

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

**October 3, 2006**

The meeting convened at 2:00 pm EST. This was a teleconference meeting only. Eight of the 19 HAPAG members were present: LT Allyson Alvarado, CDR Brad Austin, LT Shwana Coleman, LCDR Cheryl Ford, LCDR Delia Jones, LCDR Sianat Kamal, CDR Gay Nord, and CDR Craig Wilkins. In addition, LT Brett Maycock, CDR LouAnn Rector, CDR Everett, LCDR MaryAnn Robinson, and LCDR Stacey Gooding also joined the call.

- I. Approval of May and August HAPAG Minutes  
This item was deferred because quorum was not reached.
  
- II. Operating Subcommittees for 2006
  - Communication – Chair, CDR Anne Perry  
No report presented
  - Recruitment/Retention – Chair, CDR Elijah Martin  
No report presented
  - Career Opportunities and Professional Development – Chair, LCDR Sianat Kamal  
CDR Lou Ann Rector presented on PHS Uniform Policy. An excellent discussion ensued.
  - Policy – Chair, CDR Craig Wilkins  
No report presented
  - Membership - Chair, LCDR Delia Jones  
LCDR Jones reported that seven current HAPAG members will finish their terms at the end of this calendar year. She reported that four applications had been received and that the subcommittee will be recommending that three of the four will be recommended for membership. She will prepare a letter welcoming new members.
  - Awards – Chair, CDR Valerie Darden  
No report presented
  
- III. New Agenda Items  
The HAPAG has received an invitation to present at the AAMA conference in Atlanta, GA. LCDR Kelly Brown will represent and speak on behalf of HAPAG of the group.

The 2006 chair-elect position has been vacated. Discussion focused on the qualifications that CDR Austin should look for in current HAPAG members in selecting a 2006 chair-elect.

It is not self-evident how to sign up for the HAPAG list serve. There was consensus that the Communications subcommittee should draft language on how to sign up for the list serve. This language should be posted on the HAPAG website.

IV. The meeting adjourned at 2:55 pm.

The next meeting will be in the SG Conference Room on November 28, 2 pm. The call-in number will stay the same:

Call-In Number: Conference line # 877-725-9345, Participant Code - 286801

Prepared by: CDR Austin

Reviewed by: CDR Austin