

**Physician Assistant Professional Advisory Group  
U.S. Public Health Service  
Thursday October 9, 2008  
2030-2130 EST**

<b>Attendance</b>	<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>OPDIV</b>
<b>Present</b>	<b>LCDR</b>	<b>Branch</b>	<b>Tracy</b>	<b>OS</b>
<b>Present</b>	<b>CDR</b>	<b>Bonfiglio</b>	<b>Susan</b>	<b>BOP</b>
<b>Present</b>	<b>CDR</b>	<b>Hunter-Buskey</b>	<b>Robin</b>	<b>BOP</b>
<b>Present</b>	<b>CDR</b>	<b>Pelkey</b>	<b>Michelle</b>	<b>NOAA</b>
<b>Excused</b>	<b>LCDR</b>	<b>Hager</b>	<b>Paul</b>	<b>IHS</b>
<b>Excused</b>	<b>LCDR</b>	<b>Zink</b>	<b>James</b>	<b>IHS</b>
<b>Absent</b>	<b>LCDR</b>	<b>LaFleur</b>	<b>Phillip</b>	<b>BOP</b>
<b>Present</b>	<b>LCDR</b>	<b>Morris</b>	<b>Katherine</b>	<b>IHS</b>
<b>Excused</b>	<b>LT</b>	<b>Bowens</b>	<b>Karla</b>	<b>BOP</b>
<b>Present</b>	<b>CDR</b>	<b>Buckser</b>	<b>Jeffery</b>	<b>DHS</b>
<b>Present</b>	<b>CDR</b>	<b>Cole</b>	<b>Gary</b>	<b>BOP</b>
<b>Absent</b>	<b>LCDR</b>	<b>Chuley</b>	<b>Michael</b>	<b>DHS</b>
<b>Excused</b>	<b>LT</b>	<b>Ruiz</b>	<b>Melinda</b>	<b>BOP</b>
<b>Present</b>	<b>LCDR</b>	<b>Wickard</b>	<b>Paul</b>	<b>BOP</b>
<b>Guests:</b>				
	<b>LT</b>	<b>Baughman</b>	<b>Todd</b>	<b>IHS</b>

**Call to order**

Meeting called to order at 2030

**Chair Report** LCDR Branch

1. Annual COERs are now available.
2. Planning has begun for the 2008 COF Training and Science Symposium. The PAPAG is in need of a voting member volunteer who can serve as Chair for the COF Ad Hoc Committee and facilitate the planning for our session.
3. Reminders have been sent to the field reminding officers to prepare for 2009 Promotion Boards. An offer was made to those PAs in the field who would like assistance in preparation and only one has asked for assistance to date.
4. Expansion of the CC continues and we are currently at 6200 officers on Active duty.
5. Current Readiness rates are not available due to the 30 day extension that is in place due to the recent Hurricane Mission deployments.
6. Assignment Incentive Pay has been approved and is in place. Due to a lack of staffing officers have not begun receiving this special pay. Work is currently occurring to bring this special pay on line as soon as possible.
7. OCCO has begun to implement involuntary separation boards. This will be of importance to those officers who do not promote in two consecutive years.
8. The HS PAC will hold its end of year gathering on 05 December from at Andaluia's in Rockville. If you would like to attend please e-mail your RSVP to CDR Sheila Merriweather by 17 October.

**Communications Subcommittee** LCDR Morris

Weekly PAPAG Newsletter sent out to all PHS PA Officers.

**Readiness Subcommittee** CDR Cole

1. Received about 20% follow up from the Officers who were deficient with news about corrected items.
2. CDR Lum, HSO Readiness Chair had meeting regarding several items that she is going to bring forward to HS PAC meeting and Readiness colleagues from other PAC's.
3. a) DHS might be broken down to *DIHS, USM, CBP, USCG*, etc.  
b) Agency failure to deploy willing Officers despite Secretarial Declaration.
4. Breakdown analysis:
  - 8/28 were missing APFT or President's Challenge (single item)
  - 5/28 were missing Medical Exam or Hepatitis A incomplete (single item)
  - 6/28 were missing BLS (single item)
  - 3/28 were missing PPD.(single item)
  - 1/28 Referred to HSO Readiness for chronic inaction.
  - 3/28 New Officers making progress.
  - 2/28 Were missing a few easily reported items.
5. A few CO's claimed to have previously submitted items during updates but were not verified by the Officer later to ensure it was updated by OFRD. No trend but some anecdotal evidence to suggest it occurs. I was made aware of two examples of communication breakdown between MAB and OFRD regarding medical waivers.
6. Received email the other day about three new Officers and will reach out to them regarding Readiness.
7. New business: I feel it is important to analyze the problems faced by PHS PA's in deploying to recent hurricanes and for humanitarian assistance. Executive leadership might be interested in knowing about problematic areas so they can address these with Agencies. A sampling of deployed Officers, volunteers, and those that refused to go might be useful to Senior Leadership if they are interested.  
Language and Policy needs to be in synch for Readiness.  
Promotions  
Special Pay  
Adverse Actions  
Next FY. It's coming.

**Professional Development Subcommittee** CDR Hunter-Buskey, LT Ruiz

Continuing to identify online, telephonic, mail or in-person CME opportunities and leadership training opportunities for distribution to PAs in monthly newsletter.

We are still looking for Senior PAs and Advanced Junior PAs to serve as mentors for those Jr. Officers who seek a mentor.

**Membership Subcommittee** CDR Buckser

No Report

**Policy Subcommittee** CDR Bonfiglio

The Bylaws revisions have been completed and we are currently on the agenda today for voting approval. Once approved it will be addressed with the HS PAC most likely at their February meeting as the December meeting is brief and usually no new business is discussed. Thank you to my subcommittee members for their diligent work and exceptional commitment to this project.

**Recruitment & Retention Subcommittee** LCDR LaFleur, LCDR Chuley  
No Report

**Welcoming Subcommittee** LT Bowens, LCDR Carter  
Two new officers were contacted since our last meeting.  
Joseph Morris (NOAA)  
Edwin Morgan (NOAA)  
Welcome packets were provided and they were added to the listserv. No questions or concerns were expressed by either officer. The welcome packet remains under continuous revision.

**Awards Subcommittee** CDR Pelkey, LCDR Wickard  
Hunter-Buskey has submitted a PA Officer nomination to HS-PAC for Responder of the Year.

**Ad Hoc COA Subcommittee** CDR Pelkey  
No Report

**PHSAPA Subcommittee** CDR Cole, LT Ruiz  
Federal Services Congress- a collaborative CME between USPHS, Army, USAF, Navy, USCG, and VA Physician Assistants is being held November 4th to 8th, 2008 in San Antonio, TX. Twenty-Five CME credits are available for \$100. Links to the conference are available on the PHSAPA website.

**JOAG Liaison** LCDR LaFleur  
No Report

**IHS Liaison Report** LT Baughman  
No Report

**BOP Liaison** LCDR Carter, LCDR Williams  
No Report

**DIHS Liaison** CDR Cole

1. Opportunities needed for PA's and NP's in all facilities. Greatest need is in Arizona Facilities (3) Eloy, Florence, Pinal and South Texas (6) Willacy, Harlingen, Port Isabel, Pearsall, Taylor, and Houston Facilities. One new opportunity for Aguadilla, PR for Clinician/HSA.
2. They welcome our help in accomplishing their recruiting mission. They have had some success with STG recruiting. (Contractor)
3. Advertisement:
  - a) VATS/ CC website is hard to work with from Recruiter's perspective. Specifics needed.
  - b) Powered by I-Recruiter- no specific drop down for PA's or NP's- we are listed as "other". They will staff this and rectify. I will follow up with them to see that this happens.
  - c) Using List-Serve for Commissioned Corps categories. Kevin Marshall is contact and is forwarding opportunities to CDR Cole for gmail forwarding.
4. Exit Interviews are starting to be tracked again by LT Bailey. Opportunity for improvement.
5. Deployment/Readiness. No PA's are known to be deployed or going on 2008

Humanitarian Missions or Hurricane missions.

6. Field Morale-variable.

7. Restructuring- Regionalizing HSA's. One selected for Southeast Region. Moving along well.

**The next teleconference will be held Thursday November 13, 2008 @ 2030 hrs EST.**

**The call-in number is 1-866-619-7571; Pass code number 427- 4208.**

Meeting minutes draft prepared by LCDR Hager, PAPAG Secretary.