

# Portland Area CHAP Certification Board (PACCB)

*Kelle Adamek-Little*  
**CHAIR**

*Dr. Maxine L. Janis*  
**VICE-CHAIR**

*Kathleen Susan Steward*  
**SECRETARY**

## Meeting Agenda

**Thursday, May 16, 2024, 11-1:30 (PT)**

[Zoom](#) ("click" link)

Meeting ID: 812 9116 0818

Passcode: 368813

*Dr. Geniel Harrison, Anna DeGraffenreid, Dolores Jimerson, Dr. Elizabeth Cope, Dr. Rachael Hogan, Fred Martin, Julie Johnson, and Meghan Regis*



### MISSION STATEMENT

To support the overarching goals of the Portland Area Community Health Aide Program by addressing social determinants of health while improving access to high quality, integrated healthcare.

### VISION

To identify, dismantle, and disrupt structural and systemic inequities, elevate tribal traditions and values, and support tribal health systems with culturally responsive standards, policies, and procedures.

### Special Session

11:00 **Welcome**, PACCB Chair, *Kelle Little*  
**Opening Blessing**

11:05 **Roll Call** – Establish Quorum and Call Meeting to Order, *Chair Kelle*  
**Consent of Agenda** – Review, *Chair Kelle*  
Need a Motion to Approve/2nd, *Chair Kelle*

11:10 **CLOSED SESSION – Board Members Only**  
**Will not be recorded**

Board proceeding discussions will be held confidential and should not be discussed outside of the session.

### Review Applications for the Portland Area

- Initial Behavioral Health Aide I application/s, *Katie Hunsberger*, TCHPP BHA Manager

### Q&A by Board

12:15 **PACCB Application Recommendation/s**, *Chair Kelle*  
*The following Portland Area candidates are recommended to be submitted to PAIHS Director and Alaska's CHAP Certification Board for initial certification.*

Please read *applicant names one-by-one (include CHAP discipline and level)*

Action Required: Need a motion to accept/2nd

12:20 **Dental Health Aide (DHA) Application and Portland Area Standards and Procedures (PASP) Community Health Aide/Practitioner (CHA/P) Update**, *Lisa Griggs*, TCHPP Manager

- 12:25 **CHAP TAG Update**, *Christina Friedt Peters*, Tribal Community Health Provider Program (TCHPP) Director
- 12:50 **Interpreting PACCB Bylaw language – Board Membership**, *Chair Kelle*
- 1:20 **Q&A and Wrap Up**, *Chair Kelle*  
**Questions/Comments**  
**Summary of Action Items**, *Lisa*
- Upcoming Meetings**, *Lisa*
- June 13, 2024
  - August 15, 2024
- 1:29 **Motion to Adjourn**

[paccb@npaihb.org](mailto:paccb@npaihb.org)

[www.tchpp.org](http://www.tchpp.org)

[Portland Area Standards and Procedures \(PASP\) - amended 3.30.2022](#)

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## MEETING MINUTES

May 16, 2024 | 11:00am to 1:30 pm PT | Virtual **Special Session**

	Present = P Absent = A Excused = E
<b>Seat 1: Portland Area Indian Health Service Director</b> Dr. Geniel Harrison, Chief Medical Officer, Portland Area Office - OR	P
<b>Seat 2: Northwest Portland Area Indian Health Board Delegate</b> Kelle Adamek-Little, BS Health and Human Services Director, Coquille Indian Tribe Community Health Center – OR	P
<b>Seat 3: Northwest Portland Area Indian Health Board Executive Director</b> Kathleen Susan Steward, BSHA, MHL Deputy Director, Northwest Portland Area Indian Health Board - OR	P
<b>Seat 4: BHA/P Association</b> Vacant – to be filled	--
<b>Seat 5: CHA/P Association</b> Vacant – to be filled	--
<b>Seat 6: DHA/T Association</b> Anna DeGraffenreid, Licensed Dental Therapist (LDT), Lake Roosevelt Community Health Center, Inchelium, WA	P
<b>Seat 7: Behavioral Health Aide Review Committee (BHARC)</b> Dolores Ann Jimerson, LCSW, ADS, CPC, Behavioral Health Education Director, Northwest Portland Area Indian Health Board - OR	P
<b>Seat 8: Community Health Aide Review Committee (CHARC)</b> Dr. Elizabeth Libby Cope, ND Medical Provider, Sophie Trettevick Indian Health Center (Makah Tribe) - WA	P
<b>Seat 9: Dental Academic Review Committee (DARC)</b> Dr. Rachael R. Hogan, DDS Dental Director, Swinomish Dental Clinic – WA	
<b>Seat 10: Idaho Department of Health and Welfare</b> Fred Martin, Tribal Relations Program Manager, Idaho Department of Health and Welfare – ID	

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<b>Seat 11: Oregon Health Authority (OHA)</b> Julie A. Johnson, Tribal Affairs Director, Principal Executive, Manager F, Oregon Health Authority – OR	
<b>Seat 12: Washington Health Care Authority (HCA)</b> Meghan Regis, MSW, Workforce Innovation and Alignment Manager, Washington Health Care Authority	P
<b>Seat 13: Community Health Aide Program (CHAP) Education Program</b> Dr. Maxine L. Janis, EdD, MPH, RDH Professor and President’s Liaison for Native American Affairs, Heritage University – WA	P

Facilitator	<i>Chair Kelle Little</i>
Recorded by	NPAIHB – TCHPP Staff
Guests	<i>Lisa Griggs, Katie Hunsberger, and Dr. Miranda Davis - TCHPP. Torie Heart – TCHPP Consultant.</i>
TCHPP TA Support	<i>Christina Friedt Peters and Tanya Firemoon, TCHPP</i>
Overall Goal	Meeting to provide updates, discuss key topics, and make decisions related to Community Health Aide Program (CHAP) implementation in the Portland Area.
Key Takeaways	<ul style="list-style-type: none"> <li>• Reviewed and recommended BHA Level 1 application (for AB)</li> <li>• Reviewed but did not approve incomplete BHA Level 1 application (for VW)</li> <li>• Agreed to hold emergency meeting if (VW) application is completed before 5/28 Alaska CHAP deadline</li> <li>• Interpreting PACCB Bylaw language – Board Membership for Seat 13</li> <li>• Upcoming meetings: 6/13 in-person in Bellingham, WA and 8/15 (location TBD)</li> </ul>

Agenda Topic	Goal	Discussion/Recommendation/s	Resolution/s	Follow-Up Closed/Monitor/ Inform/Tabled
<b>Roll Call</b>	Establish quorum	8 members were present.	Quorum established.	Closed
<b>Review and approval of agenda, Chair Kelle</b>	Review	<b>Action Taken:</b> Reviewed today’s agenda.	<p><b>Motion:</b> MJ motioned to approve today’s agenda and 2<sup>nd</sup> by SS. Motion passed – with no objections.</p> <p><b>Motion:</b> Moved into closed executive session. GH motioned and 2<sup>nd</sup> by DJ. Motion passed – with no objections.</p>	Closed
<b>Closed Session Board Members Only</b>	Action required	<b>Action Taken:</b> The Board examined two (2) initial BHA	<p><b>Board recommendations:</b></p> <p><input type="checkbox"/> #1 AB – Line #25 not check off on application</p>	Monitor & follow up

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Agenda Topic	Goal	Discussion/Recommendation/s	Resolution/s	Follow-Up Closed/Monitor/ Inform/Tabled
<p><b>Review Applications for the Portland Area Initial Behavioral Health Aide (BHA) applications, Katie Hunsberger, TCHPP BHA Manager - NPAIHB</b></p>		<p>applications.</p> <p>Katie screenshared applications and supporting documents (specialized training log, clinical practicum log, and knowledge and skills checklist) and conducted a line-by-line review. Note: all applicants successfully completed Alaska's BHA training.</p>	<p>form, group counseling credit hours needs to be revised from 8 hours to 16 hours and amend HIV course dates from 12-21-22 to 12-31-22 on applicant's specialized training log</p> <p><u>#1 AB</u></p> <ul style="list-style-type: none"> <li>Completed all requirements (training log, practicum hours, skills checklist).</li> <li>Recommended to move forward for BHA Level I certification.</li> </ul> <p><u>#2 VW</u></p> <ul style="list-style-type: none"> <li>Line #18-24 needs to be completed on application form. Missing employer verification signature.</li> <li>Attempts made to obtain signature during meeting unsuccessful.</li> <li>The Board will not approve incomplete application but willing to hold emergency meeting if signature is obtained before 5/28 Alaska deadline</li> </ul>	
<p><b>Members Only Closed Session Interpreting PACCB Bylaw language – Board Membership, Chair Kelle</b></p>		<p><u>Action Taken:</u> Reviewed Bylaw article II section 1.</p> <p>Seat 13's representative will leave the CHAP education program at the end June, rendering her ineligible for the seat.</p>	<p>The Board suggested recommendations for moving forward but nothing was officially determined. The board tabled for a future discussion.</p> <p>Moved out of closed executive session.</p>	<p>Monitor &amp; follow up</p>
<p><b>PACCB Application Recommendations, Chair Kelle</b></p>		<p>The following Portland Area candidate has been reviewed, endorsed, and will be recommended by the PACCB to submit application package to the PAIHS Director and</p>	<p><u>Motioned the following recommendations for CHAP certification:</u> <i>Andrea Batin</i> (Yakama Nation), Behavioral Health Aide I motioned by GH and 2<sup>nd</sup> by SS. No</p>	<p>Monitor &amp; follow up</p>

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Agenda Topic	Goal	Discussion/Recommendation/s	Resolution/s	Follow-Up Closed/Monitor/ Inform/Tabled
		Alaska's CHAP Certification Board for initial certification.	opposition – motion passed.  <u>Note:</u> Venissa Williams (Yakama Nation), Behavioral Health Aide I application has been tabled.	
<b>Dental Health Aide (DHA) Application and Portland Area Standards and Procedures (PASP) Community Health Aide/Practitioner (CHA/P) Update, Lisa Griggs, TCHPP Manager</b>	Inform/update	Three (3) DHA applications were submitted to Alaska CHAP Certification Board (AK CHAPCB) on April 24 and in the process of confirming provisional certification.  TCHPP CHA team is currently working on the CHA/P standards and procedure language with the Academic Review Committees (ARCs).	More details to follow.	Monitor & follow up
<b>CHAP TAG Update, Christina Friedt Peters, Tribal Community Health Provider Program (TCHPP) Director</b>	Inform/update	IHS has made a significant development. Dr. Loretta Christensen (IHS/HQ) will head the initiative. Talks include minimizing the federal presence in the development of CHAP implementation outside of Alaska.	More to come, including: <ul style="list-style-type: none"> <li>• Circular 20-06 policy re-write</li> <li>• Dear Tribal Leader Letter from Director Tso</li> </ul>	Monitor & follow up
<b>Q&amp;A and Wrap Up, Chair Kelle</b>	Inform/update	Questions/Comments (open floor to meeting attendees)	Nothing to report.	Closed
<b>Summary of Action Items, Lisa</b>	Inform/update	<ul style="list-style-type: none"> <li>• A. Batin application will move forward.</li> <li>• V. Williams application tabled. Emergency special session will be coordinated to review corrected and completed application.</li> </ul>		Monitor & follow up
<b>Upcoming Meetings, Lisa</b>	Inform/update	<ul style="list-style-type: none"> <li>• May 23, 2024 Emergency Special Session to review VW BHA I application.</li> <li>• June 12-13, 2024 General Session (Northwest Indian College will host. NPAIHB coordinated a room block at Silver Reef Hotel. Details to follow.)</li> </ul>		CLOSED

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		<ul style="list-style-type: none"> <li data-bbox="659 386 1094 412">August 15, 2024 General Session</li> </ul>		
<b>Adjourn</b>	<b>Motion:</b> To adjourn PACCB by DJ and 2 <sup>nd</sup> by MJ – with no objections. Meeting adjourned at approx. 12:53 pm Pacific			CLOSED

Minutes prepared by Tanya Firemoon, TCHPP

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