

# Health Administration Professional Advisory Group (HAPAG)

## Meeting Minutes

October 2, 2008, 2:00 pm EST

## Conference Call

### Attendance:

#### Voting Members

CDR Valerie Darden  
CDR Diahann Williams  
LCDR Allyson Alvarado  
LCDR Rhondalyn Cox  
LCDR Jean-Pierre DeBarros  
LCDR Delia Jones  
LT Miguel Saponara

#### Non-Voting Members

CDR (sel) Tobey Manns  
LCDR Andy Chen  
LCDR Helen Hunter  
LCDR Christa Hrynyshen-Trimmer  
LCDR David Lau  
LCDR Brett Maycock  
LT Kevin Bates  
LT Elaine Wolff  
LT Deidre Washington  
LTJG Garmain Williams

- I. Approval of July HAPAG Minutes: Because there was no quorum, the July minutes were not approved. The October meeting served informational purposes only and was led by chair-elect LCDR DeBarros.
- II. Report from HAPAG Subcommittees

Communication- No update.

Recruitment and Retention – Members will recommend the Bureau of Prisons in their recruitment efforts, due to an urgent need for health administrators in this agency. Members brainstormed on ways in which to assist health administrators coming into the PHS to find jobs. A suggestion was made to post job listings that members are aware of on the HAPAG listserv.

Career Development – CDR Darden will serve on the 2009 COA Symposium planning committee. A breakout room has been reserved for a potential HAPAG career development session.

Policy – A motion was made to revise the HAPAG By-laws to reflect the actual selection of the new leadership. The new leadership is currently selected in the new year by the new membership, as opposed to the end of the year as stated in the ByLaws. The voting membership will need to determine how to proceed.

Membership – The membership committee will work along with the Communications subcommittee to create a listing of at-large members along with their agency affiliation. The roster will hopefully assist officers in identifying fellow health administrators in their agencies. The committee is also seeking a quorum so that they can approve the slate of new members for 2009.

Awards – No report.

### III. Old Business

CDR Darden indicated that the last meeting of the year is anticipated to be an in-person meeting. She will request via e-mail that committee leads provide an end-of-year report by a specified deadline; reports should also include deployment experiences.

### IV. Additional Business

LCDR Chen reviewed a presentation on the American College of Healthcare Executives (ACHE) and discussed membership, credentialing, and PHS involvement in this organization. LCDR DeBarros presented information on the American Academy of Medical Administrators (AAMA) and other key organizations that officers should consider, such as the Medical Group Management Association (MGMA) and the Association of Military Surgeons of the US (AMSUS).

The meeting adjourned at approximately 3:00 pm EST.

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