

## Health Administration Professional Advisory Group (HAPAG)

### Meeting Minutes

January 28, 2008, 2:00 pm EST  
Surgeon General's Conference Room

CDR Valerie Darden called the meeting to order. Members present included: CDR Valerie Darden, CDR James Gregory,\* CDR Sianat Kamal, CDR Elijah Martin, CDR Barbara Olaniyan, LCDR Shwana Coleman\*, LCDR Jean-Pierre DeBarros,\* LCDR Delia Jones\*, and LT Miguel Saponara\*. Other health administrators present were, CAPT Astrid Szeto,\* CDR George Durgin,\* LCDR Andy Chen\*, LCDR Helen Hunter\*, LT Brett Maycock\*, LT Donelle McKenna, LT Morissa Rice, LT Deidre Washington, LT Elaine Wolff\*, and LTJG Karen Charles.

\* connotes participation via telephone.

Please e-mail LCDR Helen Hunter with any corrections on the attendance list: [hunterhelen@nidk.nih.gov](mailto:hunterhelen@nidk.nih.gov).

I. Approval of HAPAG Minutes

Minutes from the December 4 HAPAG meeting were approved.

II. Report from HAPAG Subcommittees

Prior to the subcommittee reports, CDR Darden welcomed all new members and guests to the first meeting of the 2008 HAPAG. HAPAG expects to accomplish much in 2008, and everyone was invited to participate actively in the work of the subcommittees. All voting members are asked to either chair or serve on a subcommittee.

CDR Darden requested that the former subcommittee chairs from 2007 provide a brief description of their subcommittee roles and responsibilities.

- Awards – CDR Darden served as the lead for the Awards subcommittee, which solicits nominations and selects a recipient for the annual Excellence in Healthcare Leadership Award. The current nomination period closes 1/31/2008. This annual award is presented during the USPHS Scientific and Training Symposium. The subcommittee would also like to provide an award to CAPT Craig Wilkins as the immediate past chair in recognition of his time and contributions to HAPAG. CDR Elijah Martin will serve as the new chair of the Awards subcommittee.

- Communication – LCDR Helen Hunter described the responsibilities of this subcommittee, which involve maintaining the HAPAG listserv, submitting updates for the HAPAG section of the HSO website (such as meeting minutes, revisions to the roster, etc), and disseminating HAPAG information. LT Morissa Rice volunteered to lead this subcommittee for 2008 and officers interested in serving on this subcommittee may contact her at [mrice@hrsa.gov](mailto:mrice@hrsa.gov).
- Recruitment and Retention – CDR Martin indicated that this subcommittee identifies recruitment and retention strategies for health administration officers and serves in an advisory capacity to individuals with health administration backgrounds who are interested in joining the Corps. The subcommittee provides opportunities to work with the recruitment and retention subcommittees of the HSO PAC as well as other advisory committees. LT Donelle McKenna will serve as the lead for this subcommittee in 2008, and can be reached at [dmckenna@hrsa.gov](mailto:dmckenna@hrsa.gov)
- Career Development – CDR Sianat Kamal served two years as the lead for this subcommittee, and described the importance of professional and personal development activities for officers. This subcommittee has worked with the HSO PAC Career Development committee in HAPAG's career matrix; organized presentations from experts on uniformed services protocol, assimilation, promotion; and planned the HAPAG breakout session at the annual COA symposium. LCDR Shwana Coleman and LCDR Jean-Pierre DeBarros will serve as the co-chairs of the Career Development Subcommittee in 2008. A priority will be to begin work on the HAPAG breakout session.
- Policy – CDR Barbara Olaniyan stated that the review and revision of the HAPAG Bylaws were the key activities of this committee in 2007. CDR Darden indicated that the accreditation and appointment standards for health administration officers may be one item that this committee will work on in 2008. CDR Olaniyan and LCDR Delia Jones will lead this subcommittee in 2008.
- Membership – LCDR Delia Jones reviewed the key activities of this subcommittee, which include soliciting and screening nominations for HAPAG voting members; preparing decision letters for nominees; and maintaining the membership roster.

The subcommittee also provided assistance to the Policy subcommittee on revising portions of the by-laws relating to membership. LTJG Candace Loftland will serve as the chair of the Membership subcommittee in 2008.

CDR Darden requested that voting members inform her of which subcommittee they plan to serve on by February 8.

### III. Old Business

CDR Darden has been contacted by a HSO/COA planning representative regarding HAPAG's breakout session. CDR Darden presented topic suggestions that various officers have submitted, such the following:

- The role of health administrators in disasters and training needs
- Balancing OP-DIV demands with Corps demands
- Mentoring health administrators
- Pros/cons of bachelor level health administrators
- Health administrators in clinical settings (include a panel of officers from BOP, IHS, etc)
- A combination of some of the above topics, with the theme of "A day in the life of a health administrator officer"
- Leadership in Health Administration / Developing Leadership roles
- Career possibilities for health administrators

LCDR DeBarros emphasized his interest in seeing the career possibilities idea develop. CAPT Szeto noted that as a discipline liaison, she would also benefit from knowing the range of opportunities that exist for prospective officers.

CDR Darden requested that LCDR DeBarros and LCDR Coleman begin working on the breakout session by preparing the following items by February 14: 1) a proposal for the session topic, 2) suggested session format, and 3) identify potential speakers for the session. Members are encouraged to continue submitting ideas for the session topic via e-mail.

The remaining treasury funds from 2007 will be made available for the 2008 HAPAG awards. While HAPAG does not require dues, donations are accepted to support the costs of the annual awards. Members who wish to make a \$10 donation may send a check to the following address:

CDR Valerie Darden, 3517 Denison Road, Baltimore, Maryland 21215

Some members have indicated an interest in an informal networking social at the USPHS Symposium in Arizona. One suggestion was to meet at a local restaurant, possibly on Tuesday after the HAPAG breakout session. The group may also want to consider that other advisory groups may also have planned activities during the same time slot, so some officers may have already made prior commitments. CDR Darden will explore the options.

IV. New Business

Nominations were solicited for an Executive Secretary and Chair-Elect. CDR Darden requested that interested individuals e-mail her by February 8.

If an Executive Secretary has not been identified prior to the April HAPAG meeting, LT Maycock agreed to take minutes for the April meeting.

V. Adjourn: The general meeting adjourned at approximately 2:50 pm EST.

**Prepared by: LCDR Helen Hunter**  
**Reviewed by: CDR Valerie Darden**