

Physician Assistant Professional Advisory Group
U.S. Public Health Service
Thursday, January 10, 2008
1830 – 2000 EST

Attendance	Rank	Last Name	First Name	OPDIV
Present	LT	Branch	Tracy	OS
Present	LCDR	Bonfiglio	Susan	BOP
Present	CDR	Hunter-Buskey	Robin	BOP
Excused	LCDR	Pelkey	Michelle	NOAA
Present	LCDR	Hager	Paul	IHS
Excused	LCDR	Zink	James	IHS
Present	LCDR	LaFleur	Phillip	BOP
Present	LT	Morris	Katherine	IHS
Present	LT	Bowens	Karla	BOP
Excused	LCDR	Buckser	Jeffery	NOAA
Present	CDR	Cole	Gary	BOP
Present	LT	Carr	James	DHS
Present	LT	Chuley	Michael	DHS
Present	LTJG	Ruiz	Melinda	BOP
Present	LCDR	Wickard	Paul	BOP
Closed Session no guests were present				

Call to order

Meeting called to order at 1833

PAPAG Chair Report - LT Branch

Anticipate a busy but productive year. Thanks to all of the individuals who have volunteered to serve as voting members of the PAPAG for 2008.

Each new PAPAG Officer and Committee Chair is to review Position Description and obtain from the previous office holder materials pertinent to that position.

Monthly meeting attendance is required of all voting members. As per PAPAG Bylaws Article VIII Section 6: A voting member who misses three meetings in a year without cause may be asked to resign from the PAPAG.

If a voting member should be need to be absent from a meeting they will e-mail the Chair with a CC to the Secretary, LCDR Hager for documentation, prior to the monthly meeting.

Each voting member will be asked to provide the name of an Alternate who will represent that voting member during the PAPAG meeting in the event the voting member will be unable to attend the meeting. (The Alternate must be a PA with the USPHS.)

Proxy Designation:

If a member is not able to attend a meeting and does not have an Alternate who will represent them during the meeting then a Proxy Form will need to be completed and sent to the Chair prior to the meeting. The Proxy form will specify what their wishes are with regards to any voting that is to take place during the meeting.

Meeting Times for PAPAG

Due to the greater geographical diversity of this years PAPAG members it will be necessary to look at the times and determine a time later in the evening as to accommodate the individuals on Pacific and Alaska Standard Time.

Proposed new time for PAPAG meeting is 2030 EST.

Proposal passed with 10 in favor and one opposed.

Brevity of Meetings

Chair requests all reports to be sent into Secretary one week in advance of monthly meeting. Committee reports to be sent out to members for review by Friday or at latest Monday before monthly meeting.

Chain of Command

The Chain of Command for the PAPAG this year will be as follows: Chair-Vice Chair-Chair Elect-Secretary. In the event that the Chair is unable to attend a meeting due to work or deployment commitments then the next in the chain of command will step in to serve as the Acting Chair until the current Chair is able to return.

Action Items:

Chair reviewed, discussed Action Items and gave out assignments for 2008.

New Business:

1. Request was made to provide a copy of the Awards Matrix to all of the new voting members with the goal of them soliciting PA nominations or to nominate a deserving PA.
2. BOP has many officers who are deserving of awards but are infrequently awarded. How can we as an organization increase the number of awards being provided to BOP PAs.
3. The suggestion was made to have the PAPAG create a liaison for the BOP and DIHS similar to what we have for IHS.
4. PHSAPA is holding it's Joint Annual Conference March 18 – 22 in San Antonio, Texas. RADM Milner will be the Keynote Speaker, as well as giving a presentation on Pan Influenza.

http://www.vapaa.org/pages/CME_Index.htm

5. New PAPAG Liaisons.

JOAG - LCDR LaFluer

PHSAPA - LTJG Ruiz & CDR Cole

IHS - LT Baughman & LT Morris

6. New Committee Chairs:

Policy and Procedure Committee -Chair LCDR Bonfiglio

Policy and Procedure Revision Committee members:

CDR Hunter-Buskey, LCDR LaFluer, LT Bowens, LCDR Wickard, and PAPAG

Volunteer members LT Bunnell, LCDR Guy

Ad HOC Committee-TBA

Adjournment 1603

Minutes approved by vote at February 14 PAPAG Meeting

Prepared by LCDR Hager, PAPAG Secretary.