

Health Administration Professional Advisory Group (HAPAG)

Meeting Minutes

**August 7, 2007, 2:00 pm EST
Surgeon General's Conference Room**

CDR Valerie Darden chaired this meeting on behalf of CAPT Craig Wilkins, who was in Camp Bullis, TX for training. Members present included: CAPT Francis Gipson*, CAPT Justina Schwemberger*, CDR Valerie Darden, LCDR Helen Hunter, and LT Miguel Saponara*. Other health administrators present were CDR Brad Austin, CDR James Gregory*, LCDR Valerie Jimenez, LT Andrew Chen*, LT Candace Loftland, LT Donelle McKenna, and LT Lorraine Williams. Excused absences: CAPT Craig Wilkins, CAPT Astrid Szeto, CDR Elijah Martin, LCDR Delia Jones, LCDR Sianat Kamal. There was no quorum, so the meeting served as informational purposes.

* connotes participation via telephone.

Please e-mail LCDR Helen Hunter with any corrections on the attendance list: hunterhelen@niddk.nih.gov .

- I. Approval of HAPAG Minutes
Minutes from the May 29 meeting were approved via e-mail prior to this meeting so that the minutes could be submitted to the HS-PAC for the August 3 PAC meeting.

- II. Report from HAPAG Subcommittees
 - Communication – The subcommittee continues to provide updates on the HAPAG portion of the HS website, such as HAPAG meeting minutes and announcements. The subcommittee also assists the HS Communication Subcommittee in other web updates as needed.

 - Recruitment and Retention – No report.

 - Career Development – LCDR Kamal was thanked for her work on the HAPAG billet submission, for “General Studies.” There may be more discussion to determine whether a billet for health administration would be multi-disciplinary or specific to health administrators.

 - Policy – No report.

- Membership – The nomination period for membership closed on May 31. Applications are being reviewed and will be e-mailed to voting members in a few weeks for a vote. The subcommittee is planning to schedule a meeting with the Policy subcommittee to discuss specific updates to the bylaws, relating to membership.
- Awards – CDR Darden is indicated that she is seeking a new lead for this subcommittee for 2008, as she will be serving as Chair for HAPAG in 2008. Individuals interested in serving in this role should contact her.

III. New Business

The HAPAG breakout session during Category Day at COA was successful; CDR Austin, CAPT Gipson, and CAPT Schwemberger were the featured speakers. CAPT Peter Delaney was presented with the 2007 Excellence in Healthcare Leadership Award, and CDR Brad Austin was presented with an award of appreciation for his service as the 2006 HAPAG chair.

LT Chen has been serving as a liaison to the HS Policy Subcommittee's effort in revising the HSO Resource Directory. Revisions on the directory are near completion, and it is currently being reviewed at the PAC level. Contact LT Chen at Andrew.chen@hhs.gov if you are interested in receiving a portion for review.

CAPT Gipson reminded HAPAG that during the August 3 PAC meeting, RADM Milner requested that each PAG provide recommendations of national meetings that he should attend to represent the HS category. CAPT Gipson recommended that HAPAG include ACHE's annual Congress on Healthcare Leadership, which is usually held in March each year, in Chicago. Any additional recommendations should be e-mailed to CAPT Wilkins or LCDR Hunter.

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

Prepared by: LCDR Helen Hunter

Reviewed by: CAPT Craig Wilkins/CDR Valerie Darden