



## Health Administration Professional Advisory Group (HAPAG) Agenda

**26 March 2009, 3:00 pm EST**

Dial-in: 1-866-620-8973  
Participant Passcode: 441234

### **I. Roll Call**

#### **Voting Members-Present**

##### **Chair-Elect – CDR James Gregory**

CDR Valerie Darden  
CDR John Gusto  
CDR Diahann Williams  
LCDR Rhondalyn Cox  
LCDR Clyde Darrah  
LCDR Brett Maycock  
LCDR Scarlett Lusk  
LT Miguel Saponara  
LT William Tonkins

#### **Members at Large**

CAPT C. Wilkins  
LCDR M. Everett  
LCDR M. Weahkee  
LT D. Bruno  
LT S. Coleman  
LTJG S. Chapman

**Meeting Leader** - CDR James Gregory

### **II. Approval of February HAPAG Minutes**

- Call for corrections to the minutes. No corrections were identified. LCDR Darrah presented motion to approve minutes. The motion was second by CDR Gusto.

### III. Chair's Report

- CDR Gregory announced that all of the Subcommittee chairs have been nominated and selected. Each Chair will speak about the respective committee during the report. The position of Secretary had been filled. LCDR Cox will serve as Secretary for this term. (

### IV. Sub-Committees

- Communications – LCDR Scarlett Lusk –

LCDR Lusk introduced herself and currently works in BOP. She has met with LCDR Rice, the former Chair, to receive information on the status of the committee. She is currently working on a list of officers who have expressed interest in working with the committee.

- Recruitment/Retention – LCDR David Lau

- Career Development –LCDR Rusty Waldron

The report for this committee was given by CDR Gregory under Old Business, COF Symposium.

- Policy - CDR Barbara Olaniyan

No report received.

- Membership - CDR John Gusto –

- 1) Develop membership criteria based on comments made previously determine what is needed to be a member
- 2) Provided email address for contact - [john.gusto@hq.dhs.gov](mailto:john.gusto@hq.dhs.gov)

- Awards – LT Saponara-

LT Saponara is currently working to determine how much money may be available for awards. He indicated that donations were previously given by the Voting Members to assist with costs. LT Saponara stated that officers should consider submitting award nominations for the following awards: 1) American Academy of Medical Administrators (AAMA). The due date is 1JUN2009. LCDR DeBarros may assist with determining how the award should be written. 2) Association of Military Surgeons of the United States, nominations open in April. CDR Durgin may assist with determining how the award should be written. Those interested in participating in the Awards Subcommittee should contact LT Saponara at:

[Miguel.saponara@fda.hhs.gov](mailto:Miguel.saponara@fda.hhs.gov)

### V. Old Business

- COF Symposium – CDR Gregory

CDR Gregory provided an overview of the Agenda for HAPAG breakout session. Early bird registration will be available until 24APR2009. Recently a message was sent via multiple listservs regarding prizes that will be available for those who register early. CDR Gregory encouraged officers to attend the Symposium and the HSPAC events for Category Day including participation in HAPAG's sessions. CDR

Gregory also provided the following information regarding the agenda for the breakout session topics:

What should be in your toolbox?

Still haven't found what you're looking for? – Speakers from various Agencies on the types of assignments that may be available.

Credentials – what are they good for? What benefits?

What can the HAPAG do for you? Direction and opportunities within the group.

CDR Gregory noted that speaker/presenters and award information will be needed by early May.

## **VI. New Business**

### ■ Needs of the Service Letters

This discussion topic was presented by CDR Gregory. This letter is currently sent to prospective applicants. HAPAG Voting Members were sent a copy of the letter and were asked to forward comments to LCDR Scarlett Lusk at [bas0205@bop.gov](mailto:bas0205@bop.gov) by noon on Friday. Other members of the HAPAG who have a particular interest in this initiative were asked to contact LCDR DeBarros. Before any changes can be made, the recommendation will be vetted and routed to ensure the appropriate approvals are received.

### ■ OCCO's new database – Officer Profiles, implications for HAPAG officers

CDR Gregory encouraged officers to look at this new feature in the Secure Area of the CCMIS website and to bring forward issues that may negatively impact our officers. If no issues are identified, how does HAPAG serve as a leader in getting our officers information included and available? Any feedback on the Officer Profile system can be forwarded to LCDR DeBarros.

### ■ PHS Networking site – ITPAG's test

LT Magtibay, Chair of the ITPAG, presented information on the Social networking website he developed with the assistance of David Schwab. The two are drafting a white paper for presentation. It may serve as a reference for officers and points officers to PHS issues. LT Magtibay discussed the potential of the website and identified how it may be beneficial to who we are and indicating where vacancies may be. He provided the web address ([www.usphsworld.org](http://www.usphsworld.org)) for the website and encouraged officers who had access to a computer to go to the site. He stated that in order to use the features of the site, registration is required. The registration is tied to the officer's indicated email address. The email address is maintained privately. Alert goes to email. Officers may create events that are specific to a particular group or interest. Direct RSS feed to HHS is available. In the future, the possibility exists to include links to podcasts or provide training.

### ■ HSPAC Meeting/Call – 3APRIL at 1000

## **VII. Adjourn**

The meeting adjourned at approximately 1540.

**The next General Member meeting will be held on 28 MAY 2009.**

**The next Voting Member meeting is tentatively scheduled for the 26<sup>th</sup>  
Additional information will be forthcoming.**