



Health Services - Professional Advisory Committee
Meeting Agenda
1000 - 1500 Hours, 6 February 2009
Mary Switzer Building, 330 C St. SW, 3rd floor, RM 3005
Washington, DC.



HS-PAC Voting Members

Rank	Last Name	First Name	Role	Present	Absent
LCDR	Bunnell	Rebecca	PAC Chair	X**	
CDR	Durgin	George	Chair-Elect	X	
CAPT	Aponte	Laura	Mentoring Committee Chair	X**	
CDR	Kamal	Sianat	Membership Committee Chair	X	
CAPT	Wiseman	Cheryl	Member		X
CAPT	Wyeth	Bill	Member	X	
LCDR	Alspach	Todd	Member	X	
CAPT	Bill	Nancy	Member	X**	
CDR	Hawkins	Janet	Member		X
CDR	Lum	Audrey Gor Yee	Readiness Committee Chair	X	
CDR	Merriweather	Sheila	Communications Committee Chair	X**	
CDR	Pelkey	Michelle	Member	X	
CDR	Williams	Felicia	Policy Committee Chair	X**	
LCDR	Brown	Laurie	Member	X**	
LCDR	Cliatt	Janet	Member		X
LCDR	Fisher	Travis	Awards Committee Chair	X	
LCDR	Glines	Nicole	Career Development Committee Chair	X	
LCDR	Jones-McHorgh	Delia	Recruitment & Retention Committee Chair	X	
CDR	Pappalardo	Tim	Member	X**	
CDR	Peat	Raquel	Member	X**	
CDR	Schmidt	Don	Member	X**	

**** indicates in person**

HS-PAC PAG Chairs

Rank	Last Name	First Name	Professional Advisory Group	Present	Absent
CAPT	Jaworski	Charles	OPAG		X
CDR	Bonfiglio	Susan	PAPAG	X	
CDR	Clelland	Kellie	ITPAG		X
CDR	Danner	Ali	BASPAG	X	
CDR	Slate	Dennis	PsyPAG		X
CDR	Seligman	Jay	SWPAG	X**	
LCDR	Cliatt	Janet	MTPAG		X
LCDR	DeBarros	Jean-Pierre	HAPAG	X**	
LT	Shurina	Joseph	DHPAG	X	

**** indicates in person**

Ex-Officio Members

Rank	Last Name	First Name	Role	Present	Absent
RADM	Milner	Michael	CPO	X	
LCDR	Bishop	Lynda	Treasurer		X
LT	Bakke	Olin	Secretary	X**	

**** indicates in person**

Other HS Officers in attendance

Rank	Last Name	First Name	Role	Present	Absent
LCDR	Ieshia	Jones	-	X**	
LCDR	Carlos	Castillo		X**	
LT	Debra	Collier		X**	
LCDR	Michael	Clay		X**	
LCDR	Todd	Lennon		X**	
LTJG	Nisha	Antoine		X**	
LCDR	Todd	Johnson		X**	
LTJG	Leon	Snyder		X**	
CDR	Janet	Hautiva		X**	
LT	Miguel	Saponara		X**	
CAPT	Dan	Kavanaugh		X**	

**** indicates in person**

Guests ~ Attending via Telcon

LT	Carina	Aguilar	LTJG	Shaun	Chapman
LT	RodJimal	Barrais	LT	Karen	Charles
LCDR	Karen	Beckham	CDR	Gary	Cole
LCDR	Tracy	Branch	LT	Debra	Collier
LCDR	Lori	Brown	LT	Christina	Coriz
LCDR	Shari	Campbell	LCDR	Rhondalyn	Cox
LCDR	Amy	Chanlongbutra	CDR	Dimitrus	Culbreath
LCDR	Johannie	Escarne	LCDR	Nicole	Cyriaque
LCDR	Michelle	Everett	CDR	David	DeLacruz
CAPT	Annie	Fair	LCDR	Jason	Jurkowski
LT	Leah	Ferrier	LTJG	Kevin	Kunard
LCDR	Tara	Foley	LCDR	David	Lau
LCDR	Nicole	Gaskin-Laniyan	LCDR	Linda	Lee-Bishop
		Hrynshen-			
LCDR	Christa	Trimmer	LT	Alia	Legaux
LCDR	Helen	Hunter	LT	Jennifer	Lunney
LTJG	Velisa	Jackson-Stephens	CDR	Elijah	Martin
LCDR	Ieshia	Jones	LCDR	Brett	Maycock
					McIntosh-
LT	Julie	Niven	CDR	Kimberly	Little

CDR Sunil Patel	LT Denelle McKenna
LT John Paul Antoinette	LCDR Thomas Pryor
LCDR e Percy-Laurry	CDR Louann Rector
CAPT Anne Perry	LCDR Morrissa Rice
LT Donna Phillips	CDR Scott Salvatore
LT Renee Pleasanton	LT Joseph Shurina
LT Tracy Powell	CDR Karen Sicard
LCDR Lesley Preston	CDR Clarence Smiley
LCDR Chau Vu	LT Damon Smith
LTJG Holden Walker	CAPT Astrid Szeto
LT Deidre Washington	LTJG Tracy Tilghman
CAPT Craig Wilkins	LTJG Garman Williams
LCDR Ed Wilkinson	LT Lorraine Williams
CDR Diahann Williams	LCDR Carsha Wilson
CAPT Elise Young	LT Robert Windom
	LT Elaine Wolff
	LT David Wright
	LT Theresa Zach

Meeting Minutes

Welcome & Introductions - LCDR Rebecca Bunnell opened the meeting on 6 February 2009 welcoming those in the room. She introduced the new members for 2009 including CAPT Bill Wyeth, CDR Michelle Pelkey, CDR Todd Alspach, LCDR Janet Cliatt, LCDR Travis Fisher, LCDR Nicole Glines, and LCDR Raquel Peat. She also congratulated the 2009 Chair Elect, CDR George Durgin. All those in attendance introduced themselves along with those on teleconference/video feed.

December Meeting Minutes – reviewed and the motion to accept was seconded and approved by unanimous vote.

CPO Report – RADM Milner joined via telecon. He appointed CAPT Jose Belardo as Acting CPO in his absence in the upcoming weeks. RADM Milner had four points to address as follows:

1. 93.93% HSO Readiness as of 12/31/2008. Good Job to all. We will set the goal at 95% for 2009.
2. Regarding the Appointment Standards WIPT chaired by RADM Nesseler, CDR Durgin reviewed detailed appointment standards. RADM Milner briefly referenced two issues:
 - a. Proposed that Dental Hygienists and PA's be allowed to commission with an associates degree and a designated academic limited tour. CPO is not confident that this will be approved by the WIPT but it is an attempt to increase critical need provider disciplines.
 - b. Assimilation standards changes were recommended to allow multiple types of advanced degrees rather than only having an advanced degree in your discipline for assimilation recommendations.

3. He expressed his support for development of HS PAC Standard Operating Procedures. “We have gotten strongly behind this and want a policy manual for the next CPO” (i.e. how chairs are selected, succession planning, etc.)
4. You may be aware that the SG was asked to serve as the ASH on January 22, 2009. The SG accepted the position and it will be good for the Corps.

RADM Milner wished all concerned a great weekend, expressed appreciation for all we contribute at our “day to day job.”

RADM Milner took questions:

Q: CPOs knowledge of any additional Corps activities in the stimulus package?

A: RADM Milner + SG spoke about future, hopes for HAMR teams, the HHS and Health & Wellness plan, CDCs bigger allotment, and OPHS’s prev med and electronic records goals. At this time it is hard to say how the stimulus package will end up.

Awards Report – LCDR Fisher presented via teleconference

- I. Awards Committee Active Roster for 2009:
 - LCDR Julie Black
 - LT Elizabeth Claverie
 - LCDR Mike Davis
 - LCDR Torrey Darkenwald
 - LCDR David Dietz
 - LCDR Angela Girgenti
 - CDR Frances Placide
 - LCDR Catherine Salisbury
 - CAPT Elise Young
 - LCDR Iris Valentin-Bon
 - CDR Felicia Binion Williams
- II. Vacancies: 3 vacancies
- III. Meeting dates: TBA
 - Conference call to discuss nomination scoring process and guidelines
 - Conference call to score nominations
- IV. Action Items:
 - Current call for nominations for the Kissel and Garcia Awards
 - Update committee membership and contact information on HSO Website.
 - Award Awareness Campaign. Develop a list of awards the HSO category membership is eligible for and determine and assure appropriate dissemination. (ie. JOAG awards, Health Leader of the Year, etc.)
 - Review Awards Committee Duties
- V. Accomplished Tasks:
 - Disseminate call for nominations.
 - HSO Awards committee – membership and contact information – on-going

Communications Report – CDR Merriweather joined in person

- The Communications Subcommittee had their first conference call on Friday, January 30, 2009.

- There are 16 officers that have volunteered to serve on the subcommittee – see attached roster.
- CDR Sheila Merriweather reviewed the communications committee charge: 1) dissemination of HSPAC and category information, 2) maintaining the HS Website and listserv, 3) preparing articles; and 4) developing Standard Operating Procedures for the Communications Subcommittee.
- LCDR Hunter and LT Carlos Bell reviewed the history of the HS Website rewrite which occurred about two years ago under the leadership of CDR Kellie Clelland. The rewrite led to greater consistency among PAG pages and ease in finding information.
- LCDRs Bell and Hunter have served as content managers, which involves reviewing requested updates and forwarding these updates to the webmasters. To date, most committees and PAGs have provided updates to their rosters for 2009. LCDR Bell and Hunter will continue to serve as contacts for web content in 2009.
- CDRs Sunil Patel and Armando Santiago will continue to serve as webmasters who are responsible for posting updates.
- It is important to keep in mind that with the universal changes to the USPHS site, all PACs must ensure 508-compliance with website content. LCDR Bell is involved with 508-related conversations. The web team will plan to solicit quarterly updates from HS PAC committees and PAGs, to especially ensure that meeting minutes are current.
- LTJG Tracy Tilghman volunteered to serve as liaison for videoconferencing for PAC meetings. LCDR Rebecca Bunnell has already coordinated the videoconferencing for the 2009 meetings – LTJG Tilghman is the committee’s point of contact.
- LCDR Jason Jurkowski will coordinate the development of the Standard Operating Procedures for the Communications Subcommittee. LCDR Bell and Hunter will assist with the website portion of the SOP. This effort will be a work-in-progress.
- Any suggestions for improving the HSO Weekly Update as a communication’s vehicle are welcome. Send any suggestions to Sheila.merriweather@hhs.gov.

2009 HS-PAC Communications Subcommittee Members

Name	Role	Agency	Work Phone	Email
CDR Sheila P. Merriweather	Chair	HRSA	202-205-4696	Sheila.merriweather@hhs.gov
CDR Kellie Clelland	Website Consultant	FDA	301.827.3679	Kellie.clelland@fda.hhs.gov
CDR Sunil Patel	Website Developer	CDC	404.639.1451	svp0@cdc.gov
CDR William Rowell	Listserv Administrator	NOAA	301.713.2806 ext 155	Bill.rowell@noaa.gov
LCDR Todd Alspach		CDC	404-498-2758	talspach@cdc.gov
LCDR John Gusto		DHS	202.447.3183	john.gusto@hhs.gov
LCDR Helen Hunter	Website Content Manager	NIH	301.594.4749	Helen.hunter@hhs.gov
LCDR Jason Jurkowski		OS/ASPR		Jason.jurkowski@hhs.gov
LCDR Brett Maycock		IHS	916.930.3945 ext. 359	Brett.Maycock@ihs.gov
LCDR Armando Santiago	Website Team Lead and Webmaster	FDA	301.436.2568	armando.santiago@fda.hhs.gov
LT Carlos Bell	Website Content Manager	FDA	240.453.6024	Carlos.Bell@cdc.hhs.gov

LT Debra Collier		USDA		Debra.Collier@fsis.usda.gov
LT Morrisa Rice		HRSA	301.443.6838	mrice@hrsa.gov
LT Dawn Thomas		DHS		dawn.e.thomas@dhs.gov
LT Tracy Tilghman	Video Conferencing Contact	DHHS	LT Tracy Tilghman	TTilghman@email.foh.dhhs.gov
LT Van Tran	Website Developer	FDA	301.827.9367	van.tran@fda.gov

Career Development Report – LCDR Glines joined via telecon

Chair: LCDR Nicole Glines

Team I: (LCDR Camille Hawkins)

Old Items:

1. Ceremony Guidelines: Retirement Ceremony and “wetting down” ceremony. Complete...
2. HSO CV: The updated HSO CV format was sent to CDR Austin but was delayed in getting approved because of end of year concerns regarding promotion. It needs to be added to the Feb. agenda for review, implementation and posting on the website.
3. Officer Statement: (OS). LCDR Hawkins is sending the Chair the format after her team reviews it one more time and then it will need to be added to the Feb. agenda for review.

New Items:

1. COER Format update on last cycle. General consensus seems to be of discontent towards the format. Is it going to be evaluated?
2. Promotion Counseling: Offer at COA and via phone interviews. Continue this. OCCO sponsored in the past.

Team II: (LCDR Rhonda Plake)

Old Items:

1. Planning the COA Booth: Theme is **HSO’s: Serving our Nation Proudly as Public Health Advocates, Leaders, and Educators- (Place theme on agenda as well as the idea to sell coins and initiate volunteers to man the booth.)**

Times:

Tuesday, June 2 set up 1:00 pm to 6:00 pm

Wednesday, June 3, 7:30 am to 12:00 pm and 1:45 pm to 3:00 pm

Thursday June 4, 7:30 am to 1:30 pm.

2. Promotion Letters: (late spring/early summer timeline) Was handled by CDR Durgin in the past. Need to get template from CDR Durgin. Have not received that yet.

Team III: (LT Daniel Brounstein)

1. Working on updating HSO Continuing Education Guide. Goal is to provide specific links for opportunities amongst the disciplines. He would like to contact each discipline for a contact person to review the document. It is a work in progress and will be available for review shortly.

Each of the Team leaders is willing to retain their current position and offer no comments

about any challenges. They feel they have a good working relationship with each of their respective members.

Career Development Subcommittee Plans:

1. Contact in a group e-mail each of the members of the subcommittee with an introduction and contact information of myself and ask for comments/suggestions regarding the subcommittee and its future direction.
2. Monthly conference calls working around Team leaders schedule with an invite to the rest of the committee. Each team leader will continue to contact their individual teams and work on agenda items propagated by the HS PAC.
3. After the initiation of the HS PAC work plan, take action items that are deemed Career Development and assign projects.

Mentoring Report – CAPT Aponte joined in person

- I. Mentoring Subcommittee Active Roster for 2009:
 - a. CDR David Lau
 - b. CDR Diahann Williams
 - c. CDR Vickie Lopez
 - d. LCDR Vickie Owens
 - e. LCDR Candace Griffin
- II. Vacancies: Representatives of the PAGs
- III. Next meeting: March 4, 2009
 - Database updates
 - Review roles and responsibilities of members including the PAGs
- IV. Action Items:
 - Review and update the Mentoring Subcommittee Charge to include the participation of the PAGs
 - Complete the 2009 Mentoring Subcommittee Work Plan
- V. Accomplished Tasks:
 - a. HS-PAC Website information updated
 - b. Mentoring Program forms updated
 - c. Mentoring Handbook updated

CAPT Aponte also stated that she is trying to get a website to allow people to update their database. Right now it takes a while for mentors to be connected with mentees.

Membership Report – CAPT Kamal joined via telecon

- **Action Item(s) form Last Year (#08-09):** The membership subcommittee met to discuss this issue in the Fall of 2008. After a thorough discussion and a concurrence of a majority of the membership subcommittee members, the membership subcommittee submitted to HSPAC the following change in the attendance language of the bylaws (underlined text indicates the additional language recommended):

Sec. 3 Attendance (Proposed language)

Members are expected to attend either in person, by telephone or by videoconference a majority of PAC meetings, including the COA Annual Meeting, and to attend at least one meeting in person. The one meeting in person requirement may be met either by attending the

annual COA meeting or a regular PAC meeting in Rockville, MD. Members are expected to have their alternate attend any meeting where they cannot be present. Any member of the HS PAC who misses more than 50% of meetings without just cause can, at the discretion of the HS PAC Chairperson and in consultation with the CPO, be asked to voluntarily resign from the HS PAC; or the HS PAC Chair, in consultation with the CPO, can initiate a request to the Surgeon General to terminate said membership and so inform the STAFFDIV and OPDIV Head. Members who face an extreme hardship in attending at least one meeting in person may submit a waiver request to the Chair of the membership subcommittee for review. The recommendation of the membership subcommittee will be submitted to the PAC Chair. The waiver request must be submitted at least thirty days prior to the last PAC meeting of the year.

This policy will be tabled until the April 3, 2009 HS PAC Meeting.

Action Item #09-01: Submitted website updates to LCDRs Bell and Hunter and cc's CDR Merriweather.

Action Item #09-02: Chair Position Description – 1) Contacted and updated information on all member of the subcommittee. 2) The webpage was updated and will be done quarterly. The rest of the task of this action item, which are, 3) Major Tasks and Steps, and 4) Contacts where Appropriate, will be completed and submitted by the end of Feb to HSPAC Chair via email.

Action Item #09-04: Criterion for Membership Chair Award: Will need to discuss with subcommittee members and other Chairs. Request a discussion at the 6th Feb HSPAC meeting. Will report at April meeting.

Action Item #09-06: As far as vacancy in Membership, we welcome any interested officers who are seeking to join Membership and we'll discuss among the subcommittee members about potentially having more members. Just keep in mind that members of Membership Subcommittee must be voting members.

Policy Report – CDR Williams joined in person

Vacancies: At the present time we do not have any vacancies for membership.

Meeting dates: To be determined

Action Items: Drafting Standard Operating Procedures Manual outlining general and specific duties of the subcommittee chair, voting and non-voting members.

- Distribute a copy of Award Template/Criteria to Sub-Committee Chairs as an example for use in the development of the Sub Committee Chair Awards--- February 12th
- Developing a Position Description for Policy Chair based on the previous chair experiences--February 20th
- Receive Position Descriptions from other Subcommittee Chairs and incorporate into Standard Operating Procedures Manual--April 2009
- Develop Standard Operating Procedures Manual for the HS PAC that includes an Appendix with Sub-Committee Chair Position Descriptions---November 2009

Accomplished Task:

- Developed Position Description for Awards Subcommittee Chair---Completed

- Reviewed Sub-Committee Webpage on the HS PAC Website---Completed--1/22/09 and updated with a new name as of 2/2/09
- Excel spreadsheet with the amount of time spent participating in PAC activities Completed--1/27/09

Assignments:

- Others as assigned-None

Q: LCDR Bunnell asked CDR Binion Williams to provide some information about the SOP she is working on.

A: Goal is to develop guidance on what responsibilities are for each of the positions on the HS PAC as a document to guide succession of the committee; it will be a living document which can be changed

Readiness Report – CDR Lum joined via video conferencing

Current HSO category readiness status:

According to a recent OFRD readiness run conducted on January 28, 2009, the HSO category's readiness rate is at 93.93%, an increase from 93% on December 29, 2008 and 91.96% on December 19, 2008. The HS-PAC's goal is to reach 95%.

Current Sub-Committee status:

1. Recruitment Subcommittee Chair LCDR Delia Jones and Readiness Chair CDR Audrey Lum met in November over telephone to discuss coordinating outreach efforts to new call-to-duty (CAD) officers. It was observed that junior officers at the LTJG ranks consistently show lower readiness rates among HSOs. This may be due to a high number of newly CAD officers not aware of requirements, and how to meet readiness requirements by the end of their one-year waiver period.
2. The readiness committee membership is currently 20. Six members are assigned to work with the Recruitment Subcommittee's outreach efforts in assisting newly CAD officers with meeting readiness requirements.
3. A list of officers consistently identified by OFRD as not basic ready is being identified for further follow-up.
4. A list of Frequently Asked Questions (FAQ) is compiled and going through review and clearance. This will be an evolving tool to be shared with officers and posted on the HSPAC's website.

Action Items:

1. Identify officers consistently identified by OFRD as not basic ready and provide follow-up and additional information about basic readiness requirements.
2. Share FAQ document with HSOs and post on HSPAC's website.

Recruitment & Retention Report – LCDR Jones joined via telecon

Their main goal appears to be a name change to "Recruitment Committee"

Due to the changes in program activities, the Recruitment Subcommittee has a few operational and policy issues for consideration. Some of these issues require immediate action from the HSPAC:

- Official name change to "Recruitment Subcommittee";
- ARP Proposed Changes;
- HSAPP Appointment of Administrators and Discipline Liaisons;
- Special Project: Targeted Recruitment Effort; and

- Other Recruitment Areas of Concern

Official Name Change to Recruitment Subcommittee

During the 01 AUG 2008 meeting, there was a request to officially change the name of our subcommittee to “Recruitment Subcommittee” to better reflect what the functions of the subcommittee. Our activities focus solely on recruitment efforts as the charges and goals do not address any retention efforts. As such, I would like to *vote* on an official name change to “Recruitment Subcommittee”.

Associate Recruiter Program Changes

The Associate Recruiter Program (ARP) has been reorganized to improve the effectiveness of the program. The current practice of the ARP will be discontinued effective March 2009.

Under the new program, officers and applicants must reapply based on the new ARP requirements. Each Professional Advisory Committee (PAC) will be allotted twenty (20) AR slots based on a geographic dispersal. Additionally, each PAC will have two ARL slots to provide supervisory program support.

Recommendation #1: Since our category possesses a variety of disciplines, the HSPAC should advocate for more AR slots to represent our officers.

Recommendation #2: Based on a nomination process for the AR and ARL slots, the HSPAC Recruitment Subcommittee recommends that the selections will be based on geographic representation, agency representation, and prior USPHS support.

Furthermore, it is recommended that preference is given to Discipline Liaisons for the AR slots. At least 50% of the AR slots may be available for current Discipline Liaisons who are interested.

Recommendation #3: It is recommended that the ARL slots be filled by the HSPAC Recruitment Chair and one of the HSAPP Administrators to align and support recruitment activities under the ARP program.

Recommendation #4: It is recommended that those officers, with previous ARP activities and who do not meet current requirements for the Recruitment Service Ribbon, be given credit for the contributions and receive recognition for their efforts.

HSAPP Appointment of Administrators and Discipline Liaisons

The Health Services Applicant Placement Program (HSAPP) is a uniquely designed recruitment program that provides individualized service to Health Services applicants. When the HSAPP was created, the HSAPP Administrator and Discipline Liaisons were appointed by the Health Services Professional Advisory Committee (HSPAC) Chief Professional Officer (CPO). The Discipline Liaisons were appointed for a two-year term.

As the HSPAC evolves and reevaluates its practices, the HSPAC CPO appointments for HSAPP participants seem to be an uncommon practice with other participants on the HSPAC. Although the HSAPP has been instrumental in growing the Health Services category, it appears that the HSAPP has operated separately from other HSPAC activities.

Recognizing the importance and viability of the HSAPP, it is critical to realign all recruitment efforts within HSPAC Recruitment Subcommittee. The HSAPP is a recruitment program supported by the HSPAC. The HSPAC Recruitment Subcommittee must standardize a process for selecting and appointing HSAPP Administrators and Discipline Liaisons.

Recommendation #1: It is recommended that appointments for the HSAPP be endorsed

by the HSPAC Chair and HSPAC Recruitment Subcommittee. The HSPAC voting members, HSPAC Chair and HSPAC Recruitment Chair, will sign the appointment letters.

Recommendation #2: Based on a nomination process for the HSAPP Administrators, the HSPAC Recruitment Subcommittee recommends that the selections will be based on geographic representation, agency representation, and prior USPHS support. The HSPAC Recruitment Subcommittee also recommends that the preference is given to an officer who has prior experience as a Discipline Liaison for the role of HSAPP Administrator.

Recommendation #3: It is recommended that the approval of the HSAPP Standard Operating Procedures to successfully manage the program's operation.

Recommendation #4: The HSPAC Recruitment Subcommittee recommends that language be incorporated to allow the activities of the discipline liaisons to become eligible for the Recruitment Service Ribbon.

Special Project: Targeted Recruitment Effort

The Recruitment Subcommittee will soon begin an exercise to help provide targeted recruitment and capture category information. The purpose is to clearly defined the number of officers in any given discipline and identify any shortage areas. We hope to determine what the needs are and where recruitment efforts should be focused. We may need to contact HSPAC officers and others in the Professional Advisory Groups for support with this effort.

Other Recruitment Areas of Concern

From a recruitment standpoint, the subcommittee wants to address the concerns that may impact specific disciplines. During the orientation/refresher calls, the discipline liaisons expressed the following concern that needs specific guidance from the HSPAC.

- There is a concern about the lack of incentive pay for podiatrists. One discipline liaison indicated that the need for podiatrists is great in the Indian Health Service, but that the interest is not there due to a lack of special pay. It appears that there is a parity issue for this specialty. Some questions include: Why are not officers with a Doctor of Podiatry Medicine given specialty pay as are other medical specialties? Also, would it be possible to model accession practices after the medical category, with these officers being able to enter at a higher rank to allow competition with the private sector?
- **Call to Active Duty (CAD)** - There were 12 CADs in January 2009. The CAD list is sent to the Mentoring and Basic Readiness Subcommittees. The quarterly statistics from the HSAPP will be provided at the next meeting.

BASPAG Report – CDR Danner joined via telecon.

CDR Merriweather provided a verbal report on behalf of the BASPAG but written report for the BASPAG was not submitted.

DHPAG Report – LT Shurina joined via telecon

- Last conference call was held on Tuesday, November 18, 2008
- The members of the PAG expressed a concern of membership nomination request information may not be getting to all dental hygienist. It is difficult to obtain all e-mails for every dental Hygienist. Promoting the Dental Hygiene list serve was the best option and the best way to reach the majority.

- The Mentoring Subcommittee DH PAG Mentoring Webpage was completed. Updating webpage can take time. There was expressed concern that there is inefficient career counseling and the need to do early career counseling. The PAG members agreed to review what has been done before, what has not benefited new officers in the past and what has benefited them. A vote to change the Mentoring committee to Career Development was approved.
- The PAG is developing a second award for junior officers. The DH PAG currently has the Candace M. Jones Award weighted for senior officers.
- The PAG has added 3 new members LCDR Travis Fisher, LTJG Suzanne Jordan, LTJG Terry Carnes .
- Recruitment/Retention Subcommittee has sent letters to 300 dental hygiene schools and received three responses from individuals interested in the Public Health Service. The Chair would like to acquire access to a data base to dispatch officers to speak and recruit at schools.
- Information and solicitation submitted via dental hygiene list serve for Health Services Applicant Placement Program.
- Oral Health Practitioner Subcommittee – LCDR Nicole Glines reported RADM Milner was a guest and provided his support of the direction of the Oral Health Practitioner. Subcommittee members: CDR Blagrove and LT Ball. LCDR Glines going off DHPAG (completed 3 yr term). LT Ball will take over as Chair of this subcommittee.

HAPAG Report – LCDR DeBarros joined in person

1. Held Voting Members’ meeting on 26 Jan to discuss voting members’ roles and responsibilities
2. Held Voting Members’ meeting on 4 Feb to hear 3 nominees for Chair-elect present their position to the Voting Members
 - a. Voting still not complete
3. Once Chair-elect position is filled, voting for remaining positions will commence as those not elected to the Chair-elect position will vie for other leadership positions
4. Held HAPAG General Membership meeting on February 5th
 - a. Introduced myself as new Chair for 2009
 - b. Recognized and thank past Chair and exiting Voting Members
 - c. New Voting members introduced themselves to the membership at large
 - d. Introduced Senior Advisors
 - i) CAPT Wilkins spoke about his role
 - ii) CDR Durgin was in flight and could not participate
 - e. Reviewed roles of each committee and stressed involvement from membership at large
 - f. Addressed HAPAG break-out at COF Symposium
 - g. Disseminated calendar for HAPAG and HS PAC meetings for calendar year 2009 and Jan 2010
 - h. Reminded general membership upcoming conferences important to the HAPAG
 - i) American College of Healthcare Executives
(1) March 23-26 Chicago, IL
 - ii) The Association of Military Surgeons of the U.S.
(1) Nov 15-20 St Louis MO
 - iii) American Academy of Medical Administrators
(1) Nov 18-20 Las Vegas NV

The 2009 HAPAG has the following goals for 2009

1. Better assist the USPHS with recruitment and retention of qualified health care administrators
2. Better groom our junior officers by establishing quality career development initiatives
3. Increase communication to the HAPAG via a newsletter and other mediums
4. Invite RADM Milner to two of our general membership meetings during the calendar year
5. Work closely and better collaborate with the HS PAC vision/mission

ITPAG Report – CDR Clelland did not attend the meeting

MTPAG Report – LCDR Michael Clay joined in person on behalf of LCDR Janet Cliatt

1. MTPAG has been re-invigorated. We have newly elected officials in the positions of Chair, Vice-Chair, and Secretary.
2. Our last meeting was on January 8, 2009, and included the selection of the committee members. LCDR Janet Cliatt tasked the selected members of each committee to identify action items for their respective committee.
3. At the last meeting, many items were discussed that needed attention. These items will be prioritized with the top priority being the revision of the By-Laws.
4. Discussion was had regarding the inclusion of non-PHS MT's volunteering for the various committees.
5. The next scheduled meeting for the MTPAG is on February 12, 2009.

OPAG Report – CAPT Jaworski did not attend the meeting

Verbal report not provided; written report not submitted.

PAPAG Report – CDR Bonfiglio joined via telecon

Good morning. I would like to introduce myself as the new PAPAG Chair. I am looking forward to working with you all this year.

- First on our project list is ratification of our Bylaws of which you have received a copy. It is on the agenda today for HS PAC approval having received PAPAG approval Nov, 2008.
- Current Action items for 2009 include:
 1. Formed a KSA Workgroup to work in conjunction with the PAC at our January meeting.
 2. Formed an AMSUS Ad Hoc Subcommittee at our January meeting
 3. Our COA Subcommittee has lined up a nice group of speakers for our PA Breakout sessions and we will call for volunteers to man the HS PAC booth for Teus and Wed. I plan on manning the booth some time on Wed as I am the moderator Tuesday for our breakout sessions.
 4. Will keep abreast of the Pay Parity issues currently on the table in the DoD branches involving four health disciplines to include Physician Assistants.
 5. Exploring mentoring options for our senior PA Officers 05 and above as well as leadership development.
 6. Developing a regional spreadsheet for available PA Preceptorships across our agencies that would be available to PA Program Medical Directors/Administrators. Will work closely with Frances Placide on the

project. We see this as a very beneficial tool for recruitment. Agencies would include IHS, BOP, HRSA, NHSC, etc. We welcome any input or recommendations that would be helpful for this project.

7. Exploration of creating a DoD liaison within the PAPAG.
8. Expansion of our weekly PAPAG newsletter to include items such as our monthly agenda and additional newsworthy items or articles.
9. Ongoing work with the PAC on the Mentoring Program
10. Compiling a history of PA's entrance into the PHS as our 20th anniversary is approaching.

I have included our Action Item list with POCs and anticipated completion dates. Items 4-6 will be discussed and assigned as Action Items at our February meeting next week. PA Report and ByLaws were approved. Questions on bylaws revisions and a 3-4 minute review of bylaws. Significant revisions were noted. Their desire is to establish 3-tiered leadership (Chair, Chair Elect, Vice Chair) with 3-year terms.

MOTION to Vote on PAPAG Bylaws Revision: Vote was in Favor. Bylaws were passed.

PsyPAG Report – CDR Slate joined via telecon

- Progression of CEU's for COA
- Encourage presentations by psychologists at COA
- Refinement of subcommittee on prescription privileges
- Development of subcommittee on leadership development
- Subcommittee on Disaster Preparedness & Readiness -> Do we need a committee on Readiness?
- Development of Job Bank for PHS psychologists.
- LCDR Thompson is going to head a committee to attempt to increase the number of psychologists participating in PsyPAG.
- The Psychology Professional Advisory Group (PSYPAG) recently created a work group with the mission of supporting and mentoring newly accessed psychologist PHS officers who are going to serve through the PHS Memorandum of Agreement (MOA) for mental health practitioners with the Department of Defense. Under the leadership of Commanders Slate and Williams and their predecessors, more than twenty PHS psychologist officers from both the Health Service Officer and Scientist Categories have volunteered to be a part of a new PSYPAG Department of Defense MOA subcommittee initiative.

Q: There was a request for information on Mentoring

A: Nothing is occurring yet because we are waiting for feedback from OCCO.

SWPAG Report – CDR Seligman joined in person

- Social Workers clinical and macro are looking for reassurance that both tracks are addressed in the HSO Appointment Standards.
- The SWPAG Subcommittees have been formed and selected and include: Awards, Communications, Career Development, Policy, Readiness, and Mentoring
- Social Workers are interested and qualified to be part of the OFRD Patient Advocacy Teams
- Plan to implement feedback from the SWPAG Study conducted in Fall 2008. Areas identified include assistance locating jobs and creating a directory for general distribution that list contact information of social workers

Hopes to allow Clinical Social Workers – one track

Hopes to allow Macro Social Workers – another track (Administrative track which would fall under the general appointment standards). RADM Milner's priority is to hire Clinical Licensed Social Workers based on the needs of the Corps. We are waiting for an update in April.

COF Liaison Report – LCDR Maycock presented on behalf of LCDR Linda Lee-Bishop was no longer online via telecom possibly due to HS PAC being off schedule.

The following report was provided via email after 6-Feb.

During the past two months (Dec 2008-Feb 2009), the HS PAC made 0 disbursements. 16 HSO Coins have been sold in February

RE: HSO COINS – Coins cost \$10 each. Anyone interested in purchasing a coin may contact me at LBishop@hrsa.gov or 301-594-6331.

JOAG Report – LCDR Maycock joined via telecon

- The JOAG had a voting membership planning meeting on January 16, 2009.
- The forward thinking retreat to train facilitators (voting members) will be held in Washington D.C. either March 7th or 20th (for the duration of that weekend). Please keep these dates in mind and plan accordingly. Also, officers will be required to provide their own transportation and lodging. This not a required event, but attendance is highly recommended.
- COA approached JOAG for the possibility of adding information to the JOAG membership guide. The section is currently being drafted and will be distributed for review and approval.
- The JOAG T-shirt slogan contest is going to begin soon. Look for an announcement of the JOAG List Serv.
- There is a great need for a JOAG historian to record projects, community service, and other events. A workgroup is going to be developed to work on this project. Those interested in becoming a member of the JOAG historian workgroup should contact a member of the EC.
- A call for nominations of the JOAG Awards has been issued: the Junior Officer of the Year, JOAG Excellence, and the VADM Carmona Awards are open. Officers are encouraged to nominate others or themselves for these awards. The deadline for submission is 29 February 2009.

Briefly here is the criteria for each of the 3 awards.

- The **Junior Officer of the Year Award** recognizes a Junior Officer at temporary grade O-1 through O-4 in the United States Commissioned Corps that has made a significant contribution to the overall mission of the Public Health Service.
- The **JOAG Excellence Award** recognizes a non-voting, active member of the JOAG for demonstrating outstanding, dedicated effort, and commitment to JOAG through active committee participation.
- The **VADM Richard H. Carmona Inspiration Award** recognizes an active duty or retired Senior Officer at temporary grade O-5 or above who exemplifies outstanding leadership by example, mentorship and empowerment of junior officers, unwavering support of the Commissioned Corps and its mission, and overall inspiration and motivation to the PHS community.

- For Nomination forms, awards criteria, and awards guidelines, please contact LCDR Dianne Paraoan at dianne.paraoan@fda.hhs.gov or the following Award Leads:

- Junior Officer of the Year:

- (LCDR L. Jane Preston) lesley.preston@ihs.gov

- JOAG Excellence Award

- (LCDR Melissa Robb) melissa.robb@fda.hhs.gov

- VADM Richard H. Carmona Inspiration Award:

- (LCDR Melissa Burns) Melissa.burns@fda.hhs.gov

- Solicitation for new voting members will begin in mid-February, with applications due on March 27, 2009. Notification and selection of new voting members will be completed by June.
- The COSTEP Connection Program had 14 Junior Officers volunteer the third week of December, 2008 to assist DCCR with processing JRCOSTEP applications. JOAG would like to thank those Junior Officers that volunteered.
- There are junior officer scholarships available to officers O-3 and below, wanting to attend the COA conference in Atlanta this year. This scholarship waives the conference registration fee. Scholarship applications can be found on the COA website at <http://www.phscofevents.org/registration.cfm>

The next JOAG general membership meeting will be on February 13, 2008, 1300 – 1500 EST.

The retreat that is happening in Washington DC will occur either during the weekend of March 7th or 20th and is only for JOAG voting members. During this meeting the JOAG voting members will be trained on how to become facilitators at a forward thinking retreat that will happen prior to the COF conference, in Atlanta. In the past, many of voting members that participated in this facilitator training resided in the DC metropolitan area. Other stayed at the Marriott. The training will be held at the Tower Building.

Q: who is paying for the JOAG Retreat?

A: officers who want to attend will fund themselves.

Some HSOs offered to assist with housing who lived in the area

Planning Future Direction of HS-PAC – LCDR Bunnell opened the topic for group discussion. She reminded everyone that she selected two focuses for the year including Readiness and Billet Revisions and that she was looking to the will of the PAC to develop the third focus. Items raised during the discussion were as follows:

- Inactive Reserve Corps are not currently represented on all PACs and have on several occasions have reached out to us for potential voting positions on our PAC and for mentors. Upon some further discussion about the differences between AD and Inactive Reserve by both Active Duty HSOs and former Inactive Reserve HSOs the PAC agreed to request that a representative from the ORA come and provide an update during the next HS PAC meeting.
- More Collaboration: A proposal was made for a “Stars and Bars” dinner where junior officers (O-1 ~ O-3) would meet with senior officers (O-6 ~ O-7).
- More Communication with the PAGs and incorporation into PAC activities. The HS PAC Chair recommended that a conference call be set up with the PAG Chairs to improve relevant communications and cross-cutting issues for PAGs such as Bylaws revisions, calls for new members/awards, etc...
- COER Revisions
- Discuss things that affect the Corps at large on the Agenda

- a. this would be different from new business
- b. issues such as Hot Topics
- c. possibly a subject matter expert would be able to address the meeting
- d. this would provide a forum to forward concerns to the SG

New Business –

ARP-LCDR Pryor joined via telecon

The new Associate Recruiter Program (ARP) was discussed in great detail:

The program will continue to exist but will be closed until the new program can be rolled out. In April, the ARP will reopen and will be limited to 2 ARLs and 20 ARs per category who can be trained and managed. Recognition/Awards for those who have previously served as an AR will be considered after 3 consecutive years of service

Meeting Location – Those present discussed future meeting locations. LCDR Bunnell agreed to explore this issue prior to our next meeting.

Motion to Adjourn at 1510 – the motion was seconded. The motion carried.

Action Items (revised 01/28/09)

Action Item #	Assigned To	Item Narrative	Update
07-01	CAPT Bersani, LCDR Fajardo, & LCDR Bunnell	Determine whether or not a special pay policy will be integrated into the new billet system.	1/28/09 Ongoing. Will be reassigned to Billets Workgroup.
07-18	CDR Austin & LCDR Bunnell	Investigate whether or not the PAC will choose inactive reservists or if the PAC will go to ORA for a representative to be chosen.	1/28/09 Ongoing. Issue is being discussed by the PAC Chairs Group in Feb. 2009.
08-06	DHPAG Chair	Submit the amended DHPAG bylaws to CDR Austin for distribution to the PAC for review and approval of amendments.	Ongoing. ???
08-07	Career Development Sub- Committee	Further investigate the Pharmacy PACs Officer Health Program and bring a recommendation to the HS PAC on whether we should adopt this program. Also investigate whether similar activities are already going on within various disciplines on the HS PAC and decide if this might be duplication of current HSO activities.	Ongoing. ??? 1/28/09b LCDR Glines... give me a call and I can fill you in on this issue.
08-08	Readiness Sub- Committee	Place a note in the weekly list serve to remind officers to check their Basic Ready Status.	Ongoing. 1/28/09 CDR Lum, Not sure of the current relevance of this as I think it could be closed. I think we can remove this although I do like the periodic FAQs you have been sending out CDR Lum
08-09	Membership Sub- Committee	In the past members needed to attend all 6 meetings and attend one in person. The membership Subcommittee, look at issue, thought of a Bylaw change and report to the committee in October.	1/28/09 CDR Kamal, I recall CDR Sicard asking for an email vote on this. I believe there was a policy clarification. Can you report out on this at the February Meeting.

Action Items (revised 01/28/09)

08-10	Career Development Sub-Committee	LCDR Everett will craft a letter for CDR Wiseman through Austin requesting a list of activities that officers are involved in specific to community service.	Open. 1/28/09 LCDR Glines, I am not sure I understand this one... if LCDR Everett is still on one of your Teams could you seek some clarification for this are report out at the February Meeting?
08-11	SWPAG Chair	CDR Seligman will draft a memo discussing responsibility/scope of care/capabilities of social workers for RADM Milner and cc'd CDR Brad Austin.	Open.
09-01	All Sub-Committees	Review your Sub-Committee Webpage on the HS PAC Website and send your updates to content managers LCDR Carlos Bell (carlos.bell@fda.hhs.gov) and LCDR Helen Hunter (Helen.hunter@hhs.gov) with a carbon copy to CDR Sheila Merriweather (Sheila.merriweather@hhs.gov), Communications Committee Chair.	Open. 1/28/09 Please plan to give an update on this in your written report and verbal report during your Sub-Committee Report at our February Meeting.
09-02	All Sub-Committees	Develop a Chair Position Description for each Sub-Committee to include at least 1. Contacting and updating information on current Committee Members, 2. Major Tasks of the Committee and steps to accomplish the Tasks 3. Relevant Contacts to the work of your Committee, where appropriate, 4. Quarterly updates to the Sub-Committee Webpage ... this will be a work in progress throughout the year with refining along the way.	Open. 1/28/09 Please plan to give an update on this in your written report and verbal report during your Sub-Committee Report at our February Meeting.
09-03	Policy Sub-Committee	Develop an SOP for the HS PAC that includes an Appendix with Sub-Committee Chair Position Descriptions	Open. 1/28/09 CDR Binion Williams, please report on this at the February Meeting.
09-04	All Sub-Committees	Develop Criterion for each Sub-Committee Chair Award and include this information in your Position Description.	Open 1/28/09. Please plan to give an update on this in your written report and verbal report during your Sub-Committee

Action Items (revised 01/28/09)

			Report at our February Meeting. You do not need to describe the Criterion but merely stating that there are Criterion shows transparency to members so that there will not be any questions at the end of the year as to why someone did/did not get an Award.
09-05	Policy Sub-Committee	Distribute a copy of your Award Template/Criteria to Sub-Committee Chairs as an example for use in the development of the Sub-Committee Chair Awards.	Open.
09-06	Voting Members Completing their Second Year on the HS PAC	All Voting Members that have completed your second year. Please submit your Excel spreadsheet with the amount of time you spend participating in PAC activities over the course of the last two year(s) to me no later than Friday, February 13th, 2009.	Open.