

**Physician Assistant Professional Advisory Group
U.S. Public Health Service
Thursday, November 19, 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	IHS
Present	LCDR	Branch	Tracy	OS
Present	LT	Amaya	Lisa	IHS
Present	CDR	Buckser	Jeffrey	DIHS
Present	LCDR	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
Excused	LCDR	Russell	Karen	BOP
Present	LCDR	Taylor	Shawn	NOAA
Present	CDR	Wickard	Paul	BOP
Guests:				
	LCDR	McKinnon	Mark	
	LCDR	Smith	Stephen	FDA

Call to order

Meeting called to order at 2030. Roll call taken by LT Ruiz.

Approval of Minutes

The September 2009 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

Chair Report /CDR Bonfiglio

- This is our last meeting for 2009. I am sending this out in advance so you can be thinking about which committees you wish to be involved in for 2010. We will also vote on Executive Board members for 2010: Chair Elect, Vice Chair and Secretary. Please email

CDR Cole or myself if you are interested in an Executive position for next year. To date we have had LT Ruiz indicate she wishes to be considered for Secretary. Keep in mind that an Executive Board position shows progression of increased responsibilities in regards to career planning as well as commitment to our discipline.

- The Assimilation Board met in September and are currently awaiting results to posted on CCMIS. If your application for Assimilation is more than 3 years since it was accepted you will need to fill out another application for the next Assimilation Board.
- Kudos to the COF Subcommittee. We were the only group that had our Round Table topics for discussion in by the initial deadline. This was much appreciated by the HS PAC. Lead for the committee is LT Amaya. Thank you Lt Amaya.
- For the coming year we will be drafting a SOP for election of new members, the Membership Subcommittee will take on this task. We will also be drafting the first Operations Manuel for the PAPAG with the Policy Committee having responsibility. A subcommittee will be formed for this as well. And finally, a new timeline will be proposed by CDR Wickard, currently Chair of the Awards Committee, for the PA of the Year Award.
- Please keep these new tasks in mind when thinking about your choices for committee involvement.
- A new position within the Communications Committee has also been proposed for a PAPAG webmaster whose sole responsibility will be maintenance of the PAPAG website. This individual will keep our web site current with meeting times, current projects, updated Executive Board and Committee rosters with contact information.
- The task of creating a new tab section within the website labeled *PA Careers Highlighted* is still under construction. We have been notified that additional elements have to be in place before that is up and running.

Thank you all for your consistent efforts this year in bring to close another successful year for the PAPAG. I have truly enjoyed working with all of you this year and having the opportunity in getting to know you better.

Subcommittee Reports

Awards Subcommittee /CDR Wickard

We will announce new deadline for PAPAG PA of the year this year after discussion during the meeting, but appears it will be the first of March. We will seek nominations starting early January.

Communications Subcommittee/ LT Amaya, LCDR Taylor

Nothing new to report.

Membership Subcommittee /CDR Buckser, CDR Pelkey

The voting is in and we have six new members to add to the PAPAG in 2010. Letters have been sent to the new members inviting them to call into the November 19th meeting along with the call in information. We are beginning to work on formalizing the membership process and should have that done by the end of the year. Thank you to everyone who voted on our special election for LT Van Horn. He was voted in as the newest member of the PAPAG.

Policy and Procedure Subcommittee/ LT Bowens, LCDR Russell

Currently, we are working on drafting SOPs for election of new members or an Operations Manual for the PAPAG.

Professional Development Subcommittee/ CDR Hunter-Buskey, LT Ruiz

The committee has provided resources for officers preparing their COERS for 2009. Encouraged officers to visit the CCMIS web page to review the Billets Tutorial and remain abreast of all changes. Interaction between Physician Assistant Officers continues to be encouraged through profession specific mentoring and the PA PAG buddy program.

The PAC Mentor Committee is preparing strategies and SOPs for the 3 work groups in anticipation of providing enhanced support for officers requesting HSO mentors. Details are forthcoming.

Readiness Subcommittee /LCDR Hager

Nothing to report.

Recruitment and Retention Subcommittee /LCDR Phillip LaFleur, LCDR Fideli

Nothing to report.

Welcoming Subcommittee/ LCDR Morris

Four new PA's to the Commissioned Corps. Welcome Packets emailed to all and invited to our November 19th teleconference.

LCDR John Hubbard, FDA

LCDR Patrick Daniel Scott, OS

LT Matthew Eric Tilley, PSC

LT Matthew Zagula, BOP

Ad Hoc COF Subcommittee/ LT Amaya, CDR Pelkey

Nothing new to report.

Ad Hoc AMSUS Subcommittee /CDR Hunter-Buskey, CDR Bonfiglio

VADM Regina Benjamin has represented the Corps with pride and has been well received at the AMSUS meeting in St Louis, MO. The USPHS plenary sessions, chaired by CDR Maureen Cippel was well attended and provided great information and CME. VADM Benjamin lead an open discussion during the PHS luncheon sharing her vision for Corps growth, outreach efforts that impact our communities and working to improve the nation's health. She listened to suggestions, questions and comments from officers in attendance. RADM Milner sends his regards to the PA PAG. I will attend the PA Section and provide a verbal update during the call. Next year, AMSUS 10/2010 Phoenix, AZ chair - Navy.

Liaison Reports

BOP/ CDR Wickard

Nothing new to report.

DIHS / CDR Buckser

DIHS officers may be able to put in for awards in a more timely fashion. A PA has been nominated for a PHS award and we are waiting to see if it comes through. This might address a common complaint from DIHS officers.

There are still numerous openings for PA's around the country in DIHS facilities. There are many travel opportunities within DIHS, ranging from Cuba to Africa to Asia.

IHS/ LCDR Baughman

- CAPT Placide and I plan to attend next year's National Combined Councils Conference next year to be held in Phoenix, March 21-26.
- CAPT Placide will again be presenting at next years Advances in Indian Health Conference in Albuquerque. I am also considering doing this. The conference is scheduled for April 27-30, 2010.
- CAPT Placide completed and distributed the Indian Health Service Physician Assistant FY2009 Report on October 1st.
- I completed LRP Site Scoring and submitted the scores to Paul Lofgren at LRP HQ. There were 62 (down from 69 last year) sites scoring high enough for LRP (70 or higher).
- LT McCreary, lead PA Recruiter for IHS, has accepted the responsibility of searching USAJobs and the IHS Jobs databases on a regular basis. He will compile all the PA vacancies onto one document and submit it for placement on CAPT Placides CCC page at IHS.gov. / tim.mccreary@IHS.gov.
- New IHS PA recruitment site has been approved and is in the works.
- A dedicated IHS PA website has also been approved and is in the process of being set-up.

JOAG/ LCDR LaFleur

Nothing to report.

NOAA/ CDR Pelkey

Fully staffed, first time in 3 years.

PHSAPA/ LCDR Stephen Smith

Meeting for the BOD Only on 19 November, 2009

Meeting for General Membership and (anyone for that matter) Dec 10th @ 800pm Eastern

- Guest speakers from HSO and PAPAG.

FDA/ LCDR Stephen Smith

FDA continues to fill position for Supervisors and Regional Emergency Coordinators. The big hiring of CSO's of 2007 through 2009 has slowed although a few CSO positions appear from time to time. Most District Offices have received their list of how many they can hire for the new fiscal year. (Our office filled all positions last year and the number did not increase for this year).

Watch where SCSO's are being hired, when the position is filled and IF they hired a CSO from their office, then the will need to potentially back fill the position, while money is still available to do so.

New Business:

- **Election of Executive Board Members for 2010 deferred until 11/27/09 via e-mail.**
- **CDR Cole will investigate utilization of Senior Advisors on the PAPAG.**
- **Consider designating a position within the Communications Committee for PAPAG webmaster working in alliance with the HS PAC webmaster to keep our site updated.**
- **Awards Committee will update PAPAG of the year nomination form for 2010.**

Call-in number: 866-619-7571; Pass code number 42742081

Meeting was adjourned at 2215 hours EST.

Next teleconference: Thursday, January 28, 2010 @ 2030 hrs EST.

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

Minutes drafted by LT Ruiz, Secretary

Finalized and checked by CDR Bonfiglio, Chair