

## Health Administration Professional Advisory Group (HAPAG)

### Meeting Minutes

**October 2, 2007, 2:00 pm EST  
Surgeon General's Conference Room**

CAPT Craig Wilkins called the meeting to order. Members present included: CAPT Francis Gipson\*, CAPT Justina Schwemberger\*, CAPT Craig Wilkins\*, CDR George Durgin\*, CDR Barbara Olaniyan\*, LCDR Allyson Alvarado\*, LCDR Shwana Coleman\*, LCDR Cheryl Ford\*, LCDR Helen Hunter, LCDR Delia Jones\*, and LT Miguel Saponara. Other health administrators present were CDR James Gregory\*, CDR Diahann Williams\*, LCDR Rhondalyn Cox\*, LCDR Jean-Pierre DeBarros\*, LCDR Michelle Everett\*, LCDR Valerie Jimenez\*, LCDR Kim McIntosh-Little, LT Andrew Chen\*, LT Brett Maycock\*, and LT Morissa Rice\*. Excused absences among voting members: CAPT Astrid Szeto, CDR Valerie Darden, CDR Sianat Kamal, CDR Elijah Martin.

\* connotes participation via telephone.

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

- I. Approval of HAPAG Minutes  
Minutes from the August 7 HAPAG meeting were approved with noted changes.
- II. Report from HAPAG Subcommittees
  - Policy – A draft of the revised By-laws were circulated via the listserv prior to the meeting. CDR Olaniyan discussed the key changes that were proposed. (III.C. – language on Terms, III.E. language on senior advisors, and IV. – language on procedure for succession of the chair if vacancies arise for both the chair and chair-elect). There was discussion in depth regarding the term recommendations for the senior advisor. Further clarification on this piece is needed before the bylaws move forward for a vote. CAPT Wilkins, CAPT Gipson and CDR Olaniyan will discuss this offline and provide the changes via e-mail for review.
  - Membership – A total of 15 eligible applications were received; the membership discussed and voted after the meeting on the six new members. Efforts were made to ensure fair representation across ranks, agencies, and genders; participation in HAPAG was also taken into consideration.

LCDR Delia Jones will prepare notification letters for review and approval by CAPT Wilkins.

Questions regarding the eligibility of an inactive reserve applicant was discussed; it is unknown as to whether this applicant is the same applicant being discussed on the HS-PAC level. LT Chen later indicated that he would provide additional background for HAPAG members' review and recommendation, so that he can provide this feedback to the HS Policy Subcommittee.

CAPT Wilkins opened discussion around the latest appointment standards for the Corps, as they appear to have been relaxed for the HS category. A link to this policy ("Category Specific Appointment Standards", CCI 23.1.03, 14 August 2007) was shared via the listserv prior to the meeting. CDR Durgin noted that p. 14, item b.2. should prompt us to ask for clarification on the department's long-term needs as well as the short-term needs to better understand what types of degrees are now being considered. CAPT Wilkins will follow up with CAPT Cardarelli to determine whether a response from HAPAG is needed, and he will also discuss with the Career Development subcommittee on how to best address this.

- Communication – The listserv currently has 53 subscribers – new officers continue to join periodically. LCDR Hunter reminded the group that if they change duty stations, to notify her of their new e-mail address so that it can be updated in the listserv. The subcommittee continues to provide updates on the HAPAG portion of the HS website. LCDR Hunter also thanked individuals who assisted in preparing a HAPAG brochure for the COA meeting: CAPT Szeto, CAPT Wilkins, CDR Martin, and LCDR Cox.
- Recruitment and Retention – No report.
- Career Development – LCDR Alvarado will follow up regarding the time frame for completing the billet description; there are a variety of individuals who are working in health administration, but have other backgrounds (i.e., pharmacy).
- Awards – No report.

III. Old Business

CAPT Wilkins reported that the HSO Resource Directory has been completed; a final draft was recently forwarded to the CPO and PAC Chair for review.

CAPT Wilkins forwarded the HAPAG recommendations for RADM Milner to attend the annual ACHE meeting in March 2008 and if possible, the AAMA meeting in October. Congratulations to LCDR DeBarros, who has been accepted as a Fellow in AAMA, and will be recognized at their meeting. Any additional recommendations for the CPO's attendance at health administration-related conferences should be sent to CAPT Wilkins.

IV. New Business

It is time to begin planning for the HAPAG breakout session for the 2008 COA in Tucson. CAPT Wilkins recommended that the group consider including an informal social similar to HAPAG's first COA gathering. He will encourage the 2008 HAPAG leadership to consider this.

CAPT Wilkins would like to ensure that a protocol is in place for inquiries regarding HAPAG, and will follow up with the membership committee.

The December 4 HAPAG meeting will include an informal social afterwards, and CAPT Wilkins will attend to recognize a few individuals for their contributions to HAPAG.

- V. Adjourn: The general meeting adjourned at approximately 3:00 pm EST, with voting members remaining on the line for discussion and vote for new members for 2008.

**Prepared by: LCDR Helen Hunter**  
**Reviewed by: CAPT Craig Wilkins**