able to be used for comparison reliably. The form needs to be re-evaluated. The completed 2011 forms from each of the training centers should be sent to AACHAPD for review to see if the documentation is adequate.</p> <p>Competency based instruction –</p> <p>A handout including comments on the 9/11 study "CHAPCB Standards Recommended Changes and Justification" and the concepts of competency based instruction and evaluation with regards to Basic Training.</p>
Follow-Up
Attrition report form – Statewide Services will forward the completed 2011 forms to the AACHAPD.
REVIEW TEAMS MEET
Discussion
Members went into groups to review site reviews.
ADJOURN – <i>Motion:</i> Chris Silva motioned to adjourn. Sheila Stein 2 nd . Passed.

**Review and Approval Committee
Meeting Minutes – May 9, 2012 Approved 9/12
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	T
Brenda Bowie	Bristol Bay Area Health Corporation	P	Dan Thomas	Norton Sound Health Corporation	P
Herman Geffe	Bristol Bay Area Health Corporation	P	John Everson	SouthEast Alaska Regional Health Consortium	P
Cyndy Langmade	Chugachmiut	A	Stephannie Christian	Tanana Chiefs Conference	A
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 T = Telephonic					
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 Chris Silva. 2nd by Dan Thomas. Approved.</p>	
REVIEW/APPROVE FEBRUARY 2012 MINUTES	Dan Thomas
Discussion	
<ul style="list-style-type: none"> • The February 2012 minutes were discussed. <p><i>Motion:</i> Dan Thomas moved to accept the minutes with changes. Chris Silva 2nd. Approved.</p>	
Follow-Up	
Shae Aliu will post final minutes on the www.akchap.org website.	
REVIEW MEMBERSHIP	
Discussion	
The Membership List was reviewed.	
REPORT/DIRECTION FROM CHAP DIRECTORS	
Discussion	
<p>RAC Standards – John Everson presented the Community Health Aide Program Certification Board (CHAPCB) Standards Pertaining to RAC to the Association of Alaska Community Health Aide Program Directors (AACHAPD). RAC requested formal approval; the AACHAPD does not feel it is necessary to give formal approval.</p>	

UNFINISHED BUSINESS

Discussion

Annual Self Evaluations –

Motion: Dan Thomas motioned to accept the 2011 Annual Self Evaluations for the 4 training centers. Chris Silva 2nd. Passed.

CHA Education Program Evaluation Checklist –

There was discussion regarding the making the “must” statements to essentials vs. leaving them as “should”.

Motion: John Pearson motioned to change the Checklist as it was before all “must” statement changed to essentials. Chris Silva 2nd. Passed.

The language of the Checklist was discussed.

Motion: Dan Thomas motions that the word “Annual” is stricken and “the last 12 months” be added to the Environmental Health Review. Chris Silva 2nd. Passed.

Motion: Chris Silva motioned to have the attendance policy be 2 points instead of essential. Beverly Davis 2nd. Passed.

Motion: Dan Thomas motioned to have (electronic or hard copy file) for each unit. Beverly Davis 2nd. One opposed (John Everson)

Motion: Chris Silva motioned to keep files centrally located. Brenda Bowie 2nd. Passed.

Motion: Chris Silva motioned to keep post session field training follow up plans. Susan Shoemaker 2nd. Passed.

Motion: Dan Thomas motioned to keep a training plan for employees and score as 1. John Pearson 2nd. Passed.

Motion: Chris Silva motioned to have make it an electronic vote. Susan Shoemaker 2nd. Passed.

Once the document is revised it will be submitted for an electronic vote so that the ANTHC Training Center can use it immediately.

NEW BUSINESS

Discussion

Competency based instruction –

Tabled for the September meeting.

ADJOURN – *Motion:* Chris Silva motioned to adjourn. Dan Thomas 2nd. Passed.

**Review and Approval Committee
Meeting Minutes – September 19, 2012 Approved 12/12
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	T
Deanna Olsen	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 Langmade	Chugachmiut	P	Stephannie Christian	Tanana Chiefs Conference	A
Susan Shoemaker	Eastern Aleutian Tribes	T	Chris Silva	Yukon Kuskokwim Health Corporation	P
A = Absent E = Excused P = Present T = Telephonic					
Guest/Organization			Guest/Organization		

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 Chris Silva. 2nd by Dan Thomas. Approved.</p>	
REVIEW/APPROVE MAY 2012 MINUTES	Dan Thomas
Discussion	
<ul style="list-style-type: none"> • The May 2012 minutes were discussed. <p><i>Motion:</i> Motion to approve the May 2012 minutes by Chris Silva. 2nd by Beverly Davis. Approved.</p>	
Follow-Up	
Shae Aliu will post final minutes on the www.akchap.org website.	
REVIEW MEMBERSHIP	
Discussion	
The Membership List was reviewed. John Pearson has resigned and Deanna Olsen from BBAHC has filled the vacant spot.	
REPORT/DIRECTION FROM CHAP DIRECTORS	
Discussion	
<p>Post Session Learning Needs - Training center and field staff need to get together to discuss post session learning needs. Not to address the form but the address what a learning need is.</p> <p>Bylaws - RAC Bylaws are in alignment with the AACHAPD Bylaws.</p>	
NEW BUSINESS	
Discussion	
Letter to training center – RAC sent a letter to Bev Davis regarding the ANTHC 5 year On-Site Review in 2013. A	

response will be needed from the ANTHC Training Center by December meeting.

The Health Aide Program: Book about the history of the Community Health Aide Program. Page 45. A positive statement regarding RAC.

UNFINISHED BUSINESS

Discussion

Review RAC Schedule for Annual Activities – calendar was reviewed for September and December.

CHA Education Program Evaluation Checklist Final Review – members reviewed the CHA Education Program Evaluation Checklist for any additional changes.

Motion: Motion to approve the CHA Education Program Evaluation Checklist was made by Cyndy Langmade. 2nd by Beverly Davis. John Everson Opposed Passed.

Discussion: There was discussion regarding Sec. 5.10.050 #3 on whether or not lesson plans should be available in an electronic or hard copy format.

Motion: Motion to remove the words “or electronic” from Sec. 5.10.050 by Chris Silva. Dan Thomas 2nd. 1 Approved 5 Opposed. Fails.

Competency based instruction - The document which was written by Dan Thomas in response to the September 2011 study “CHAPCB Standards Recommended Changes and Justification” and the concepts of competency based instruction and evaluation with regards to Basic Training was reviewed

ADJOURN – *Motion:* Chris Silva motioned to adjourn. Beverly Davis 2nd. Passed.

**Review and Approval Committee
Meeting Minutes – December 5, 2012
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	T	Sheila Stein	Maniilaq Association	E
Deanna Olsen	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 Langmade	Chugachmiut	A	Stephannie Christian	Tanana Chiefs Conference	T
Susan Shoemaker	Eastern Aleutian Tribes	T	Chris Silva	Yukon Kuskokwim Health Corporation	E
A = Absent E = Excused P = Present T = Telephonic					
Guest/Organization			Guest/Organization		
Rahnia Boyer	YKHC		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 with additions by Dan Thomas. 2nd by Rahnia Boyer. Approved.</p>	
REVIEW/APPROVE JUNE 2012 MINUTES	Dan Thomas
Discussion	
<ul style="list-style-type: none"> • The September 2012 minutes were review. <p><i>Motion:</i> Motion to approve the September 2012 minutes by Dan Thomas. 2nd by Deanna Olsen. Approved.</p>	
Follow-Up	
Shae Aliu will post final minutes on the www.akchap.org website.	
REVIEW MEMBERSHIP	
Discussion	
Herman Geffe is moving from BBAHC to YKHC but will continue his membership. Chris Silva is resigning effective January, Rita Kalistook will be replacing.	
REPORT/DIRECTION FROM CHAP DIRECTORS	
Discussion	
CHA Education Program Evaluation Checklist – This has been presented to the AACHAPD and has been approved. Shae Aliu will post this on the www.akchap.org website.	
NEW BUSINESS	
Discussion	
Letters to training centers – Letters to training centers NSHC, SEARHC, and YKHC requesting annual evaluations have been handed out. These should be brought back completed at the next meeting.	

Thank you letters – Information was collected to send out thank you letters.

2013 Election of Officers – Susan Shoemaker nominated Stephannie Christian as Chairperson. Beverly Davis 2nd. Passed.

Susan volunteered herself as Vice Chairperson. Dan Thomas motioned to accept Susan Shoemaker as Vice Chairperson. Deanna Olsen 2nd. Passed.

Deanna volunteered herself as Secretary. Dan Thomas motioned to accept Deanna Olsen as Secretary. Stephannie Christian 2nd. Passed.

CONTINUING BUSINESS

Discussion

Selection of ANTHC site review team/dates – On site review has been requested for the week of August 12-16, 2013. John gave an overview of what happens on a site review. Travel is funded by the CHAP Certification Board. Team members include, Deanna Olsen, Susan Shoemaker, a YKHC representative, Dan Thomas as Team Leader and Stephannie Christian as Co-Team Leader.

RAC Schedule for Annual Activities

TOOLS

Discussion

Post Session Learning Needs - After extensive discussion Dan Thomas will write up a document regarding concerns regarding PSLNs.

Student Competency – John will send out to members for review. Will look at this again in May 2013.

ADJOURN Dan Thomas motions to adjourn. Deanna Olsen 2nd.