

Review and Approval Committee Meeting Minutes

Location in-person: 4000 Ambassador Drive, Conference Room 3

Teleconference dial-in: 1-877-446-3914 **Passcode:** 934722#

February 5, 2020

10 am -12 pm

Attendance | Recorder: Leah Woolard, ANTHC | "X" means present

Voting Members					
Faith Walsh, TCC, <i>Chair</i>	X	Rebecca Coupchiak, BBAHC	X	Dan Thomas, NSHC	X
Cameron Mortensen, YKHC		Sheri Onate, BBAHC	TC	Crystal Stordahl, TCC	X
Siene Allen, KANA, <i>Secretary</i>	X	Asela Calhoun, YKHC <i>Vice Chair</i>	X		
Carolyn Craig, ANTHC	X	Elsie Dexter, Maniilaq	X		

Guests		
Leah Woolard, ANTHC	Henrietta Rivers, NSB	
Jean Rounds-Riley, ANTHC	Terri Douglas, NSHC	

Topic	Discussion	Action/Motion
Call To Order & Review/Approval of Agenda	<ul style="list-style-type: none"> Introductions were made around the table. The agenda was reviewed. 	
Review/Approval Minutes	The December 4, 2019 RAC meeting minutes were reviewed.	MOTION: Carolyn C. motioned to approve the minutes as amended. Siene A. 2 nd . Passed.
RAC Members	<ul style="list-style-type: none"> Jessie Judy is no longer at YKHC. Cameron Mortensen will replace her as the YKHC Training Center representative. Jessie Judy was the RAC Vice Chair and RAC members appointed Asela Calhoun to replace her. 	MOTION: Dan T. nominated Asela C. as RAC Vice Chair. Rebecca C. 2 nd . Passed. ACTION: Leah will update membership list and post on akchap.org. <i>Leah posted updated list 2/20.</i>

Open Issues	<ul style="list-style-type: none"> CHAP Directors approved the RAC Bylaws updated December 2019. RAC made changes to Article VIII, Sec I to clarify that RAC Standards final approval has to be approved by CHAPCB. CE Review – RAC would like the training center’s process of CE review to follow the current process. This will go to CHAP Directors for approval in February. 	ACTION: Leah will post the updated RAC Bylaws on akchap.org. <i>Leah posted updated bylaws 2/20.</i>
New Business	<ul style="list-style-type: none"> Tanana Chiefs Conference Training Center Site Review Quinquennial Schedule for calendar year 2020 (July-Session II): Team members: Team Lead-Carolyn C., Co-Lead-not selected, NSHC member, Back-up-Elsie D., Guest-Lucy B., Cameron M. Dates: Travel day July 20, Site Review July 21-23, Travel Day July 24. Review the RAC Training Center Annual Self Evaluation Checklist returned by each Training Center not receiving a site review. RAC Training Center Annual RAC Requirements Review 2019 Checklist to each Training Center not receiving a site review: For 2019: TCC to review YKHC YKHC to review TCC NSHC to review ANTHC ANTHC to review NSHC Tally the most recent schedule for each Session, comparing subjects and hours to those listed in the Basic Training Curriculum. Send out letters/emails to Training Centers listing any items on the checklist requiring improvement. RAC members broke out into groups to review each other’s RAC Annual Self-Evaluation Checklist packets. 	ACTION: Leah will post the updated RAC Annual Self-Evaluation Checklist on akchap.org.
ADJOURN		

Attachments:

Review and Approval Committee Meeting Minutes

Location: Zoom

Teleconference dial-in: 1-877-446-3914 **Passcode:** 934722#

August 19, 2020

8:30 am -12 pm

Attendance | Recorder: Leah Woolard, ANTHC | "X" means present

Voting Members					
Faith Walsh, TCC, <i>Chair</i>	X	Rebecca Coupchiak, BBAHC	X	Dan Thomas, NSHC	X
Cameron Mortensen, YKHC		Sheri Onate, BBAHC	X	Crystal Stordahl, TCC	X
Siene Allen, KANA, <i>Secretary</i>	X	Asela Calhoun, YKHC <i>Vice Chair</i>	X		
Carolyn Craig, ANTHC	X	Elsie Dexter, Maniilaq	X		

Guests		
Leah Woolard, ANTHC		

Topic	Discussion	Action/Motion
Call To Order & Review/Approval of Agenda	<ul style="list-style-type: none"> • Introductions were made around the table. • The agenda was reviewed. 	MOTION: Siene A. motioned to approve the minutes as amended. Asela C. 2 nd . Passed.
Review/Approval Minutes	The February 5, 2020 RAC meeting minutes were reviewed.	MOTION: Asela C. motioned to approve the minutes as amended. Siene A. 2 nd . Passed.
RAC Members	<ul style="list-style-type: none"> • Members who Term expires 12/2020 <ul style="list-style-type: none"> ○ Elsie Dexter ○ Asela Calhoun • Executive Committee through 12/2020 <ul style="list-style-type: none"> ○ Faith Walsh as RAC Chair ○ Asela Calhoun as RAC Vice Chair ○ Siene Allen as RAC Secretary 	<p>ACTION: Faith will notify CHAP Directors about the 2 RAC members terms that are expiring 12/20.</p> <p>MOTION: Carolyn C. motioned to keep Faith Walsh as RAC Chair for one more term. Rebecca C. 2nd. Passed.</p> <p>Carolyn C. motioned to keep Asela Calhoun as RAC Vice</p>

		Chair for one more term. Siene A. 2 nd . Passed. Carolyn C. motioned to keep Siene Allen as Secretary for one more term. Passed.
Open Issues	<ul style="list-style-type: none"> CE Review – Process for Review of CHAPCB Continuing Education (CE) Form has already been posted on akchap.org website. Faith is working on updates to the CHA Basic Training Application. The changes will be presented at the CHAP Directors meeting. 	
New Business	<ul style="list-style-type: none"> Tanana Chiefs Conference Training Center Site Review Quinquennial: Postponed until early 2021. Review the RAC Training Center Annual Self Evaluation Checklist returned by each Training Center not receiving a site review. RAC Training Center Annual RAC Requirements Review 2019 Checklist to each Training Center not receiving a site review: For 2019: TCC to review YKHC YKHC to review TCC NSHC to review ANTHC ANTHC to review NSHC 	MOTION: Asela C. motioned to approve ANTHC Annual RAC Requirements Review. Siene A. 2 nd . Passed. Carolyn C. motioned to approve NSHC Annual RAC Requirements Review. Asela C. 2 nd . Passed. Sheri O. motioned to approve YKHC Annual RAC Requirements Review. Passed. ACTION: TCC not ready for approval. The approval of TCC Annual RAC Requirements Review will be done by email.
Distance Delivery on Skills	<ul style="list-style-type: none"> There was a TCC presentation on skills. Training Center Coordinators will be meeting next week to discuss it. It will require a Standards change. 	MONITOR
ADJOURN		MOTION: Dan T. motioned to adjourn. Elsie D. 2 nd . Passed.

Addendum	Votes by email	Action/Motion
	<ul style="list-style-type: none"> The approval of TCC Annual RAC Requirements Review was done by email. 	MOTION: Asela C. motioned to approve TCC Annual RAC Requirements Review. Crystal S. 2 nd . 7 approval votes received. Passed