

**Physician Assistant Professional Advisory Group  
U.S. Public Health Service  
Thursday, January 8, 2009  
2030 – 2200 EST**

<b>Attendance</b>	<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>OPDIV</b>
<b>Present</b>	<b>CDR</b>	<b>Bonfiglio</b>	<b>Susan</b>	<b>NIH</b>
<b>Present</b>	<b>LT</b>	<b>Bowens</b>	<b>Karla</b>	<b>BOP</b>
<b>Absent</b>	<b>LCDR</b>	<b>Hager</b>	<b>Paul</b>	<b>IHS</b>
<b>Excused</b>	<b>CDR</b>	<b>Cole</b>	<b>Gary</b>	<b>BOP</b>
<b>Present</b>	<b>LCDR</b>	<b>Branch</b>	<b>Tracy</b>	<b>OS</b>
<b>Present</b>	<b>LT</b>	<b>Amaya</b>	<b>Lisa</b>	<b>IHS</b>
<b>Excused</b>	<b>CDR</b>	<b>Buckser</b>	<b>Jeffrey</b>	<b>DIHS</b>
<b>Absent</b>	<b>LT</b>	<b>Chuley</b>	<b>Michael</b>	<b>DIHS</b>
<b>Present</b>	<b>LT</b>	<b>Fideli</b>	<b>Ulgen</b>	<b>HRSA</b>
<b>Present</b>	<b>CDR</b>	<b>Hunter-Buskey</b>	<b>Robin</b>	<b>BOP</b>
<b>Excused</b>	<b>LCDR</b>	<b>LaFleur</b>	<b>Phillip</b>	<b>FDA</b>
<b>Present</b>	<b>LT</b>	<b>Morris</b>	<b>Katherine</b>	<b>IHS</b>
<b>Present</b>	<b>CDR</b>	<b>Pelkey</b>	<b>Michelle</b>	<b>NOAA</b>
<b>Present</b>	<b>LT</b>	<b>Ruiz</b>	<b>Melinda</b>	<b>DIHS</b>
<b>Present</b>	<b>LCDR</b>	<b>Russell</b>	<b>Karen</b>	<b>BOP</b>
<b>Present</b>	<b>LT</b>	<b>Taylor</b>	<b>Shawn</b>	<b>FDA</b>
<b>Present</b>	<b>CDR</b>	<b>Wetherill</b>	<b>Paul</b>	<b>DIHS</b>
<b>Present</b>	<b>LCDR</b>	<b>Wickard</b>	<b>Paul</b>	<b>BOP</b>
<b>Guests:</b>	<b>LT</b>	<b>Newcomb</b>	<b>Joseph</b>	<b>DIHS</b>
( requested by CDR Buckser to attend in his absence)				

**Call to order**

Meeting called to order at 2030

**Approval of Minutes**

It was verified by LT Branch that the December 2008 minutes were approved and sent on the HS CPO and HS PAC.

**Summary and Status of Action Items**

Reviewed and updated

**Chair Report** CDR Bonfiglio

Good evening all. Thank you all for coming forward to serve as voting members on the PAPAG this year.

***Housekeeping matters:***

- I hope all of you have received the committee assignments I sent out yesterday along with the position descriptions. Please review both documents and obtain from the previous committee member any additional info/materials that are relevant to your position.

- Meeting attendance is required of all voting members. If a voting member has 3 unexcused absences they will be asked to resign from the PAPAG. Meeting times are the second Thursday of the month and currently the time is set at 2030 Eastern. The time is flexible if we decide as a group there is a more convenient time for all. We currently have members on each coast and Alaska.
- For those who are unable to attend a meeting you must email the Chair with CC to our Secretary, CDR Cole prior to the meeting. If you are unable to attend, please assign an alternate in your absence so they can update you on the meeting and projects.
- If an item on the agenda is to be voted on and you are unable to attend, you have two options: fill out a Proxy form for that meeting and stipulate how you will vote or have your assigned alternate vote in your absence.
- There will be no meeting in October due to heavy deployments during hurricane season. If there is no hurricane we have a break in October. Our Action item completion dates will reflect this consideration.
- All Chair reports for the upcoming meeting are to be sent to CDR Cole one week prior to the meeting for inclusion in the minutes. Chain of Command is as follows: Chair; Chair Elect; Vice Chair; Secretary. If both the Chair and Chair Elect are absent the Vice Chair is acting Chair with all the privileges designated to that position.
- We ratified our Bylaws in October 2008 and they will be sent to the HS PAC for inclusion on their Feb 2009 agenda for final approval. Position descriptions will be reviewed by each person holding that designation once the Bylaws have been approved. Any new action item will stipulate that positions be reviewed and revised per the bylaws with a completion date of March 12, 2009.
- I encourage Committee Chairs to contact their respective Committee Chair on the HS PAC and volunteer to serve on that committee to avoid duplication of efforts surrounding issues that cross-over between our groups. It also is an avenue for gaining additional experience on work groups.
- There is an avenue for achievement of a group award for your work with the HS PAC subcommittees. Keep track of yours hours involving work with the PAC and at the end of the year submit them to this HS PAC. The HS PAC will determine the level of award based on the type of work and hours logged.
- I am looking forward to working with all of you this year and anticipate a very productive year.

### **Committee and Liaison Assignments**

#### **Executive Committee**

Chair CDR Bonfiglio  
Chair Elect LT Bowens  
Vice Chair LCDR Hager  
Secretary CDR Cole

#### **Committee Assignments**

Awards Chair: LCDR Wickard; CDR Wetherill

Communications Chair: LT Amaya and LT Taylor as Co-Chairs; LCDR Branch

Membership Chair: CDR Buckser; CDR Pelkey  
Professional Development Chair: CDR Hunter-Buskey; Lt Ruiz  
Policy and Procedure Chair: LT Bowens; LCDR Russell  
Recruitment and Retention Chair: LCDR LaFleur; LT Fideli  
Readiness Chair: LCDR Hager  
Welcoming Chair: LCDR Morris; LT Chuley

### **Liaisons**

BOP CDR Wickard  
DIHS CDR Wetherill  
IHS LT Todd Baughman, Alternate LCDR Morris  
NOAA CDR Pelkey, LT Taylor  
JOAG LCDR LaFleur  
PHSAPA CDR Cole

### **Ad Hoc Subcommittees**

COA LT Branch, LT Amaya  
AMSUS CDR Hunter-Buskey, CDR Pelkey, CDR Bonfiglio  
KOA Work Group CDR Hunter-Buskey, CDR Bonfiglio, LCDR Wickard, LT Fideli

### **Subcommittee Reports**

Awards Subcommittee CDR Pelkey, LCDR Wickard

The plaque for CAPT Taylor will be completed NLT the end of January. A letter will be drafted to send with the plaque. Both the plaque and letter will be sent to the Chairwomen for forwarding to CAPT Taylor.

Membership Committee LT Newcomb, volunteer (in CDR Buckser's absence)

There was a call for all PAPAG voting members to recruit one Nominee for the 2010 PAPAG.

Professional Development Committee CDR Hunter-Buskey

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.

Follow-up with HSO PAC Mentor Committee regarding proposed changes to the PAC Mentor Committee activities.

### **New Business**

- Creation of new Ad Hoc AMSUS Subcommittee; see updated Action Items for members.
- Discussion brought forth by LT Fideli to create a DOD liaison in response to the MOU involving Traumatic Brain Injuries (TBI). It was decided to discuss with the HS PAC Chair and bring back to the Feb PAPAG meeting.

- BOP

The blue shipboard coverall uniform has been selected by RADM Kendig as the uniform for officers assigned to BOP Prisons. There are certain restrictions with the overarching theme to use this from Home to Sallyport and back.. "Salt and Peppers" will be phased out occurring on 1 Aug 2009.

**Next teleconference: Thursday, February 12, 2009 @ 2030 hrs EST.**

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

Minutes drafted by LT Bowens in absence of CDR Cole, Secretary

Finalized and checked by CDR Cole, Secretary