

Health Administration Professional Advisory Group (HAPAG)
Meeting Minutes
January 11, 2006

Group convened via a teleconference call at 1 pm EST. 8 of the 20 members were present: CDR Brad Austin (Chair), LT Allyson Alvarado, CDR George Durgin, LT Delia Jones, CDR Elijah Martin, CAPT Justina Schwemberger, CDR Astrid Szeto, and CDR Craig Wilkins.

- I. Approval of December HAPAG Minutes
Approval was not voted on because a quorum was not reached.
- II. Introduction of HAPAG Board Members
CDR Austin welcomed former and new members.
- III. Welcome and Self-Introduction of new HAPAG Members
Lt Alvarado, LT Jones, and CDR Martin introduced themselves.
- IV. Operating Subcommittees for 2006
CDR Austin will contact chairs who are still HAPAG members and ask if they wish to continue in this role. It was suggested that at the end of 2006, each subcommittee write up a summary of what was accomplished and what was worked on during the year so that next year new members would have a better idea of each subcommittees' roles and responsibilities.
 - **Communication:** CDR Austin will contact CDR Anne Perry and see if she wishes to remain as chair. No others have yet volunteered to serve on this operating subcommittee.
 - **Recruitment/Retention:** CDR Durgin and CDR Martin agreed to serve on this subcommittee, but not as the Chair.
 - **Career Opportunities and Professional Development:** CDR Szeto agreed to serve, but not as the Chair.
 - **Policy:** CDR Wilkins, LT Jones, and LT Alvarado agreed to serve on this subcommittee but not as the Chair.
 - **Membership:** No volunteers yet.
 - **Awards:** CDR Austin will contact CDR Valerie Darden to see if she is willing to serve again on this subcommittee. LT Jones also agreed to serve on this subcommittee.
- V. Denver COA Conference, Category Day, HAPAG Break-out Session
Since the overall theme of this year's conference is related to hurricane-related efforts, it was proposed that this year's breakout session focus on the management aspect of emergency-related HHS roles. It was proposed that CAPT Milner, the Regional Health Administrator, Boston (who is an HSO), and served as a Secretary's Emergency Response Team (SERT) Leader during hurricane relief efforts, speak about the management roles

and responsibilities of a SERT. There was also discussion that ADM Holman might also be an excellent speaker as well. CDR Durgin and CDR Wilkins volunteered to serve as an ad hoc committee to organize this session.

CDR Austin volunteered to explore how the HAPAG could receive continuing education credits for this session.

VI. Meeting Schedule for 2006

It was proposed that the HAPAG would meet every other month, on the Tuesday before the Health Services Professional Advisory Committee (HSPAC) meeting. To better accommodate Central and Western colleagues, 3 pm EST was picked as the starting time for the meetings. CDR Austin suggested that he will try to have a meeting room location in the D.C. metro area, alternating between the Parklawn Building and the Humphrey Building. The meeting dates for 2006 are proposed as follows:

April 4
May 30
August 1
October 3
November 28

VII. Other Agenda Items

None.

VIII. Adjourned at 1:53 pm EST.

Prepared by: CDR Austin

Reviewed by: CAPT Schwemberger and CDR Wilkins