

**Review and Approval Committee
Meeting Minutes – February 8, 2018
Anchorage, AK**

CHAIRPERSON		Elaine Phillips (BBAHC)			
VICE CHAIRPERSON		Sue Steward (Chugachmiut)			
SECRETARY		Faith Walsh (TCC)			
TRANSCRIBER		Leah Woolard (ANTHC)			
Member/Organization			Member/Organization		
Carolyn Craig	Alaska Native Tribal Health Consortium	P	Elsie Dexter	Maniilaq Association	P
Elaine Phillips	Bristol Bay Area Health Corporation	E	Dan Thomas	Norton Sound Health Corporation	P
Sue Steward	Chugachmiut	P	Crystal Stordahl	Tanana Chiefs Conference	P
Megan Moser	Chugachmiut	P	Faith Walsh	Tanana Chiefs Conference	P
Asela Calhoun	Yukon Kuskokwim Health Corporation	P	Jessie Judy	Yukon Kuskokwim Health Corporation	P
A = Absent E = Excused P = Present T = Telephonic					
Guest/Organization			Guest/Organization		
Heather Pollard	Alaska Native Tribal Health Consortium		Katherine Evon	Yukon Kuskokwim Health Corporation	
Leah Woolard	Alaska Native Tribal Health Consortium				

Call To Order & Review/Approval of Agenda

Discussion

- Introductions were made around the table.
- The agenda was reviewed.
Motion: Asela C. motioned to approve the agenda. Elsie D. 2nd. Passed.

Review/Approval Minutes

Discussion

- The December 6, 2017 RAC meeting minutes were reviewed.
- *Motion:* Dan T. motioned to approve the minutes. Asela C. 2nd. Passed.

RAC Members

Discussion

- CHAP Directors has appointed Megan Moser of Chugachmiut to fill the seat vacated by Cassandra Kroto.
- Sue Steward will be leaving soon and her seat will need to be filled.

RAC Bylaws

Discussion

The RAC Bylaws amended November 2017 are posted on akchap.org.

New Business

Discussion

- RAC approved the “RAC Annual Work Plan” document. This was previously titled “RAC Annual Calendar.” In addition to the new title, a few minor changes had been made to better reflect what we do.
- The annual paperwork reviews of YKHC, TCC, and NSHC was started. Faith will complete the process for NSHC, Dan for YKHC, and Jessie for TCC.
- It was agreed that the site review for ANTHC will be the week of July 16-20, 2018, to include face-to-face Session III and the new blended Session I/II. Jessie, Faith, and probably Elaine will make up the team, with Megan and Asela as alternates.

Old Business

Discussion

- We have been informed that our requested amendment to CHAPCB Standard 5.30.010(4) regarding methods of Curriculum delivery was approved by CHAP Directors and the Certification Board.
- Dan showed photos and examples of the new model used at the NSHC training center to simulate a boggy and firm fundus in a newly delivered postpartum patient in the event that a real patient is not available in Session III. RAC members agreed that this provides a good simulation of the postpartum fundus exam. It was recommended that this be approved by the four training center Medical Directors. Dan will send them a formal request for approval via the training center coordinators.

ADJOURN

**Review and Approval Committee
Meeting Minutes – May 10, 2018
Anchorage, AK**

CHAIRPERSON	Faith Walsh (TCC)
VICE CHAIRPERSON	Megan Moser (Chugachmiut)
SECRETARY	Siene Allen (KANA)
TRANSCRIBER	Leah Woolard (ANTHC)

Member/Organization			Member/Organization		
Carolyn Craig	Alaska Native Tribal Health Consortium	P	Elsie Dexter	Maniilaq Association	P
Rebecca Coupchiak	Bristol Bay Area Health Corporation	A	Dan Thomas	Norton Sound Health Corporation	P
Megan Moser	Chugachmiut	P	Crystal Stordahl	Tanana Chiefs Conference	P
Siene Allen	Kodiak Area Native Association	P	Faith Walsh	Tanana Chiefs Conference	P
Asela Calhoun	Yukon Kuskokwim Health Corporation	P	Jessie Judy	Yukon Kuskokwim Health Corporation	P

A = Absent E = Excused P = Present T = Telephonic

Guest/Organization		Guest/Organization	
Jean Rounds-Riley	Alaska Native Tribal Health Consortium	Katherine Evon	Yukon Kuskokwim Health Corporation
Leah Woolard	Alaska Native Tribal Health Consortium	Henrietta Rivers	North Slope Borough
Minji Kim	North Slope Borough		

Call To Order & Review/Approval of Agenda

Discussion

- Introductions were made around the table.
 - The agenda was reviewed.
- Motion:* Jessie J. motioned to approve the agenda. Dan T. 2nd. Passed.

Review/Approval Minutes

Discussion

- The February 8, 2018 RAC meeting minutes were reviewed.
- *Motion:* Dan T. motioned to approve the minutes. Elsie D. 2nd. Passed.

RAC Members

Discussion

- CHAP Directors appointed Siene Allen to replace Sue Steward as RAC member.
- CHAP Directors appointed Rebecca Coupchiak to replace Elaine Phillips as RAC member.
- Elaine Phillips has stepped down as Chair and her position needs to be filled.

Elections of Executive Committee through 12/18:

Motion: Dan T. nominated Faith W. as RAC Chair. Carolyn C. 2nd. Passed.

Motion: Dan T. nominated Megan M. as RAC Vice Chair. Siene A. 2nd. Passed.

Motion: Dan T. nominated Siene A. as RAC Secretary. Elsie D. 2nd. Passed.

RAC Bylaws

Discussion

The RAC Bylaws amended November 2017 are posted on akchap.org. September agenda item: Review Section V. "Elections and Vacancies" to make it similar to ARC bylaws.

Unfinished business**Discussion**

Follow up approval by the four training center Medical Directors that NSHC training center to simulate a boggy and firm fundus in a newly delivered postpartum patient in the event that a real patient is not available in Session III. Dan will write a Standards change and bring it back to RAC.

New Business**Discussion**

- Review and approve the 2017 TC Self Evaluation paperwork completed for TCC, YKHC, and NSHC Training Centers.
- Complete TC annual RAC requirements review process.
 - A copy of the summary goes to the RAC Chair. Chair sends a letter of RAC approval of the Self Evaluation to the TC Coordinators, CD Chair, and the RAC archives.
 - The summary and all the Self Evaluation documents go to the office of ANTHC CHAP Statewide Services to be archived.
- Site Review Team meeting: 2018 ANTHC Site Review will be the week of July 16 to 20th, 2018. Site review Team Members: Jessica Judy, Faith Walsh, Elsie Dexter and Rebecca Coupchiak. Asela Calhoun as alternate. September agenda item: Site review team members – clarify if only one member from each region can be on team.
- Chair sends a letter of RAC approval of the annual RAC requirements reviews to the TC Coordinators, CD Chair, and the RAC archives.

Documents**Discussion**

Annual RAC requirements review documents go to the office of ANTHC CHAP Statewide Services to be archived.

RAC Annual Work Plan replaces Annual Calendar on akchap.org website.

ADJOURN

**Review and Approval Committee
Meeting Minutes – September 27, 2018
Anchorage, AK**

CHAIRPERSON		Faith Walsh (TCC)			
VICE CHAIRPERSON		Megan Moser (Chugachmiut)			
SECRETARY		Siene Allen (KANA)			
RECORDER		Leah Woolard (ANTHC)			
Member/Organization			Member/Organization		
Carolyn Craig	Alaska Native Tribal Health Consortium	P	Elsie Dexter	Maniilaq Association	P
Rebecca Coupchiak	Bristol Bay Area Health Corporation	P	Dan Thomas	Norton Sound Health Corporation	P
Megan Moser	Chugachmiut	E	Crystal Stordahl	Tanana Chiefs Conference	E
Siene Allen	Kodiak Area Native Association	P	Faith Walsh	Tanana Chiefs Conference	P
Asela Calhoun	Yukon Kuskokwim Health Corporation	P	Jessie Judy	Yukon Kuskokwim Health Corporation	P
A = Absent E = Excused P = Present T = Telephonic					
Guest/Organization			Guest/Organization		
Leah Woolard	Alaska Native Tribal Health Consortium		Katherine Evon	Yukon Kuskokwim Health Corporation	

Call To Order & Review/Approval of Agenda

Discussion

- Introductions were made around the table.
- The agenda was reviewed.
Motion: Elsie D. motioned to approve the agenda as amended. Jessie J. 2nd. Passed.

Review/Approval Minutes

Discussion

- The May 9, 2018 RAC meeting minutes were reviewed.
- *Motion:* Asela C. motioned to approve the minutes as amended. Dan T. 2nd. Passed.

RAC Members

Discussion

No changes.

RAC Bylaws

Discussion

The RAC Bylaws amended November 2017 are posted on akchap.org. Review Section V. "Elections and Vacancies" to make it similar to ARC bylaws.

Motion: Dan T. motioned to amend the "Elections and Vacancies" in RAC bylaws to mirror ARC bylaws. Asela C. 2nd. Passed. Faith W. make the changes and bring it back to RAC.

Unfinished business

Discussion

- ANTHC RAC Site Review-
Motion: Dan T. motioned to approve the ANTHC RAC Site Review. Elsie D. 2nd. Passed.
- Adjunct Instructor Manual-resend to CHAP Directors for feedback on recommendation for changes.
- Unit 21e Postpartum
 - *Motion:* Jessie J. motioned to approve the Standards change. Asela C. 2nd. Passed. This will go to CHAP Directors for approval.
 - *Motion:* Jessie J. motioned to approve the Curriculum component. Asela C. 2nd. Passed. This will go to ARC. If ARC approves, it goes directly to CHAP Directors for approval.

New Business

Discussion

- No Training Center Site Review quinquennial schedule for FY 2019.

Documents

Discussion

Motion: Carolyn C. motioned to amend RAC Site Review Preparation so that Review Team members are not from the same organization. Dan T. 2nd. Passed. Dan will make the changes and send to Leah to put on akchap.org.

ADJOURN