



**HEALTH ADMINISTRATION
PROFESSIONAL
ADVISORY GROUP (HAPAG)**

Meeting Minutes

**April 1, 2008, 2:00 PM EST
Surgeon General's Conference Room**

Those in attendance:

Members:

CDR Valerie Darden
CDR James Gregory
CDR Elijah Martin
LCDR Jean-Pierre DeBarros
LCDR Allyson Alvarado
LCDR Rhondalyn Cox
LT Candace Loftland
LT Miguel Saponara

Members at Large:

CDR George Durgin
LCDR David Lau
LCDR Christa Hrynyshen-Trimmer
LT Brett Maycock
LT Morrissa Rice

Please e-mail LT Brett Maycock with any corrections on the attendance list:

Brett.Maycock@ihs.gov

I. Call to Order and Introductions

- The meeting was called to order at 1403 hrs by the Chair, CDR Valerie Darden

II. Approval of Minutes

- January's Meeting minutes were not approved and for informational purposes only.

III. Subcommittees

Communications Committee

- There have been a couple of requests by individual to join the list serv. A couple of individuals interested in joining the committee. The committee is going to have a meeting to discuss goals and projects for the upcoming year.

Recruitment/Retention Committee

- LT Mckenna and LCDR Wolf are working on coming up with committee goals that don't duplicate the efforts of the HS-PAC.

Career Development Committee

- LCDR Coleman was unable to be present and LCDR DeBarros presented on her behalf. The career development committee was charged with coordinating a HAPAG break-out session at the USPHS Scientific and Training Symposium, in Tucson Arizona, in June. The committee created a well thought out break-out session and the invite letters have been sent out. The HAPAG break-out session will consist of three consecutive hours, on Tuesday, June 10, that address the following topics:
 - Promotion board results for health administrators.
 - Activities to ensure promotion for health administrators.
 - Health administrator affiliations.
 - Deployment roles for health administrators.
 - Job opportunities available to health administrators in Federal OPDIVS.

The committee has invited RADM Michael Milner, the Health Services Officer (HSO) Professional Advisory Committee (PAC) Chief to conduct a session on his views of the roles and future of health administrators in the USPHS. He will also be discussing advancement requirements for health administrators, with a subsequent question and answer session. RADM Kerry Nesseler has been invited to speak on the technical promotion information as a representative of the Office of Commissioned Corps Operations (OCCO). Also invited to the session is CAPT Retired Gene Migliaccio, a former senior advisor to the HAPAG. He will be speaking on job opportunities, deployment roles, and successful promotion. To close out the meeting there will three break-out sessions with CDR Diahann Williams discussing a day in the life of a health administrator. LCDR Rhondalyn Cox, from OCCO, will be discussing job opportunities for health administrators. The last session will be a discussion on health administration professional affiliations by LCDR DeBarros. The committee is just waiting for confirmation from the speakers. Please see the attached tentative agenda for specific speaker times.

- The committee will need assistance with A/V equipment for the meeting. LT Maycock will bring a projector to the meeting. The other piece is a laptop, but any of the members should be able to bring one.
- The HAPG Category Day session is on Tuesday, June 10, from 1400 to 1700. If members are interested in volunteering on this day, please contact CDR Darden or the Career Development Committee. There is going to be a requirement for escorts to assist RADM Milner, RADM Nesseler, and CAPT Migliaccio. LCDR DeBarros will be the POC for anyone interested in being an escort.

Policy Committee

- The HAPAG made several suggestions/comments to the HSO PAC policy, regarding the approved language for appointment standards. CDR Darden wanted to thank CDR Williams, LCDR Jones, LCDR Alvarado, and LCDR DeBarros for their assistance and comments on this policy. There were still a few questions that individuals had and they were referred to CDR Durgin (HSO-PAC Chair, Policies and Procedures Committee) for comment.

Membership Committee

- LT Lofton wanted to thank those that have applied to become HAPAG members. She has received three or four applications so far. The deadline to submit HAPAG membership applications is May 31, 2008. Another e-mail will be sent out, via the list serv, with the application materials to apply.

Awards Committee

- CDR Martin and other members of the awards committee met last month to go over some structure for reviewing the four nominations that have been received for the Excellence in Healthcare Leadership Award. CDR Martin will e-mail the Secretary the criteria the committee has come up, that will allow them to objectively review the award nominations. All of the criteria for the awards write-up can be found on the webpage. There are four awards criteria and each carries a maximum of 25 points. The awards subcommittee is in the process of reviewing the nominations and selecting the top two nominees. They will confer with the chair and make a final recommendation for this year's winner. There is a deadline of May 1st, so that the award winner's name can be printed in the COA program. The committee should be able to meet this deadline with no problem.
- There is a need for volunteers to contribute \$10.00 for the purchase of the award. In the past, the Chair of the awards subcommittee has had the burden of paying for the award themselves. CDR Darden will send out an e-mail reminding the HAPAG of the opportunity to contribute money to the awards subcommittee. If you have any questions, please contact CDR Martin or CDR Darden.
- We don't have full participation of the entire HAPAG, especially our voting members, as evidenced by not having a full quorum at the meeting today. CDR Darden is asking that the voting members step up and participate on one or more of the committees. CDR Martin offered a suggestion to have CDR Darden ask if the date and time of the meeting is good, prior to every meeting HAPAG meeting. She will take it under advisement.

V. Old Business/Action Items:

- CDR Darden inquired about the idea of holding an informal social for the HAPAG during the USPHS Scientific and Training Symposium, in Tucson, Arizona. Dawn Cleary was not able to provide her with a COA evening session agenda. There is not a lot planned during the evenings. Tuesday is probably the best day for CDR Darden to host the event. Other members of the HAPAG

indicated that Tuesday may not be optimal, because there are several activities going on that night. CDR Darden will check again with Dawn to see if she can get a better idea of what is going on that Tuesday evening. An e-mail will be sent out to RSVP for a HAPAG social, if this date works.

VI. New Business/Action Items

- CDR Darden welcomed the new senior advisors to the HAPAG, CAPT Wilkins and CDR Durgin, and thanked them for serving in this capacity.
- CDR Darden sent out an e-mail this morning apologizing for announcing that CDR Barbara Olaniayan was going to serve as the Chair-elect for the HAPAG next year. CDR Darden was advised that there has to be a vote by HAPAG members, even when there is a single nominee. However, there are two nominees for Chair-elect at this time. Information was requested from both candidates for voting members to read prior to the HAPAG meeting. Each candidate was asked to give a five minute presentation about themselves. Afterwards the HAPAG voting membership would discuss both nominees. Within the next couple of days an electronic vote would be sent out the voting membership to decide on the candidate that should become the Chair-elect. Unfortunately, CDR Darden did not hear back from CDR Olaniayan about the presentation. LCDR DeBarros was asked to present himself to the HAPAG.
- LCDR DeBarros has been a healthcare administrator since 1996. Served in the Air Force for six years as a Medical Service Corps Officer (MSC), in various roles. He transferred to PHS in 2004 and went to the Division of Immigration Health Services (DIHS), where he served in managed care operations, as the special assistant to the Director, and finally as the financial officer. He is affiliated with the American Academy of Medical Administrators (AAMA). Been affiliated with AAMA since 1999. In 2002, he became accredited with the AAMA, a process that requires an extensive knowledge of the field of healthcare administration. Last year, he became a fellow in AAMA demonstrating proficiency and dedication to the field of healthcare administration. In 2006, LCDR DeBarros received the YC Parris Young Federal Healthcare Executive Award. This award is bestowed upon a member of the academy, from one of the uniformed services and Veterans Health Administration (VHA). Currently, he serves within the Office of Secretary, in a unit called the Biomedical Advanced Research and Development Authority (BARDA), as the finance director. He has been there since last summer (2007). He is committed to the PHS mission, especially the Junior Officer Advisory Group (JOAG). Worked his way up in JOAG by being a general member. Served as Chair of the Professional Development Committee. Currently, he serves as treasurer of the JOAG and has done so since September of last year (2007). As the Chair of the Professional Development committee, they directed the creation of the Dr. Carmona Inspirational Award. He oversaw the JOAG uniform inspection booth. Currently, there is a JOAG speaker series that was developed, while LCDR DeBarros oversaw the committee. LCDR DeBarros would like to focus on some things for the HAPAG. First, bringing the mission of the HAPAG to life, especially within the HSO category. Second, he would like to work on assisting health administrators move up the ranks. He maintains contact with prior

HAPAG chairs and has a network of health administrators he can utilize as resources.

- CDR Darden asked the question of how LCDR DeBarros would assess the needs of career development and training for health administrators for those involved in the HAPAG or those outside of the organization. LCDR DeBarros responded by stating that he hears the needs of health administrators every day. There are a few questions that need to be asked by the HAPAG. First, what is taking shape in the Corps? Second, how does this affect the HAPAG itself? Probably the best approach is to use a survey. The JOAG recently started using Survey Monkey, which is a tool to conduct customized surveys. This tool could be used to develop a survey to push out to the HAPAG membership and assess their needs. The other method is to ask HAPAG senior advisors, who are in touch with senior leadership to assess what is going on in the Corps.
- CDR Gregory asked about career development and career opportunities for health administrators and what LCDR DeBarros hoped to see health administrators doing in the future. LCDR DeBarros responded by stating that there is a turf war over jobs for healthcare administrators. There are candidates out there in other categories, nurses, physicians, etc., that are qualified to serve in the capacity as a health administrator as well. We currently have Career Assistant Managers (CAM)s in OCCOs. He has started to plant the idea, among the CAMS, of having billets that are inherently held for healthcare administrators. He gave the example of DIHS. There are positions for healthcare administrators called Health Services Administrators (HSA)s. He would envision these HSA billets being filled by healthcare administrators who have the skills of budget, facilities management, finance, and group records management. He also envisions that 80% of these HSA billets would be held by healthcare administrators.
- CDR Cox asked about bringing health administrators to the forefront and what specific methods would be used to do so. LCDR DeBarros responded by stating that as long as individuals put out a good product they seem to rise to the top. He gave the example from the JOAG Professional Development Committee, which is constantly producing great products for the PHS. Health administrators need to maintain a network with those in the know. They need to become more involved in the HSO category. Most of the presentations made at the USPHS Scientific and Training Symposium last year were on clinical subjects and not administration. Clearly, there needs to be more presentations from health administration to be put on the forefront.
- CDR Darden thanked LCDR DeBarros and asked him to leave the meeting so the voting membership could discuss his nomination package.
- CDR Durgin injected some information regarding the voting for the Chair-elect position. Question came to CDR Durgin and CAPT Wilkins asking why there was a social worker being lined up to be the Chair-elect for the HAPAG, especially when there is a social worker PAG. CDR Durgin stated that there is no problem with that, in fact when they paraded the HAPAG in 2003, the issue was having an organization within the health services category for administrators. This was inclusive of all disciplines, as long as individuals were

managers or supervisors. They did explore this social worker issue and there wasn't a disqualifier.

- CDR Darden wanted voting members to make an informed decision about the two candidates. She will send out an electronic vote in the next couple of days, with a deadline for votes.

VII. Open Floor

- Nothing from the HAPAG.

VIII. Adjournment

- The meeting adjourned at 1430 hrs.