

**Physician Assistant Professional Advisory Group
U.S. Public Health Service
Thursday, February 12, 2009
2030 – 2200 EST**

Attendance	Rank	Last Name	First Name	OPDIV
Present	CDR	Bonfiglio	Susan	NIH
Present	LT	Bowens	Karla	BOP
Present	LCDR	Hager	Paul	IHS
Present	CDR	Cole	Gary	BOP
Excused	LCDR	Branch	Tracy	OS
Present	LT	Amaya	Lisa	IHS
Present	CDR	Buckser	Jeffrey	DIHS
Absent	LT	Chuley	Michael	DIHS
Present	LT	Fideli	Ulgen	AMEDD
Present	CDR	Hunter-Buskey	Robin	BOP
Present	LCDR	LaFleur	Phillip	FDA
Present	LCDR	Morris	Katherine	IHS
Present	CDR	Pelkey	Michelle	NOAA
Present	LT	Ruiz	Melinda	DIHS
Present	LCDR	Russell	Karen	BOP
Present	LT	Taylor	Shawn	FDA
Resigned	CDR	Wetherill	Paul	DIHS
Present	LCDR	Wickard	Paul	BOP
Guests:	LT	McKinnon	Mark	ASPR

Call to order

Meeting called to order at 2030. Roll call taken by CDR Cole.

Approval of Minutes

The January 2008 minutes were approved with some minor corrections and were sent to the HSO CPO, HS PAC Chair, and HSO Webmaster.

Summary and Status of Action Items

Reviewed and updated (following the reports)

Chair Report CDR Bonfiglio

Good evening. There is much information to share since our last meeting. To facilitate the sharing of information in the most efficient way, as we have a busy evening. I have made a separate report for the HS PAC meeting held 2/6/09 and my meeting with RADM Milner and LCDR Bunnell on 1/26/09. Please bring forward any questions from these two reports.

- Our bylaws were approved without changes but two concerns were brought forward. Please refer to the HSPAC report for these concerns.
- We may want to revisit these concerns this year or next year and amend the bylaws in these two respects. More discussion at the March meeting. Please email me your thoughts regarding both issues.
 - A) 3 positions of Chair, Chair –Elect and Vice Chair- are all three necessary?
 - B) The 3 year commitment for the Chair-Elect position- too long?
- Questions regarding RADM Milner’s report?
- Questions regarding the HSPAC report?
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I have revised the format for our agenda to hopefully make it more efficient. I delayed review of the open action items until after the subcommittee reports. This way we will only review what was not updated in the committee reports.

I have also added new action items to our current list that were generated at either the HS PAC meeting or my meeting with RADM Milner and will address those when the action items are reviewed. All committee chairs, please address any applicable action items when you give your report.

Tonight we have LT Mark McKinnon addressing us on an issue we share with the AAPA. He is scheduled to speak after our committee reports.

Subcommittee Reports

Awards Subcommittee LCDR Wickard (report given by CDR Pelkey, Award Chair for 2008)

The plaque for CAPT Taylor is completed and ready for presentation. The letter to accompany the plaque is to be drafted by LCDR Branch. Both the plaque and letter will be sent to the PAG Chair for forwarding to CAPT Taylor.

Communications Subcommittee LT Amaya and LT Taylor

Initially, we had some technical challenges at least in part due to transition. LT Amaya Created an instructional notebook to ease next year’s communications committee change in personnel. It was agreed that we need to continue with a weekly newsletter considering a very busy year indeed for the PAPAG with the newsletter serving to highlight PA news and job opportunities.

Membership Subcommittee CDR Buckser, CDR Pelkey

There was continued call for all PAPAG voting members to recruit one Nominee for the 2010 PAPAG. Applications will be accepted beginning June 2009. We will seek to have all position applications to the Membership Committee by October 2009 for a vote during our November 2009 meeting. This initiative is undertaken to expedite the 2010 business. We anticipate a minimum of nine available positions.

Policy and Procedure Subcommittee LT Bowens

HSPAC approved bylaws with an advisory to ensure that the Leadership had clearly delineated position descriptions for the Chair, Chair-Elect, and Vice Chair. Position descriptions will be due to the Committee by the end of April 2009.

Professional Development Committee CDR Hunter-Buskey, LT Melinda Ruiz

The committee will continue to monitor and update free online, telephonic, mail or in-person CME and leadership training opportunities; share via newsletter and post on web site and continue to identify Senior PAs and advanced Junior PAs to serve as mentors for those Junior Officers who seek a mentor as well as Senior PA's that desire a mentor. Follow-up with HSO PAC Mentor Committee regarding proposed changes to the PAC Mentor Committee activities. We are aiming toward more discipline-specific mentoring for all grades.

Readiness Subcommittee LCDR Hagar

We have not received the Readiness Roster from the HS PAC Readiness Chair. There is a 1/28/09 spreadsheet that was sent but it is again not broken down by HSO discipline.

Health Services is unique in that we have many disciplines which require a desegregated

- Spreadsheet. OFRD and HSPAC are aware of the problem. Some further discussion took place regarding referral of non-readiness qualified individuals with chronicity and development of a standard operating procedure and/or flow sheet for same.

Recruitment and Retention Subcommittee LCDR Phillip LaFleur/ LT Fideli

Long discussion in this area divided into the following topical areas:

- A) All of us are recruiters and it is important that we reach out to our fellow PA's And recruit all the time. LT LaFleur recommended formal presentations at College Job Fairs and other related venues.
- B) Changes in Associate Recruiter Program were highlighted by CDR Bonfiglio with The HS PAC report providing greater detail. Because of these changes, being an AR has been removed from the 2010 benchmarks. The PAC's will have much greater involvement in this process along with the PAG's.
- C) The PA Preceptorship project will tie in to visibility and exposure to recruiting. CDR Bonfiglio will be speaking with Dean of the AZ PA Program in Mesa regarding structuring of the preceptorship tool to be developed.
- D) LT Fideli was approached by OCCO to assist them in helping to place approved applicant PA's with Agency Placement. There is apparently a substantial backlog of HSO applicants awaiting this vital service. Collectively, we thought that OCCO should have contacted HSPAC and PAPAG (and the other HS PAG's) to more formally request our help with this tasking. We need to proceed quickly and efficiently before we lose qualified applicants. (There are at least 26 PA's amongst the 260 other HSO applicants.

Welcoming Subcommittee LCDR Morris

Two new Officers were contacted this past month with welcome packets sent to both LT Janet Valdez of NIH and LT Scott Henderson of HHS. They were invited to our next PAPAG meeting.

Ad Hoc COA Subcommittee LCDR Branch, LT Amaya

Organization for COF Symposium is complete. Final touches are being made to ensure AV and adequately sized rooms.

Ad Hoc AMSUS Subcommittee CDR Hunter-Buskey

No official meeting as of yet. Some early coordination discussions have occurred. Expect to meet within a few weeks and then more to come on this topic.

Liaison Reports

BOP CDR Wickard. The new uniform for Correctional Facilities is the Shipboard Blue Coveralls. Certain restrictions apply.

DIHS CDR Wetherill resigned from PAPAG. CDR Buckser is taking over and will update us next meeting.

IHS LT Todd Baughman was at another meeting, Alternate, LCDR Morris briefed the following :

- 1) IHS PAs now have a PA Standard of Practice in the Indian Health Manual. This is a first. The standard can be found at

http://www.ihs.gov/PublicInfo/Publications/IHSManual/Part3/pt3chpt28/pageone_3_28.htm

- 2) IHS has over 75 Tribal/Urban and Federal positions open for PAs
- 3) Loan Repayment Site Scores should be completed by end of Feb. Award Selections are pending.
- 4) We will be updating our Student Rotation sites information over the next 3 months
- 5) CDR Placide will participate in the Advances in Indian Medicine Conference April 20 through 24 in Albuquerque, NM. There will be a PA business meeting.
- 6) GS OPM standards for PAs have been updated to include GS 12 position. We are working diligently with IHS to recognize pay parity for our civil service PAs.

NOAA CDR Pelkey, LT Taylor

Nothing new to report.

JOAG LCDR LaFleur-

JOAG has been primarily going through the typical transition with installation of new officers and new committees so no new business has been transacted that requires reporting. This month's meeting will hopefully be more fruitful. Recruitment and Retention report is to continue to pursue initiatives laid down by the PAC as well as any

other opportunities that present themselves to promote the Commissioned Corps. Personally I've been trying to recruit some of the new hires here at FDA with good results. We have people actively pursuing commissions as well as several people very interested in learning more. Talk to you next week.

PHSAPA CDR Cole- We are all set for AAPA's Constituent Organization Resource Exchange (CORE). Uniform of the day on Saturday are Khaki's. Civilian clothes will be worn on Sunday's half-day event. We are having a social on Saturday evening starting at the Ritz-Carlton and then heading to King Street Blues.

Meeting Place: King Street Blues, Crystal City 6:00pm (1800)

Crystal City Shops/North
18th Street and Crystal Drive
(703) 415-2583

Free underground parking: validation during the day, free at night.

Metro: Crystal City stop, from the Blue & Yellow lines, only steps away from station.

The first hour is happy hour, dinner at 7 pm for those who desire, see you soon

Meeting Place: King Street Blues, Crystal City 6:00pm (1800)

New Business

PA History Project. Formation of a subcommittee to begin cataloguing and contacting PA's regarding our history. Ideas include both oral and written history projects. CDR Cole will contact AAPA/ PAHX for more information on the subject and report back next meeting.

Preceptorship Work Group is working to create a tool for PA Program Administrators. This might be a be a good recruitment tool as well. The work group will be Chaired by the Recruitment Committee Chair, LCDR LaFleur.

Next teleconference: Thursday, March 26, 2009 @ 2030 hrs EST.

Call-in number: 866-619-7571; Pass code number 4274208.

Minutes drafted by CDR Cole, Secretary
Finalized and checked by CDR Bonfiglio, Chair

