

Health Administration Professional Advisory Group (HAPAG)

Meeting Minutes

April 4, 2006

The meeting convened at 3:02 pm EST. Thirteen of 20 HAPAG members were present: CDR Brad Austin (Chair), CDR Leo Moody (Chair-Elect), CDR Valerie Darden, CDR George Durgin, CDR Craig Wilkins*, CDR Anne Perry*, CDR Gay Nord*, LCDR Sianat Kamal, LT Shawna Coleman*, LT Sheryl Ford*, LT Helen Hunter, LT Delia Jones, and LT Jason Jurkowski*. (Members with an asterisk participated via teleconference.)

I. Approval of the January HAPAG Minutes

A quorum of voting members was present to vote on the minutes. The minutes were accepted.

II. Operating Subcommittees for 2006

- **Communication:** CDR Anne Perry mentioned that a listserv has been established for the HAPAG, but the listserv needs owners to maintain it. It will be for all commissioned Health Services Officers. More clarity needs to be defined in terms of the content. The subcommittee must determine the contact person for updating information on the HS-PAC. The subcommittee will also consider drafting articles and materials for the HSO booth at COA.
- **Recruitment/Retention:** There was not a report submitted.
- **Career Opportunities and Professional Development:** There was not a report submitted. However, LCDR Sianat Kamal agreed to chair the subcommittee. LT Shawna Coleman expressed interest in participating on the subcommittee.
- **Policy:** CDR Craig Wilkins recapped last year's activities. The subcommittee will update current HAPAG bylaws to maintain consistency with HS-PAC. *Action item:* propose a draft for the next meeting to determine what the revised bylaws should incorporate and send the draft for HAPAG membership response.
- **Membership:** CDR Brad Austin raised a discussion on the overlapping functions between the membership and the recruitment/retention subcommittees. After more clarification, it was agreed that the membership subcommittee will focus on internal activities of the HAPAG, including the annual solicitation and screening of new members. The Recruitment and Retention subcommittee will focus largely on the overall Health Services category. LT Delia Jones has agreed to chair the Membership committee and welcomes any interested individuals to join the subcommittee.
- **Awards:** CDR Valerie Darden announced that CAPT Amy Barkin will be the first recipient of the *Excellence in Healthcare Leadership Award*. The award will be presented at the COA conference in Denver, CO.

Additionally, the total cost for the award is \$32.14. CDR Austin encouraged HAPAG to donate monies for the cost of the award, since the subcommittee does not have a budgetary fund. CDR Austin stated that he will personally contact all HAPAG members and ask for a four dollar contribution to cover the cost of this award.

III. Denver COA Conference, Category Day, HAPAG Break-out Session

CDR George Durgin reported that CAPT Milner will not be able to participate as the speaker for the HAPAG break-out session. CDR Durgin and CDR Wilkins are working to find an alternate. CAPT Gene Migliaccio may be a possible speaker.

IV. AMSUS Awards

CDR Durgin mentioned that the AMSUS Awards have an upcoming deadline on April 14, 2006. We need to submit nominations for the awards. There are numerous awards available for Medical Service Corps (MSC) categories. CDR Durgin will send an email to members regarding the awards.

V. AMSUS MSC Category Planning

CDR Durgin assisted CAPT Linda Brown with identifying the American College of Healthcare Executives (ACHE) seminars that will be presented at the AMSUS Conference in San Antonio, TX in November 2006.

VI. Health Administration Readiness Activities

CDR Austin discussed last year's health administration readiness activities (i.e., calling HS Officers about completing basic readiness level) and wanted to determine if HAPAG would be interested in continuing these activities, if CAPT Brown needs assistance. All Health Services Officers must meet the basic readiness level.

VII. Proposal to Change Future Meetings to 2pm EST

LT Coleman suggested that the HAPAG meetings be changed from 3pm EST to 2pm EST. The group accepted this change and the HAPAG meetings will now begin at 2pm EST.

VIII. New Agenda Items

CDR Austin informed the group that the HS-PAC requested comments regarding the proposed revision of the HSO benchmarks. CDR Durgin and others will review the proposed revisions and forward the comments to CDR Austin. CDR Austin will send the recommendations to HAPAG for comment.

IX. Adjourned at 4:02pm EST.

Prepared by: LT Delia Jones

Reviewed by: CDR Brad Austin