

Health Administration Professional Advisory Group (HAPAG)

Meeting Minutes

January 30, 2007, 2:00 pm EST
Surgeon General's Conference Room

CDR Craig Wilkins called the meeting to order at 2:00 pm. Members present included: CDR Wilkins*, CAPT Justina Schwemberger*, CAPT Astrid Szeto*, CAPT Francis Gipson*, CDR Elijah Martin, CDR Valerie Darden, CDR Barbara Olaniyan, LCDR Allyson Alvarado*, LCDR Delia Jones, LCDR Sianat Kamal, LCDR Helen Hunter, LCDR Jason Jurkowski*, LTJG Miguel Saponara. Other health administrators present were LCDR Kelly Brown* and LCDR Jean Pierre DeBarros.*

* connotes participation via telephone.

I. Approval of HAPAG Minutes

Minutes from the November 28 meeting were approved.

II. Introduction of New Members 2007 HAPAG

The following members were welcomed as new members for 2007: CDR Barbara Olaniyan, LTJG Miguel Saponara, and LCDR David Dietz.

III. Nomination for Chair-Elect 2008 and Secretary

The floor was opened for nominations (including self-nominations) for Chair-Elect. This person would serve as Chair-Elect in 2007, in preparation to serve as Chair of HAPAG in 2008. CDR Valerie Darden presented a self-nomination for this position. During discussion, members requested a brief bio or CV summary sheet on the nominee and why they would like to serve as chair. The group voted to accept the nomination and to hold a vote via e-mail with a closing date of February 13. CDR Wilkins will send the nominee's information and conduct the vote via e-mail.

The floor was opened for nominations for Secretary for the 2007 HAPAG. A self-nomination was presented by LCDR Helen Hunter. The group voted to close nominations and to accept LCDR Hunter as Secretary for 2007.

IV. Operating Sub-Committees for 2007

An open floor discussion was held regarding the Operating Sub-Committees, vacancies, and whether the remaining chairs wished to continue in their roles. All members are encouraged to participate in a sub-committee. Additional information on each committee was

requested (such as functions and accomplishments in prior year); this information will be gathered and shared via e-mail. In the interim, the following committee chairs were confirmed:

Communications: Vacant

Recruitment and Retention: CDR Elijah Martin

Career Opportunities & Profess. Development: LCDR Sianat Kamal

Policy: CDR Barbara Olaniyan

Membership: LCDR Delia Jones

Awards: CDR Valerie Darden

It was recommended that an SOP be developed within each committee so that responsibilities are transferred smoothly in the future.

V. New Agenda Items

Category Day 2007 at COA Conference – LCDR Kamal reported that HAPAG is scheduled to have a 60-minute breakout session featuring three senior PHS health administrators. The session will assist participants in understanding career paths of health administrators in the Corps and learning how senior administrators have progressed within their careers. CAPT Gipson and CAPT Schwemberger have been confirmed as speakers; CAPT Stephen Smith was invited but has not been able to confirm at the present time due to agency travel constraints. The group discussed the need to identify an alternate speaker from the field, in the event CAPT Smith is unable to attend; the alternate could also serve as an additional speaker even if CAPT Smith does confirm. Time, room location, and A/V needs are to be determined. There was some uncertainty on the format of the presentation; however upon discussion and a vote, members agreed on a panel discussion. LCDR Kamal will provide any updates on the HAPAG breakout to the COA conference planning committee. CDR Wilkins will request via e-mail any recommendations of officers from the field to serve as an alternate panelist. CDR Wilkins also sought feedback from the group on their intentions to attend COA in June 2007.

Transformation Updates – CDR Wilkins provided an opportunity for any officers participating on transformation workgroups to provide a report/update. No updates were given.

HAPAG Account – CDR Wilkins mentioned that CAPT Migliaccio recently retired and a token of appreciation was presented to him for his support as an advisor to HAPAG. CAPT Gipson relayed thanks to the HAPAG from CAPT Migliaccio. As similar events and awards are given on behalf of the HAPAG, the group discussed whether there is a need for a HAPAG account as some items require immediate

turnaround and out-of-pocket costs. Suggestions included having someone explore the need/process and bring information back to the group; or requesting donations from the group as the need arises. The topic was tabled to discussion via e-mail.

HAPAG Bylaws – CDR Wilkins shared the latest version of the HAPAG Bylaws prior to the meeting, and reported that this version reflects changes made in the HS-PAC Bylaws and updates the new name of the Career Opportunities and Professional Development Committee. He will refer to the policy subcommittee so that the revised HAPAG Bylaws can move forward for review and approval by the HS-PAC.

Meeting Schedule for 2007 – The meetings for 2007 will be held on the Tuesday prior to the HS-PAC meeting.

Additional Business – CDR Wilkins suggested that the group recognize CDR Brad Austin for his service as 2006 chair. Members voted to recognize CDR Austin, and CDR Wilkins will solicit comments and recommendations from the membership via e-mail.

With the retirement of CAPT Migliaccio, the group will need to discuss and determine who will replace him as senior advisor.

CDR Darden reported that January 31 is the deadline for the HAPAG Excellence in Healthcare Award. No nominations have yet been received, even though the announcement was posted on the HS-PAC listserv and in the CC Bulletin. CDR Darden recommended that if none had been received by January 31, it would be necessary to strategize how to more widely publicize the award.

Group Photo – For officers attending the meeting in person, a group photo was taken by CAPT Gil Rose after adjournment.

VI. Adjourn: The meeting adjourned at approximately 3:05 pm EST.

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