

Health Administration Professional Advisory Group (HAPAG)

Meeting Minutes

**December 4, 2007, 2:00 pm EST
Surgeon General's Conference Room**

CAPT Craig Wilkins called the meeting to order. Members present included: CAPT Justina Schwemberger, CAPT Craig Wilkins, CDR Valerie Darden, CDR George Durgin*, CDR Barbara Olaniyan, LCDR Allyson Alvarado*, LCDR Helen Hunter, LCDR Delia Jones*, and LT Miguel Saponara. Other health administrators present were CDR James Gregory*, CDR Diahann Williams*, LCDR Rhondalyn Cox, LCDR Jean-Pierre DeBarros*, LCDR Latrece Timmons*, LT Adam Archuleta*, LT Candace Loftland*, LT Brett Maycock*, LT Donelle McKenna, LT Morissa Rice, LT Lorraine Williams*, LT Elaine Wolff*, and LTJG Elizabeth Leavitt*. Excused absences among voting members: CAPT Astrid Szeto, CDR Sianat Kamal, CDR Elijah Martin, and LCDR Shwana Coleman.

* 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 October 2 HAPAG meeting were approved.

- II. Commissioning/Appointment Standards
CDR George Durgin was asked to discuss the current issues around the latest personnel policy outlining appointment standards. The requirements for health administration are vague because the degrees were eliminated from the language (no specific degrees are listed – only general information). The policy is inconsistent with the information provided on the USPHS website; six specific degrees are listed on the website. CDR Durgin suggested that the PAGs take a look at what degrees should be recognized, consider what “long term and short term” needs are, and make recommendations through the CPO to OCCO/OSG on the degrees that we feel the Corps should use for commissioning. RADM Milner has requested each discipline to determine long and short term requirements; this is especially important as discussions continue on increasing the numbers in the Corps. There is currently no feedback from agencies yet. LCDR Alvarado is initiating a list of relevant degrees from reviewing the PHS website, including training and licensure requirements. CAPT Wilkins extended recognition to CDR Durgin for his service to HAPAG and his role as a charter member of HAPAG.

III. Report from HAPAG Subcommittees

- Communication – LCDR Helen Hunter reported that there were 58 subscribers to the HAPAG listserv as of 12/3/07. She will be rotating off as a voting member, and will need to transfer listserv access to the next HAPAG chair and Communications subcommittee chair. Updates continue to be made to the website, such as posting the most recent approved meeting minutes.
- Recruitment and Retention – No report.
- Career Development – LCDR Allyson Alvarado is assisting with reviewing category specific appointment standards; she has developed a template or working paper to initiate the process.
- Policy – CDR Barbara Olaniyan reviewed the three options for the language on term limits of senior advisors, in order to revise the HAPAG Bylaws. These options will be sent out via e-mail for a vote, with a deadline of December 13 for submitting votes. The revised bylaws are expected to be presented to the HSO PAC for their February meeting.
- Membership – LCDR Delia Jones announced the new voting members whose terms will begin in 2008: LT Candace Loftland, LCDR Rhondalyn Cox, LCDR Adam Archuleta, LCDR Jean-Pierre DeBarros, CDR Diahann Williams, and CDR James Gregory. Candidates were all informed via e-mail of the decisions. LCDR Jones reviewed the role of the membership subcommittee and indicated that she will rotate off as the chair of this subcommittee; volunteers were asked to consider serving in this role.
- Awards – CDR Valerie Darden reported that this committee will begin to solicit nominations for the Excellence in Healthcare Leadership Award, which will be presented at COA. CDR Darden will serve as HAPAG Chair in 2008, and will rotate off of the awards subcommittee – a new awards chair is needed.

IV. Old Business

CAPT Wilkins indicated that he will prepare an end-of-year report of HAPAG activities for the HSO PAC.

It is necessary to begin plans for the 2008 HAPAG Breakout session during Category Day at COA. Ideas for topics should be sent to CDR

Darden. Planners will need to secure space with the hotel to hold the breakout session, and possibly host an informal social.

Although there is not a formal protocol for inquiries on HAPAG, the membership and recruitment/retention subcommittees developed and sent out a standard response to officers expressing an interest in HAPAG earlier in the year. Inquiries tend to involve how to subscribe to the HAPAG listserv, questions on inter-service transfers, and general membership/how to join HAPAG. Officers are also referred to the website for information. CAPT Wilkins suggested that a protocol may be something for HAPAG to consider in 2008.

V. New Business

CAPT Wilkins announced that CDR Valerie Darden will serve as HAPAG Chair in 2008. He thanked all committees for their support and participation in HAPAG. Certificates were presented to HAPAG members who are rotating off at the end of 2007.

LCDR Hunter participated in a choir that sang at the Kennedy Center in Washington, DC on December 2 as part of the Kennedy Center Honors tribute to Diana Ross. The President and First Lady were in attendance at this event, which will be televised December 26.

VI. Adjourn: The general meeting adjourned at approximately 3:00 pm EST, with an informal social immediately following.

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