

**Review and Approval Committee
Meeting Minutes – February 13, 2013
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	A
Deanna Olsen	Bristol Bay Area Health Corporation	E	Dan Thomas	Norton Sound Health Corporation	P
Herman Geffe	Yukon Kuskokwim Health Corporation	T	John Everson	SouthEast Alaska Regional Health Consortium	P
Cyndy Langmade	Chugachmiut	E	Stephannie Christian	Tanana Chiefs Conference	A
Susan Shoemaker	Eastern Aleutian Tribes	T	Alan Shear	Yukon Kuskokwim Health Corporation	T
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. <p><i>Motion:</i> Motion to approve the agenda with additions by John Everson. 2nd by Dan Thomas. Approved.</p>	
REVIEW/APPROVE JUNE 2012 MINUTES	Dan Thomas
Discussion	
<ul style="list-style-type: none"> • The December 2012 minutes were reviewed. <p><i>Motion:</i> Motion to approve the December 2012 minutes by Dan Thomas. 2nd by John Everson. Approved.</p>	
Follow-Up	
Shae Aliu will post final minutes on the www.akchap.org website.	
REVIEW MEMBERSHIP	
Discussion	
<ul style="list-style-type: none"> • The membership list has been reviewed. • Stephannie Christian has stepped down from the Chair position, Susan Shoemaker Cartwright is now Chair. A new Vice-Chair is needed. <p><i>Motion:</i> Motion to send out an email to RAC membership to notify the need of Vice-Chair and duties of both the Chair and Vice-Chair. 2nd by Beverly Davis. Approved.</p>	
REPORT/DIRECTION FROM CHAP DIRECTORS	
Discussion	
Nothing to report.	
OLD BUSINESS	
Discussion	
RAC Annual Calendar – nothing to add.	

ANTHC Site Review Materials – Dan gave an overview of the review process. Currently waiting for ANTHC materials. ANTHC materials should be received by June 2013 meeting.

Annual Reviews for SEARHC, NHSC, and YKHC – NSHC will review the ANTHC schedules, YKHC will review NSHC, SEARHC will review YKHC and ANTHC will review SEARHC.

PSLN Document – members went through the discussion document that Dan drafted.

RAC Orientation Document –

Motion: Motion to accept the revised RAC Orientation Document. Beverly Davis 2nd. Approved.

NEW BUSINESS

Discussion

Site Review Funding – After this year CHAPCB is no longer going to fund the RAC site reviews. SEARHC has sent a response back to the board asking why one training center is required to pay and others are not.

ADJOURN John Everson motions to adjourn. Beverly Davis 2nd.

**Review and Approval Committee
Meeting Minutes – June 5, 2013
Anchorage, AK
Approved September 18, 2013**

CHAIRPERSON			Susan Shoemaker (EAT)		
VICE CHAIRPERSON			Sheila Stein (Maniilaq)		
SECRETARY			Deanna Olsen (BBAHC)		
RECORDER			Shae Aliu (ANTHC)		
Member/Organization			Member/Organization		
Paul Hager	Alaska Native Tribal Health Consortium	P	Dan Thomas	Norton Sound Health Corporation	P
Deanna Olsen	Bristol Bay Area Health Corporation	P	Stephannie Christian	Tanana Chiefs Conference	P
Herman Geffe	Yukon Kuskokwim Health Corporation	P	Alan Shear	Yukon Kuskokwim Health Corporation	P
Susan Shoemaker	Eastern Aleutian Tribes	T			
Sheila Stein	Maniilaq Association	T			
A = Absent E = Excused P = Present T = Telephonic					
Guest/Organization			Guest/Organization		
Andrew Tooyak	NSB		Torie Heart	ANTHC	

CALL TO ORDER

Discussion

- Introductions were made around the table.
- Motion:* Dan T. motioned to approve the agenda with additions. Stephannie C. 2nd. Passed.

REVIEW/APPROVE FEBRUARY 2013 MINUTES

Discussion

- The February 2013 minutes were reviewed.
- Motion:* Dan T. motioned to approve the February 2013 minutes with additions. Herman G. 2nd. Passed.

Follow-Up

Shae Aliu will post final minutes on the www.akchap.org website.

REVIEW MEMBERSHIP

Discussion

- The membership list has been reviewed.
Andrew Tooyak has been appointed by AACHAPD to fill Cyndy's seat.
Currently no SEARHC training center representative during closure.
 - Vice Chair nominations, Sheila Stein volunteered as Vice Chair.
- Motion:* Dan T. motioned to accept Sheila as Vice Chair. Deanna O. 2nd. Passed.

REPORT/DIRECTION FROM CHAP DIRECTORS

Discussion

PSLN Document –
A survey will be created and sent out to field staff.

UNFINISHED BUSINESS
Discussion
<p>Training Center Evaluations – 2012 Evaluations are completed. Letters stating all training centers have passed has been sent to the Certification Board.</p> <p>Planning of 2013 ANTHC Training Center Site Review – Dan is the team leader, team will meet after meeting to split up assignments. ANTHC Site Review notebook will be due June 13. Review will take place the week of August 12, 2013.</p>
NEW BUSINESS
Discussion
<p>Field Clinic of Basic Training – Paul went over a model to expand training opportunities for CHA/Ps.</p>
ADJOURN

DRAFT

**Review and Approval Committee
Meeting Minutes – December 11, 2013 (Approved 5/14/14)
Anchorage, AK**

CHAIRPERSON		Herman Geffe (YKHC)			
VICE CHAIRPERSON		Dan Thomas (NSHC)			
SECRETARY		Elaine Phillips (BBAHC)			
RECORDER		Shae Aliu (ANTHC)			
Member/Organization			Member/Organization		
Bev Davis	Alaska Native Tribal Health Consortium	A	Dan Thomas	Norton Sound Health Corporation	P
Elaine Phillips	Bristol Bay Area Health Corporation	P	Andrew Tooyak	North Slope Borough	A
Andy McLaughlin	Chugachmiut	T	Carol Kendall	Yukon Kuskokwim Health Corporation	P
Douglas Finney	Eastern Aleutian Tribes	P	Herman Geffe	Yukon Kuskokwim Health Corporation	P
Kevin Nolan	Kodiak Area Native Association	A			
A = Absent E = Excused P = Present T = Telephonic					
Guest/Organization			Guest/Organization		
Torie Heart	ANTHC		Crystal Stordahl	TCC	

CALL TO ORDER

Discussion

- Introductions were made around the table.
- Motion:* Dan T. motioned to approve the Agenda with additions. Elaine P. 2nd. Passed.

REVIEW/APPROVE SEPTEMBER 2013 MINUTES

Discussion

- The September 2013 minutes were reviewed.
- Motion:* Dan T. motioned to approve the minutes as written. Elaine P. 2nd. Passed.

Follow-Up

Shae Aliu will post final minutes on the www.akchap.org website.

REVIEW MEMBERSHIP

Discussion

All pending members have been approved. Doug Finney agreed to extend his term and Andrew Tooyak agreed via email.

CHAP DIRECTOR'S REPORT

Discussion

CHAP Directors agreed that it was ok to have only 3 members instead of 4 in the site review teams.

NEW BUSINESS

Discussion

Letter to Training Centers requesting evaluation –

- ANTHC/NSHC/YKHC
- Date due: Next RAC Meeting – Feb 26, 2014
- Annual Self Evaluation checklists
- Selection of items required

Thank you letters to supervisors of committee members –

2013 Officers/Members –

2014 Meeting Schedule –

February 26, 2014 10-12, 1-3

May 14, 2014

September 24, 2014

December 10, 2014

CONTINUING BUSINESS

Discussion

Update on cost of travel to site reviews – Dan T. will draft a letter and bring to the next meeting. The letter will be sent to CHAP Directors.

Environmental Health Reviews –

Motion: Doug F. motions to change environmental health reviews to odd years. Elaine P. 2nd.

Doug F. amended his previous motion to change environmental health reviews to even years on the Self Evaluation Checklist document. Elaine P. 2nd. Passed.

RAC BYLAWS

Discussion

Has to be approved by CHAP Directors.

ADJOURN

Motion: Dan T. motioned to adjourn. Doug F. 2nd. Passed.