

**Health Administration Professional Advisory Group (HAPAG)**  
**Meeting Minutes**

**November 28, 2006**

The meeting convened at 2:00 pm EST in the Surgeon General's conference room. Members present were: CDR Brad Austin, LCDR Delia Jones, LCDR Sianat Kamal, LT Allyson Alvarado\*, LT Shwana Coleman\*, CDR Valerie Darden\*, LCDR Jason Jurkowski\*, CDR Elijah Martin\*, CDR Anne Perry\*, CAPT Astrid Szeto\*, CDR Craig Wilkins\*, and CAPT Francis Gipson\*. In addition, CDR DianeHann Williams\*, CMS Dallas Office, and Dora Ober\* attended.

\* connotes participation via telephone

- I. Approval of HAPAG Minutes  
The minutes from the May, August, and October meetings were accepted.
- II. Introduction of new 2006 HAPAG Chair-elect -- CDR Craig Wilkins  
CDR Austin announced that he has selected CRD Wilkins as the HAPAG Chair-elect, and that CDR Wilkins has accepted. CDR Wilkins has served on the HS-PAC and is currently the Chair of the HAPAG Policy subcommittee. Craig is a CDC employee based in Atlanta, GA.
- III. Operating Subcommittees for 2006
  - Communication – Chair, CDR Anne Perry  
CDR Perry reported that changes to the HAPAG had been forwarded to CDR Kellie Cleveland and that CDR Cleveland had updated the website. The approved HAPAG minutes also will be posted onto the HAPAG website. In addition, one of the links to an associated professional association will be modified to reflect the associations' correct name.
  - Recruitment/Retention – Chair, CDR Elijah Martin  
CDR Martin reported that he is looking for HAPAG members to join the subcommittee.
  - Career Development – Chair, LCDR Sianat Kamal  
LCDR Kamal reported that the subcommittee has decided to post onto the HAPAG website information on the HS-PAC mentor-mentee program, and that the subcommittee will not try to create a stand alone program. Through the HAPAG website, we will encourage health administrators to join the HS-PAC mentor-mentee program.

CDRs Wilkins and Austin reported on progress-to-date concerning the 2007 COA Category Day Planning. Discussion ensued on whether the

current one-hour session is sufficient or if further sessions should also be developed. It was decided that, at a minimum, the Career Development subcommittee will investigate how to obtain American College of Healthcare Executives (ACHE) Level II training credits.

- Policy – Chair, CDR Craig Wilkins  
CDR Wilkins reported that with his selection as the 2007 HAPAG chair, the HAPAG will need to select an individual to serve as Chair of the Policy subcommittee for 2007. In addition, it was agreed that the Policy subcommittee would incorporate prior proposed bylaw changes (using track changes in WORD so that members could see proposed changes) as well as the change in the Program Development Subcommittee name and revise/update the bylaws. Once the subcommittee has a draft bylaw ready to be voted on, CDR Austin will email out the proposed change and ask HAPAG members to vote. The subcommittee agreed to try to accomplish before the end of the calendar year.
  
- Membership - Chair, LCDR Delia Jones  
(This part of the meeting was open to only HAPAG voting members.)  
LCDR Delia Jones Vote led a discussion on the applicants to join the HAPAG for a 3-year term. Three applicants were approved to join HAPAG beginning January, 2007; CDR Barbara Olanivan, LCDR David Dietz, and LTJG Miguel Saponara. The subcommittee will prepare a letter from the HAPAG Chair to the three successful applicants, informing them of their appointment. The subcommittee will also prepare a letter informing applicants who were not selected. The subcommittee will forward these to the Chair by December 8, 2006.
  
- Awards – Chair, CDR Valerie Darden  
CDR Darden reported that the subcommittee had updated the HAPAG *Excellence in Healthcare Leadership* award guidelines. CDR Darden has forwarded to the HS-PAC Chair the announcement for this award – which closes on January 31, 2007 -- and has requested that the HS-PAC Chair publicize the award through the HS-PAC listserve. The subcommittee is also working with the HS-PAC to see if the award announcement might also be posted on the HS-PAC website.

#### IV. New Agenda Items

Scheduling of First HAPAG meeting in 2007: Members agreed that the first HAPAG meeting of 2007 would be tentatively set for Tuesday, January 23, 2007, 2 pm EST. CDR Austin will try to reserve the Surgeon General Conference room for this meeting and will work with CDR Wilkins on this. It was also agreed that HAPAG members should do their best to make this meeting because a group photo will be taken.

V. Adjourn: The meeting adjourned at 3:00 pm EST.

Prepared by: CDR Austin

Reviewed by: CDR Austin