

Health Administration Professional Advisory Group (HAPAG)

Meeting Minutes

**April 3, 2007, 2:00 pm EST
Surgeon General's Conference Room**

CDR Craig Wilkins called the meeting to order at 2:05 pm. Members present included: CDR Wilkins*, CAPT Francis Gipson*, CAPT Astrid Szeto*, CDR Valerie Darden*, CDR George Durgin*, LCDR Allyson Alvarado*, LCDR Shwana Coleman*, LCDR Cheryl Ford*, LCDR Helen Hunter, LCDR Delia Jones*, and LTJG Miguel Saponara. Other health administrators present were LCDR Rhondalyn Cox*, LCDR Michelle Everett*, LCDR Ana Gonzalez*, and LCDR Michael Weahkee*.

* connotes participation via telephone.

- I. Approval of HAPAG Minutes
Minutes from the January 30 meeting were approved.

- II. Chair-Elect 2008 HAPAG
CDR Wilkins announced that the voting membership selected CDR Valerie Darden as Chair-Elect this year, to prepare to serve as Chair of HAPAG in 2008.

- III. Report from HAPAG Subcommittees
 - Communication – LCDR Hunter thanked subcommittee chairs for providing feedback and assistance for website updates and content revisions. She has been working with the HSO Web Committee in the development of the PAG pages on the new HSO website. The HSO Web Committee implemented a new template for the PAG pages, and the HAPAG content is being used as the model template as other PAGs update their pages. LCDR Hunter is assisting the Optometry and Physician Assistant PAGs in their web updates. There is still some missing information on the HAPAG pages, such as subcommittee descriptions and projects underway. LCDR Hunter requested that this information be provided within two weeks from today's meeting.
 - Recruitment and Retention – No report.
 - Career Development – CDR Darden reported that the HAPAG breakout session for COA is scheduled and moving forward. The session will be held on Tuesday June 5 in the afternoon, featuring CAPTs Gipson and Schwemberger. The subcommittee has also worked on refining the career matrix that was based on the Navy's matrix, and submitted this to the PAC

with comments. Next week a working draft of the HAPAG training matrix is to be submitted. With the billet component of transformation, the subcommittee is working to ensure that the health administration discipline and relevant positions are not missing from the database and KSA library. The deployment role listing was reviewed to see if our discipline was listed, and it has since been added.

- Policy – No report.
- Membership – LCDR Jones suggested that language be added within the bylaws reflecting the procedure to take if a voting member is unable to fulfill a term, and language addressing the role of HAPAG advisors. A call for nominations for voting members is being prepared, with a May 31 deadline; this information will be provided via listserv.
- Awards – CDR Darden announced that CAPT Peter Delaney will be the 2007 recipient of the Health Leader of the Year award. Several good nominations were submitted for this year's award. CDR Brad Austin will also be recognized at COA with a plaque and certificate for his service to HAPAG. CDR Darden asked for recommendations on an award company to use; the decision was made to use the same company that produced last year's award. The subcommittee will go ahead and contact CAPT Delaney to confirm whether he is attending COA.

IV. Old Business

The group discussed the need for more research on the guidelines surrounding treasuries/accounts. A motion carried regarding the following: 1) CDR Wilkins will explore any existing guidelines and 2) in the interim, the chair will request cash donations from voting members and will provide a deadline for submitting donations to assist with immediate expenses (such as awards).

V. New Agenda Items

COA attendance was discussed, as the HAPAG breakout session plans move forward. There is generally a limit of 50 HHS employees for attending mass gatherings, but further guidance is expected in April. HAPAG will keep this in consideration.

LCDR Jones recommended that language be added to the bylaws regarding membership procedures if a member steps down, as well as the role of the advisors.

Assistance was requested for subcommittees, particularly Career Development as transformation related issues are ongoing. Please

contact LCDR Sianat Kamal to assist with reviewing items as they arise.

CDR Wilkins requested assistance with a PAG chair conference call that was scheduled with RADM Milner regarding billet transformation; LCDR Delia Jones volunteered to sit in on behalf of CDR Wilkins. Assistance was also requested for HAPAG representation in the PAC meeting on Friday, April 6.

VI. Adjourn: The meeting adjourned at approximately 3:00 pm EST.

Prepared by: LCDR Helen Hunter
Reviewed by: CDR Craig Wilkins