

Health Administration Professional Advisory Group (HAPAG)

Meeting Minutes

August 1, 2006

The meeting convened at 2:00 pm EST. Nine of 20 HAPAG members were present: CDR Brad Austin (Chair), CDR Leo Moody (Chair-Elect), LCDR Kelly Brown* (Secretary), CDR Valerie Darden*, CDR George Durgin, CDR Craig Wilkins*, CDR Anne Perry*, LT Helen Hunter*, LCDR Cheryl Ford*, CAPT Frances Gipson* (HAPAG Senior Advisor), LTJG Eugene Hayes * (Visitor)

* Connotes participation via teleconference

I. Approval of the May HAPAG Minutes

This item was deferred until the next meeting. The draft minutes had not been circulated. LCDR Brown will ensure these draft meeting minutes are sent to the HAPAG.

II. Operating Subcommittees for 2006

- **Communication:** CDR Anne Perry reported that website revisions have been completed. She has forwarded the revised website to CDR Kelly Clelland (HS-PAC Website Representative) who should have the revised HAPAG website uploaded this week. CDR Perry expressed thanks to all HAPAG committee members for their help and comments with the website revisions and she particularly thanked CAPT Justina Schwemberger and LT Helen Hunter for their assistance on the subcommittee. Also, the Communication Subcommittee has drafted an announcement for our new CPO to send out to HSOs announcing the revised website and reminding health administrators of membership opportunities on next year's HAPAG.
- **Recruitment/Retention:** No report at this time.
- **Career Opportunities and Professional Development:** CDR George Durgin filled in for LCDR Sianat Kamal. CDR Durgin reported that the subcommittee has had its first teleconference. The group discussed changing its name from "Career Opportunities and Professional Development" to "Career Development" and wishes for the HAPAG to vote upon this. The HAPAG will vote (via e-mail) to approve this name change. LCDR Brown will arrange and lead this voting. The committee also discussed initiating a mentoring program. CDR Durgin will reach out to the HS-PAC and discuss how their mentoring program can and will interface with the soon-to-be-formed HAPAG mentoring program. The subcommittee was asked by CDR Austin to put together a quick written overview of how they perceive the HAPAG mentoring program should work. Finally, the committee had compiled a list of professional organizations (which was sent to the Communication subcommittee to be included as links from our website). CDR Austin suggested arranging those organization links in such a way that those specific to Health

Administration were prioritized. LT Hunter suggested grouping them, listed titled categories. CDR Perry concurred—her subcommittee will take the first cut at this.

- **Policy:** CDR Craig Wilkins discussed two major policy changes which were added to the HAPAG bylaws: (1) all members have to meet basic readiness qualifications, and (2) a contingency plan was added in the event that both chair and chair-elect could not fulfill their obligations. The verbiage from the HS-PAC by-laws was utilized to incorporate into the HAPAG bylaws. These changes were discussed by the HAPAG at the last meeting and were then discussed by the HS-PAC at its last meeting.
- **Membership:** LT Hunter reported on behalf of LCDR Delia Jones. LT Hunter congratulated our seven HAPAG members who were promoted this year – Hunter, Nord, Szeto, Alvarado, Coleman, Jones, and Jurkowski (EPP). The subcommittee had submitted the HAPAG “call for nominations” to CAPT Morris-Brown to send via the HS-PAC list-serve -- this was sent on July 11th. All nominations must be received by September 15th. Two applications have been received thus far. CDR Austin pointed out that the terms of seven HAPAG members will come to an end on 12/31/06 and the HAPAG needs enough applicants to cover these vacancies. It was decided that we will ask our new CPO send another reminder via his list-serve. Finally, if anyone is interested in participating in the membership subcommittee, they should contact LCDR Delia Jones.
- **Awards:** CDR Valerie Darden spoke as the Chair of this subcommittee. No awards at this time. This subcommittee will meet prior to the next year’s meeting to prepare for the upcoming award year. CDR Darden mentioned that the plaque has already been acquired.

III. New Business

CAPT Francis Gipson raised discussion involving the CPO succession ceremony scheduled for October 19; the HAPAG will need to design a logo. CDR Durgin volunteered to take on creation of the logo; he will have a draft ready for review before the end of August. CAPT Gipson and CDR Moody will assist in the review of the design choices.

IV. The meeting adjourned at 2: 53pm EST.

V. The next meeting will be October 3, 2006 at 2pm.

Location: Humphrey Building, 727E

Call-In Number: Conference line # 877-725-9345, Participant Code - 286801

Prepared by: LCDR Kelly Brown

Reviewed by: CDR Brad Austin